



# Election Information

## GENERAL INFORMATION

Elections for unit officers and the Executive Board are conducted annually. Officer terms start and end at the end of the association's annual conference, typically held in April. Voting for the Executive Board is conducted online. Unit elections may be conducted online if their unit operating procedures allow it; if choosing to participate in online elections, units must declare this intention to TLA by that year's deadline.

A general timeline is below, and detailed timeline is made available to unit officers in the fall of each year. Units must also consult their operating procedures to ensure any additional elections requirements are met. Members eligible to participate in association elections must have a current membership by January 31 to participate in that year's elections.

## ONLINE ELECTIONS

Units should note these principles when choosing to participate in online elections:

1. Units must provide TLA with a finalized slate of candidates by the deadline provided by TLA.
2. TLA provides an online candidate bio form on [txla.org](http://txla.org) that is open to all candidates. Candidates are required to fill out the online bio form, which is viewable by all association members.
3. The unit is entirely responsible for ensuring and monitoring that all candidate information has been entered into the online form by the deadline for inclusion in the online balloting process.
4. TLA staff will not edit candidate information. If desired, units may communicate with candidates any problems they see with their submissions. If the unit undertakes a role to proof the text or recommend any corrections, then the unit must ensure equity among all candidates.
5. If a unit uses the online balloting system, the unit elections will be held entirely online (i.e., no mail-in ballots).
6. Election instructions and election results are communicated by staff to the unit chair, who is then responsible for sharing this information with the unit's nominating committees or candidates, as appropriate.

## ONLINE ELECTIONS TIMELINE

### November - *mid-month*

- Units must declare their intent to participate in online elections by notifying the TLA office.
- The slate of officers should be finalized for each unit.
- Each unit chair or nominating committee should transmit to their own candidates the instructions for entering biographical information and statements of concern into the online system.

### December - *mid-month*

Candidates must complete their biographical information and statements of concern. TLA staff will neither enter the information for any candidate nor monitor, edit, or approve the submissions (that's the responsibility of the units).

### Early January

- TLA will post the candidate information for all participating units on the TLA website. Please note: TLA will not mail out printed unit biographical information or unit ballots.
- TLA will work with an outside survey company to finalize balloting preparations and will process memberships to be sure that all memberships received as of January 31 are marked as current and eligible for voting.
- Units must monitor that their candidates have submitted the online information. Copies of each candidate's entry are available on [txla.org](http://txla.org) for review at any time by the chair of the appropriate division, round table, or interest group. Units may undertake the role of communicating proofing errors to their candidates if they so desire. TLA will not edit candidate information.

### February - *mid-month*

- Electronic balloting information is transmitted to all members with a valid email address.
- Units should publicize their slate of candidates in TLA Engage to encourage voting participation.

### End of March

- Deadline for submission electronic ballots; tellers from the survey company count ballots and certify the election results.
- Unit chairs will be sent their election results and asked to contact each candidate.
- After the results are shared with unit chairs, the results will be posted on the TLA website within a week.

### INSTRUCTIONS FOR SUBMITTING CANDIDATE BIOS

Unit representatives must notify their unit's candidates to enter their biographical information in the online form. Candidates should follow the instructions below to access the online form and submit their information:

1. Go to the TLA website [txla.org](http://txla.org)
2. Go to the **Unit Officer Candidate** page: [txla.org/membership/unit-officer-candidates/](http://txla.org/membership/unit-officer-candidates/)
3. Click on the appropriate division, round table, or interest group and on the applicable position.
4. Complete the questions relating to biographical background and statement of concerns (which has a 125-word limit that is strictly enforced).

If participating online elections, all unit election material will be conducted online only. No unit candidate information will be printed. All unit elections must adhere to TLA policies relating to eligibility and the handling of the elections.

Please contact [Christy Reynolds](#) if you have any questions.