

Elections Committee Meeting Minutes Oct. 20, 2011

1. Reviewed and edited task list (final version attached)
2. Responsibilities divided among committee members (noted on the attached task list)
3. Members reviewed departmental elections email instructions (attached) to be sent by Andi Beth to department heads this week.
4. Andi Beth will notify the committee of final departmental election results after January deadline, and then Christy and Kathy will coordinate work on the officer elections, keeping the committee in communication by email as this process progresses.
5. Committee will probably meet in early spring to help Hans-Georg and Jackie finalize the polling procedure for committee preferences, and then later in spring to make actual committee assignments.

Date:	10/19/2011
To:	All Dept. Heads/Program Coordinators
Cc:	Senate Elections Committee
From:	Andi Beth Mincer, Chair of Senate Elections Committee
Re:	Election of Senators/Alternates for Academic Year 2012/2013

Each of your respective departments should conduct departmental elections in order to replace the Senators and alternates whose terms are ending. If this seems earlier than usual, you are right. The Elections Committee is pushing this initial phase of our business ahead from previous years to facilitate completion of our other elections and committee assignment tasks before the end of spring semester.

As you conduct your elections, please keep the following rules from the Senate Bylaws regarding Senate membership and the election process in mind:

1. Each Senator is elected to serve a 3-year term (unless someone is elected to fill a seat made vacant by the departure of a senator before their term expired, in which case the new senator will only complete the previous senator's term).
2. **Each** Senator must have a **designated** alternate.
3. Each **alternate** is elected for a term of 1 year and is eligible for reelection each year; therefore, **every** department will need to elect an alternate for each Senator each year.
4. Department Heads should notify the Chair of the Senate Elections Committee and the Senate Secretary **no later than January 15** of the results of the departmental elections.
5. Attached is the list of instructions to guide all departments through the elections process. The numbers in red indicate a change resulting from the reapportionment that was conducted October 2011.

Elections Committee Timeline and Tasks

Committee Activity	Responsibilities	Deadline	Person(s) respons.
Committees of the Senate elected (and announce new committee rosters based on the inevitable changes that occur over summer)	<p><u>Senate Standing Committees:</u></p> <ul style="list-style-type: none"> • emails Deans current committee list to see if they know of changes over summer • compile changes that have occurred over summer and at beginning of year due to departures and chair/committee find replacements; • forward updated committee list to Senate Sec’y for posting and put on agenda for approval(?) at first meeting <p><u>Committees of the Senate:</u></p> <ul style="list-style-type: none"> • notify Senate Sec’y to put roster (that was done in spring semester with other committee assignments) on agenda for 1st senate meeting for voting 	First meeting fall semester	ABM (chair)
Elections Committee notifies departments of need to elect senator (terms expiring or apportionment changes)	<ul style="list-style-type: none"> • Email dept heads, • update election cycle instructions based on expiring terms and reapportionment, • collect (dept heads asked to email results to Elections chair also) and recording results, • verify accuracy with Senate Sec’y 	Late fall	ABM
Departments notify Sen. Sec’y of results		Jan. 15	ABM
Elections Committee develops slate of officers	<ul style="list-style-type: none"> • Announce at January meeting for senators to review duties and consider running, • collect names of interested parties; • announce slate of candidates and forum date at Feb senate meeting including email to newly elected senators 	Feb. 15	Christy & Kathy
Officer campaign	<ul style="list-style-type: none"> • Schedule according to candidate availability, • reserve room, 	Late Feb.	

forum	<ul style="list-style-type: none"> • announce / publicize event, • moderate forum 		
Elect Officers of Senate	<ul style="list-style-type: none"> • Coordinate with CIS to create Survey Monkey or Cove poll, • publicize poll and voting deadline, • collect and announce results at meeting and by email to newly elected senators 	Mar. 1	
Solicit Committee requests, including Committees of the Senate	<p><u>Senate Standing Committees:</u></p> <ul style="list-style-type: none"> • Modify survey monkey poll that was used last year or create new, more streamlined poll; • publicize/announce poll; instruct to review committee descriptions before poll • publicize to solicit better participation, • collate results into format usable for multiple committee members to review (?) at one time to facilitate whole committee making committee assignments; • Update current committee rosters to indicate needs <p><u>Committees of the Senate:</u></p> <ul style="list-style-type: none"> • recruit from senators (including newly elected) by announcing at meeting and email; • collect and compile requests so that slates can be developed by committee; • Update current committee rosters to indicate needs <p>Email chairs of committees to poll members to see who knows they are leaving</p> <p>Contact GAC and Curr Comm – they make their own rosters but we need them by x deadline</p>	Mar. 15	HE & Jackie
Elections Committee compiles slate of committee candidates	<p><u>Senate Standing Committees;</u> make initial assignments</p> <p><u>Committees of the Senate:</u> make initial assignments</p>	Apr. 1	Whole committee
Senate Standing Committees	<ul style="list-style-type: none"> • Publicize new slate of committees; • create simple approve/disapprove poll for voting, • collect results and announce/publicize to senate and all faculty by last senate meeting 	Apr. 15	TBA

	Number of Senators 2012/2013	Instruction for Dept./Prog. Regarding Senate Elections	Instruction for Dept./Prog. Re: Alternate Elections
Adolescent and Adult Education	2	Decide which two of the three current senators will fill out their remaining terms	Elect/reelect 2 alternates
Art, Music, Theatre	3	No Senator's term expires, therefore no action needed	Elect/reelect 3 alternates
Biology	3	Scott Mateer's term expires, elect 1 new senator	Elect/reelect 3 alternates
Chemistry, Physics	3	Suzy Carpenter's term expires, elect 1 new senator	Elect/reelect 3 alternates
Childhood and Exceptional Student Education	2	Glenda Ogletree's term expires, elect 1 new senator	Elect/reelect 2 alternates
Criminal Justice, Social, & Political Science	2	Ned Rinalducci's term expires, elect 1 new senator	Elect/reelect 2 alternates
Communication Sciences and Disorders	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate
Computer Science and Information Technology	1	Daniel Liang's term expires, elect 1 new senator	Elect/reelect 1 alternate
Economics	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate
Engineering	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate
Health Sciences	2	Bob LeFavi's term expires, elect 1 new senator	Elect/reelect 2 alternates
History	2	No Senator's term expires, therefore no action needed	Elect/reelect 2 alternates
Library	1	Beth Burnett's term expires, elect 1 new senator	Elect/reelect 1 alternate
Languages,	4	Hans-Georg Erney's term expires, elect 1	Elect/reelect 4

Literature, Philosophy		new senator	alternates
Mathematics	3	No senator's term expires but one seat added by reapportionment, therefore elect 1 new senator	Elect/reelect 3 alternates
Medical Laboratory Science	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate
Nursing	4	Carole Massey's term expires and one more seat added by reapportionment, therefore elect 2 new senators	Elect/reelect 4 alternates
Physical Therapy	1	Andi Beth Mincer's term expires, elect 1 new senator	Elect/reelect 1 alternate
Psychology	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate
Radiologic Sciences	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate
Respiratory Therapy	1	No Senator's term expires, therefore no action needed	Elect/reelect 1 alternate