

Special Meeting of the Elections Committee
Thursday, April 16, 2024
Room 2306, Warwick Campus
WebEx to be shared if necessary

Agenda

1. Roll call
2. Approval of minutes from April 11, 2024
3. Establishing vacancies to solicit appropriate nominations
4. Process of electing Vice Chair and Secretary of the Assembly
5. Timeline Refinement
6. Review of existing pages
 - a. Main membership page
 - b. Elections Committee page
 - c. Constitution and By-Laws Committee
 - d. Rosters

Minutes

Attendees:

- Mason Walmsley, Ex Officio member of assembly and secretary of Elections Committee **Present**
 - Peter Bardsley, Representative, IEHROD **Present**
 - Kara DiPaola, Representative, IEHROD **Not Present**
 - Naglaa Gaafar-Rego, Representative, Student Affairs – Staff Assembly Chairperson **Present**
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1. Roll Call

Meeting convened at 2:35

2. Approval of minutes from April 11, 2024

Minutes approved.

Votes for: 3, Votes against: 0, Abstained: 0

3. Establishing vacancies to solicit appropriate nominations

Inaugural was 30 seats, 15 were 1-year terms, 15 were 2-year terms

- a. History appears to show that the inaugural nomination and election process did not fill all available seats.
 - i. 12 1-year terms were filled, 3 unfilled
 - ii. 14 2-year terms were filled, 1 unfilled
- b. We did not hold special elections to fill 4 vacancies, inaugural assembly was 26 representatives.
- c. Resignations occurred
 - i. 1 AA 1-year seat
 - ii. 3 AF 2-year seats
 - iii. 1 WFP 2-year seat
- d. Second annual nomination/election cycle occurred to fill initial vacancies and those from resignations
 - i. 17 seats elected were given 2-year terms causing an imbalance of seats expiring in 1 or 2 years.
- e. Resignations occurred
 - i. Terms ending in 24'
 1. 3 SA seats
 2. 2 AA seats
 3. 1 IT(Now AF) seat

- 4. 1 PD Seat
- ii. Terms ending in 25'
 - 1. 1 IT (Now AF) seat
 - 2. 1 AF (Now HR) seat
 - 3. 2 SA seats
- f. The first ever special elections occurred:
 - i. This filled seats with terms expiring in 24' as follows:
 - 1. 2 AF seats
 - 2. 1 WF seat

Distribution of seats per division:

(Using data provided by HR) The proportion of **all full-time employees** that each division accounts for was calculated. That proportion was then multiplied by **30** (the number of full-time seats in the assembly) to arrive at the distribution of seats per division:

Division	Full-time employees	% of all Full-time	Seats Per Division
Academic Affairs	81	18%	5
Administration & Finance	154	34%	10
Institutional Equity & HR	17	4%	1
President's Division	22	5%	2
Student Affairs	137	30%	9
Workforce Partnerships	45	10%	3
Grand Total	456	100%	30

Determining seats available for this elections cycle:

The # of seats to elect was determined by subtracting the **seats expiring in 25'** from the "seats per division" and then adding in the **25' vacancies**.

Division	Seats Per Division	Seats Expiring 24'	Seats Expiring 25'	25' Vacancies	Seats to Elect
Academic Affairs	5	4	3	0	2
Administration & Finance	10	3	5	1	6
Institutional Equity & HR	1	0	1	1	1
President's Division	2	1	1	0	1
Student Affairs	9	4	5	2	6
Workforce Partnerships	3	1	2	0	1
Grand Total	30	13	17	4	17

The breakdown of seats for nominations:

Division	Seats to Elect
Academic Affairs	2
Administration & Finance	6
Institutional Equity & HR	1
President's Division	1
Student Affairs	6
Workforce Partnerships	1
Grand Total	17

To address the imbalance of term lengths expiring in one year 15 seats will be given a 2-year term. 2 seats will be given a 1-year term. All elected candidates will be assigned a number from 1-17 in an excel file. A random in-between function will then be used to assign a 1-year term to 2 seats at random.

4. Process of electing Vice Chair and Secretary of the Assembly

- Nominations for Vice Chair have been received
 - Peter Bardsley: 2
- Nominations for Secretary have been received
 - Kara DiPaola: 2

More may be received, including during Friday’s meeting. Mason to facilitate process of nomination acceptance and voting at Friday’s meeting.

5. Timeline refinement

Committee reviewed recommended timeline from last meeting and adjusted recommendation as follows:

Item	Action	Timeline
1	Amendment to C+BL	April 12
2	Voting Period	April 12 - April 19
3	Announcement of Results	April 19
4	Call for Nominations	April 19 - May 3
5	Confirmation of Nominations	May 3 - May 10
6	Prepare and send ballots	May 10
7	Voting Period	May 10 - May 24
8	Review Period	May 24 - May 31
9	Announcement of Results	May 31
10	Establish reserve pool and communicate	May 31 - June 5

6. Review of existing pages

The committee has reviewed the Assembly webpages and have recommendations to consider as a starting point for update. Article 3.F. outlines responsibilities to maintain up-to-date information of the assembly, Article 5.G. outlines responsibilities of committees to provide agenda and minutes for posting. There are a number of issues with documented information on assembly webpages. Some examples identified:

- a. The number of seats listed on the representatives' page is only 27. Some vacant seats are not identified as belonging to their division, one representative from Workforce is identified as holding a Student Affairs seat. Two members are identified as holding 2-year seats when they are known to only hold 1-year seat.
- b. The Elections committee page only has minutes up until March 3, 2023. Membership should be updated and a commitment to adhering to processes that facilitate public information and transparency is recommended.
- c. The Constitution and bylaws committee is not identified, nor are minutes posted. Recommendation to add this committee, its members, their scheduled meetings and minutes.
- d. Rosters in general appear to be lacking due to vacancies. Upon election of Vice Chair, this should be a priority.