

Special Meeting of the Elections Committee
Thursday, April 11, 2024

Agenda

1. Identify who is leading this work
2. Identify amendment process to Constitution and By-Laws
 - a. When it must be delivered
 - b. Who can vote
 - c. Length of voting process
3. Elections timeline
4. Establishing seat distributions and vacancies
5. Elections of Secretary and Vice Chair of the Assembly

Minutes

Attendees:

Mason Walmsley, Ex Officio member of assembly and secretary of Elections Committee

Kara DiPaola, Representative, IEHROD

Peter Bardsley, Representative, IEHROD

Given recent changes and resignation of members of the elections committee from the college assembly, Representatives DiPaola and Bardsley volunteered to support the process of assembly elections.

1. Identify who is leading this work

Peter Bardsley accepted responsibility of leading this work to support the continued efficacy of the college assembly. Mason Walmsley agreed to continue on as secretary of the Committee. Kara DiPaola will be engaged in the work and will further ensure by-law and constitution compliance.

2. Identify amendment process to Constitution and By-Laws

It was established that the proposed amendment to the Constitution and By-Laws, approved at the last meeting of the assembly by 2/3rd vote, must be approved by the full-time non-faculty employees of the College per the Constitution and By-Laws if the elections committee is to deliver against the proposed language in a timeline that is in keeping with the constitution and by-laws.

Language according to the constitution:

Article VI.A. states:

Amendments to the Assembly Constitution or By-Laws may be proposed by a two-thirds vote of the Assembly or by petition signed by at least 10 percent of the staff employees of the College, in writing, and submitted to the Chair of the Assembly.

Language according to the by-laws:

Article VII.E. states:

Changes to the Assembly's Constitution and/or By-Laws must be approved by majority vote of the full-time non-faculty employees of the College.

Past practice was reviewed and the initial adoption of the college assembly was open for vote for one (1) week.

As such, the committee recommends the following process:

The amendments as proposed must be distributed today, April 11, 2024. They should be distributed to all Full-time staff members of the college. Members should have one (1) week to vote. The proposal(s) will pass if a majority of votes approve the change(s).

3. Elections Timeline

Upon review of the Constitution and by-laws of the college assembly, the committee recommends the following timeline:

Item	Action	Timeline
1	Amendment to C+BL	April 11
2	Voting Period	April 11 - April 18
3	Announcement of Results	April 18
4	Call for Nominations	April 18 - May 2
5	Confirmation of Nominations	May 2 - May 9
6	Prepare and send ballots	May 9
7	Voting Period	May 9- May 23
8	Review Period	May 23 - May 30
9	Announcement of Results	May 31
10	Establish reserve pool and communicate	May 31 - June 5

4. Establishing Seat Distribution and vacancies

Upon review of the full-time employees of the college, using original data pulled by the elections committee and provided the college votes to approve the above-referenced amendment to the constitution and by-laws, the seat distribution will be as follows:

Division	Number of Employees	Ratio	Seats Per Division
Academic Affairs	81	18%	5
Administration & Finance	154	34%	10
Institutional Equity, HR, and Org. Dev.	17	4%	1
President's Division	22	5%	1
Student Affairs	137	30%	9
Workforce Partnerships	45	10%	3
Grand Total	456	100%	30

Establishing vacancies and term dates is more complicated. There are discrepancies in available information.

The College Assembly's public website shows seats misidentified either by division or the employee in the seat. Additionally, some members have term dates displayed 23-25, while it is commonly believed that they are to be 22-24 due to processes that backfilled vacancies of previous resignations. The committee will hold additional meetings in an effort to establish the history of elections and members in order to accurately call for nominations.