

American Association of Law Libraries
Proposal to Provide Electronic Balloting Service

Parties

This proposal is offered by the American Association of Law Libraries (hereinafter referred to as AALL) with offices at 105 West Adams Street, Suite 3300, Chicago, IL 60603 to the (INSERT NAME OF CHAPTER OR SPECIAL INTEREST SECTION HERE) (hereinafter referred to as the Entity) to provide use of the AALL electronic balloting service.

Specifications

The AALL is the sole and exclusive owner of the electronic code and instructions (hereinafter referred to as System) that allow an entity to register the vote/s of its member constituents in a secure and accurate real-time manner. Entities who choose to use the System can realize substantial cost, administrative, and time savings over traditional postal mailed ballots.

The AALL will license the use of the System to approved Entities on an election by election basis. The election may be either of Officers or elected members, or bylaws amendments. In order to qualify for the use of the System, the Entity's total number of eligible voters must exceed one hundred fifty (150).

The electronic code and all voting tabulations will be resident on the network computing system of the AALL at the above address. All electronic notifications (e-mail) to advise members of the election and procedures for casting their ballot will be the responsibility of the Entity. The Entity will likewise assume the responsibility for issuing paper ballots to those members who request or require them.

An individual or officer designated by the Entity will be provided with secure online access to the 'real-time' count of registered votes.

Upon acceptance of this proposal, the Entity will be required to provide certain information and data to the AALL in accordance with the specifications and timeline as follows:

30 days prior to the election start date

- The Entity must register with AALL for the online election.

15 days prior to the election start date

- Through the administrator section of the program, the Entity's designated officer will have control over the election dates, elections committee, contact us form, offices, candidate information, and feedback questions. Entities will be required to enter in all of the information required for the election no later than 15 days prior to the election start date. Entities will also be responsible for reviewing their information and making any necessary revisions.

7 days prior to the election start date

- Entities double check their online election setup and begin notifying their membership of the upcoming election.

5 days prior to the election start date

- Entities will be required to upload, in electronic format, a membership list containing the names and e-mail addresses of all its eligible voters into the System.

Day the election opens

- AALL will send electronic notifications (e-mail) to all the Entity's eligible voters containing their election login information (email address and password).
- Entities will remind their membership that their election is open and to expect the login information.

5 days prior to the election end date

- Entities will remind their membership of the election deadline and to vote if they have not yet already done so.

10 days after the election end date

- The Entity will be responsible for printing and/or downloading all vote totals for retention and certification as required by the Entity's bylaws. AALL is not responsible for retention of election information more than 10 days past the election end date after which all data will be destroyed.

There is a flat fee of \$320.00 for a single election. The fee is due and payable to AALL 15 days prior to the start date of the election. Entities should remit a check payable to AALL at the above address. AALL Special Interest Sections will receive the above mentioned service free of charge.