KU Libraries LFPA
Nominating and Ballot (N&B) Committee Master Calendar
July 1 – June 30

July 1 – August 31
☐ Hold an initial meeting to discuss standing and special charges for the year, select committee chair, and to review ballotbin procedures.

☐ Seek clarification and amplification from LFPA Exec regarding charges.

September 1 – March 31
☐ Work on any issues regarding charges.

☐ Work on any specific directives from LFPA Exec regarding special elections or other LFPA business per standard operating procedures, procedures as directed by LFPA Exec, or determined by N&B to be effective to stated goals.

Early – Mid April
☐ Begin preparations for conducting ballot for election of LFPA Exec Officers and elected committee memberships.

  o Confer with LFPA Exec for any anticipated ballot initiatives that may be conducted concurrently with the Annual Election Process.

  o Prepare as needed for any special ballot initiatives.

  o Confer with KU Libraries Human Resources Officer on calendar for Progress Towards Tenure and Promotion (PTTR), and Promotion and Tenure (P&T) candidates for upcoming cycle (2 years) in order to adequately screen potential LCPT candidates.

  o Consult with roster of LFPA Exec and LCPT membership rosters for previous years to identify any disqualifying service.
   (See LFPA By-Laws for explication on disqualifying conditions.)

Late April – Early May
☐ Issue call on KULFPA-L for candidates for LFPA Exec and LCPT offices.

☐ Elicit help of LFPA Chair and Chair-Elect to continue solicitation for candidates, subsequent to initial call, and depending on responses.

☐ Finalize slate of candidates and assembles ballot

Early – Mid May
☐ Distributes LFPA ballot(s) to LFPA Membership in whatever means has been determined appropriate (usually electronic).

☐ Tabulate ballots and report results to LFPA Chair (usually downloaded from Ballotbin).

Revised: June 2013