



Elections Committee Special Meeting

April 11, 2024
Knight Rm 2063
9:00 am to 10:00 am

Committee Charge:

- Planning Officer Elections during April 19th Assembly Meeting
- Planning/ revising timeline for April elections based on Assembly April 5th special meeting vote to amend constitution by-laws
- Planning execution process for C&BL required amendment all-staff vote

Committee Members				
Name	Title	Division	Department	Attendance
Peter Bardsley	Representative	IEHROD	VP of IEHROD	P
Mason Walmsley	Ex-Officio	Student Services	IE	P
Naglaa Gaafar	Assembly Chair	Student Services	Financial Aid	P
Guests				

Special Meeting Agenda

1. Overview of current charge
2. Discussion: Establishing/ revising timeline for April elections based on Assembly April 5th special meeting vote to amend constitution by-laws
3. Discussion: Planning execution process for C&BL required amendment all-staff vote
4. Discussion: Planning execution process for Office of Secretary and Vice Chair during Assembly April 19th meeting

Minutes

1. Overview of Current Charge:

Mason Walmsley (ex-officio member of Elections Committee) and Peter Bardsley (Representative and volunteer member of Elections Committee) discussed committee current charge with Chair Gaafar Rego.

2. Establishing/ revising timeline for April elections based on Assembly April 5th special meeting vote:

Mason Walmsley and Peter Bardsley volunteered to revise elections timeline. The following items will be evaluated based on current changes in membership and deadline of concluding and announcing elections results by May 31st Assembly meeting as required by our current by-laws:

- Decide on number of available seats by division
- Revise timeline to allow call for nominations and elections to take place and results to be announced in May 31st meeting according to specified timeline in Assembly by-laws
- Decide on elections committee member to lead elections process until new Secretary is elected during Assembly April 19th meeting

3. Discussion: Planning execution process for C&BL required amendment all-staff vote:

Committee discussed the following next steps to execute the process:

- Drafting call for vote on amendments language:
 - Kara DiPaola volunteered to join committee
 - Marketing will be looped in the process to refine content of call for vote
- Planning anonymous all-staff voting process on required amendments:
 - Peter Bardsley will acquire updated list from IEHROD
 - Peter Bardsley, Mason Walmsley, and Naglaa Gaafar Rego will coordinate with IE to execute Qualtrics dissemination of call for vote to all staff (excluding members of President's Council) and ensuring the integrity of the voting process
 - Goal: Voting results will hopefully be announced during Assembly April 19th meeting.

4. Discussion: Planning execution process for Office of Secretary and Vice Chair during Assembly April 19th meeting:

Chair Gaafar Rego stated that our by-laws require us to hold officer elections during Assembly meeting following resignation of officer. She emphasized that the elections should be administered by the elections committee. Nomination forms are sent to all representatives in advance of Assembly meeting. Virtual and in-person votes were allowed.

Chair Gaafar Rego will send out nomination forms to Assembly and will share with committee members. Elections Committee will be responsible for monitoring self and peer nominations as well as hold elections on April 19.

Meeting adjourned: 12:00 pm