Guidelines for voting in the PoCo election

Notification email:

Institutions and funnel coordinators eligible to vote in the PoCo election will receive the following email notification:

Subject: Voting for PCC Policy Committee representatives

Hello [First name Last name],

You are receiving this email because your institution/funnel is a voting member in the annual election for at-large representatives to the Program for Cooperative Cataloging's Policy Committee. Voting ends mm/dd/yyyy at midnight (EDT).

We ask that you please ensure that your institution's designated voter (e.g. your library director) receives the election information and votes by mm/dd/yyyy.

Directors (or equivalent officer) of voting PCC institutional members may delegate voting rights to another person from their own institution (e.g. the institution's BIBCO, CONSER, NACO, or SACO representative) but cannot give their right to vote to someone who already has voting rights due to their own role in the PCC (e.g. a PCC funnel coordinator). A voter cannot vote twice for any one candidate for the same office.

Funnel coordinators, please cast a single ballot on behalf of the members of the funnel you coordinate.

This is your opportunity to help your institution exercise its voting rights as a PCC institution or funnel.

Please email the PCC Secretariat, Library of Congress at coop@loc.gov if you require voting assistance.

Sincerely

Thank you,

PCC Secretariat,
Policy, Training, and Cooperative Programs Division,
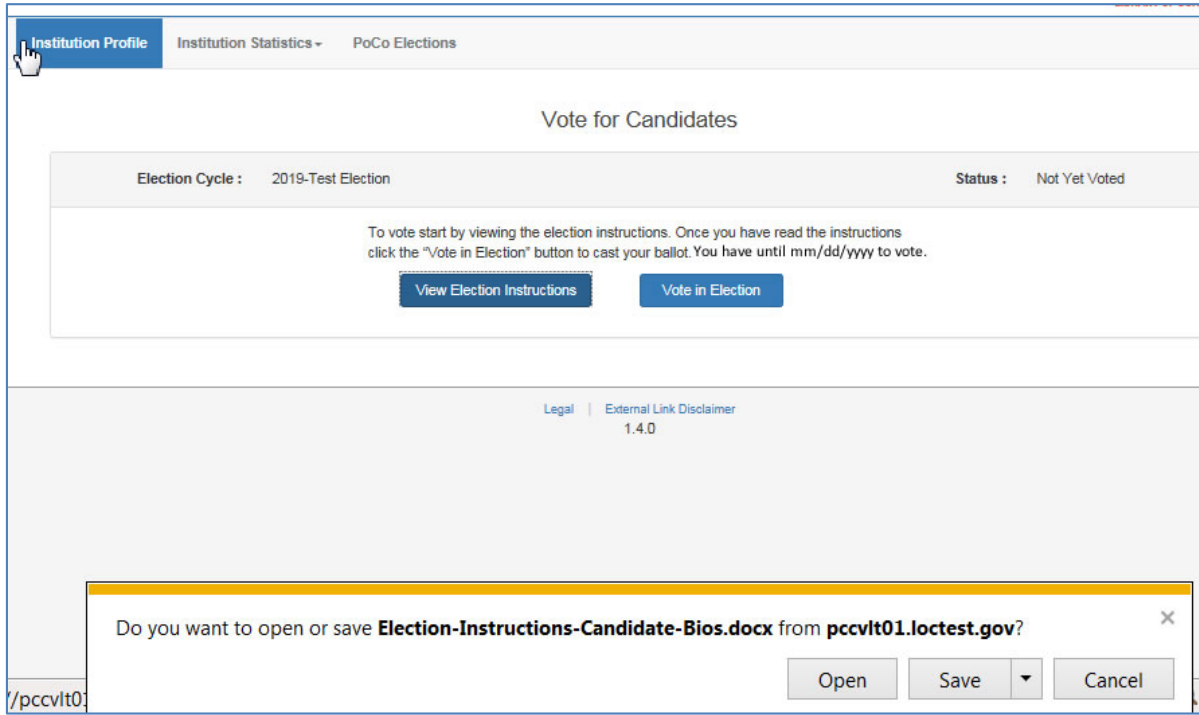Library of Congress

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Log into your institution or funnel coordinator profile, select > **PoCo Elections:**
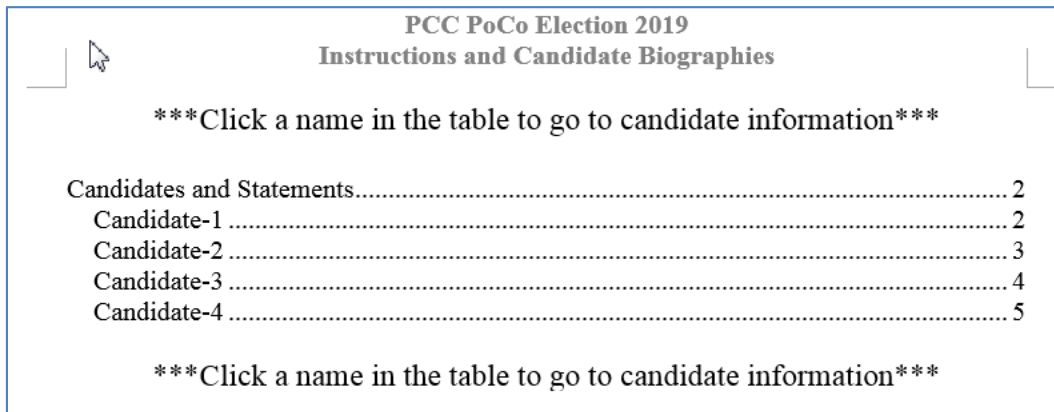

Select **> View Election Instructions**. The system will download the document containing election instructions and candidate statements.

Downloading and opening the election instructions document:

Institution Profile | Institution Statistics ▾ | PoCo Elections

Vote for Candidates

Election Cycle : 2019-Test Election   Status : Not Yet Voted

To vote start by viewing the election instructions. Once you have read the instructions
click the "Vote in Election" button to cast your ballot. You have until mm/dd/yyyy to vote.

[View Election Instructions]   [Vote in Election]

Legal | External Link Disclaimer
1.4.0

Do you want to open or save **Election-Instructions-Candidate-Bios.docx** from **pccvlt01.loctest.gov**?

[Open]   [Save] ▾   [Cancel]

/pccvlt0:

Election instructions document opened:

PCC PoCo Election 2019
Instructions and Candidate Biographies

Click a name in the table to go to candidate information

Candidates and Statements.. 2
   Candidate-1 2
   Candidate-2 3
   Candidate-3 4
   Candidate-4 5

Click a name in the table to go to candidate information

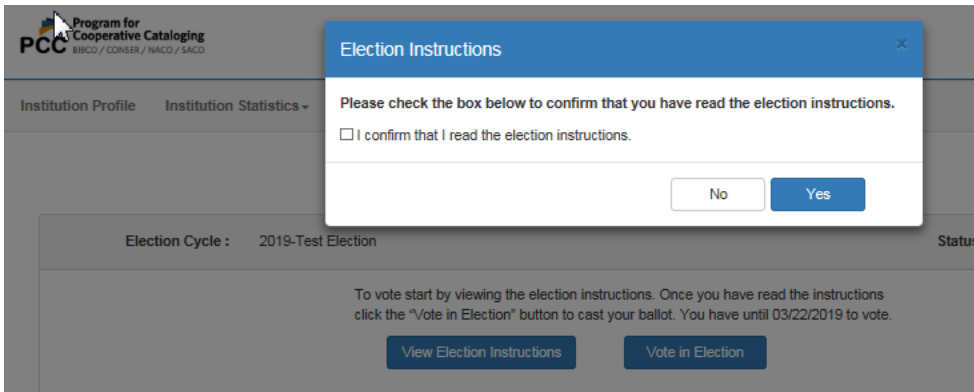After viewing the election instructions and candidate statements, cast your vote by selecting **> Vote in Election:**
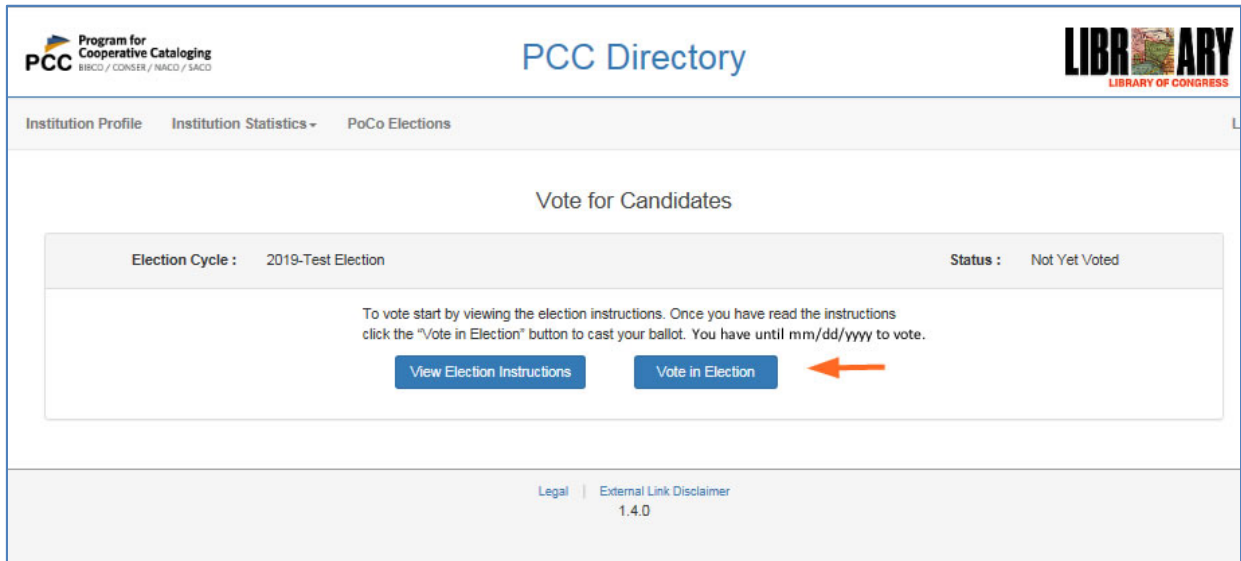
Confirm that you have read the election instructions document by answering **Yes**:

Select your candidate choices for filling the vacant positions on PoCo. For example if there are two vacant positions on PoCo for a given year, there might be four candidates. The system will allow you to vote for **no more and no less** than two candidates in this example.

Vote for Candidates

| Election Cycle : | 2019-Test Election | | Status : | Not Yet Voted |

To vote start by viewing the election instructions. Once you have read the instructions click the "Vote in Election" button to cast your ballot. You have until mm/dd/yyyy to vote.

[View Election Instructions]

Number Of Candidates : 2

Votes	Candidate Name	Institution Name
☐	Candidate-1	College A
☐	Candidate-2	University B
☐	Candidate-3	Institution C
☐	Candidate-4	Public Library D

[Next]

Vote for Candidates

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[View Election Instructions]

Number Of Candidates : 2

Votes	Candidate Name	Institution Name
☑	Candidate-1	College A
☐	Candidate-2	University B
☐	Candidate-3	Institution C
☐	Candidate-4	Public Library D

1 vote(s) remaining

[Next]

After voting, a confirmation will display. Select **> Back** to return to the welcome page.

| | Institution Statistics ▾ | PoCo Elections |

Thank you for voting.

Confirmation of PoCo Election Ballot Submission

| Election Cycle : | 2019-Test Election | | Status : | Voted |

Voting Participant Name :   Les Test

Voting Participant MARC 21 Code :   Ltest

Below is the list of candidates you voted for. Please verify that they are correct before submitting your ballot. Once you submit your ballot your votes cannot be changed.

Candidate Name	Institution Name
Candidate-1	College A
Candidate-3	Institution C

Back