

## Senate Elections Council- Meeting

Date: 9/30/2010

Time: 12:30 PM

Location: Amy Job Classroom, Library

Attendance: Mark Ellis (Senate vice-chair, observer), Carrie Hong,

Lizy Mathew, James Miles, Mark Sandford, Ray Schwartz (former chair, observer)

### Agenda

1. Meeting called to order
2. Overview of the council- Mark Ellis did an overview of the council and the standing charges for the council. It was noted that items added to this year's charges will be clarified by Ellis and the committee will be notified
3. Election of the chair: Carrie Hong volunteered and unanimously elected as chair of the election council. Lizy Mathew volunteered and elected unanimously to be the co-chair of the election council.
4. Ray Schwartz explained the process of starting nominations. The council discussed the responsibilities and the importance of having a timeframe.
5. Announcements must be started as early as next Monday 10/4/2010. Action: Carrie Hong will create a draft of the announcement and send it to the Chair and executive committee of the senate for approval this week and cc to the members of the election council.
6. Technical help: Members suggested that IRT is a good resource in terms of setting up voting etc.
7. James Miles volunteered to assist Carrie in responding to nominations via email.
8. Mark Sandford will assist in regards to electronic ballots and seek better voting software for the future use.
9. Ray Schwartz will assist the council with the active voting list of faculty and staff.
10. Possible first round of elections will start on Oct 26. Council must be available to review and send out results of the elections ASAP on the day it ends.
11. Meeting adjourned @ 1:40 PM

Respectfully submitted,

Recorder Lizy Mathew