

Elections Council  
Year-End Report for 2014-2015

1. List of Senate Elections Council Members as of May 2014

Member	College	Area
Jerry Beal	COAC	Communication
Judith Broome	HSS	English
Tony Joachim	Library	Library
KJ Koo	Business	Accounting & Law
Chris Mulrine	Education	Special Education & Counseling
Renee Ojo Ohikuare	Professional Staff	Registrar
Wooi Lim	CSH	Mathematics

Renee Ojo Ohikuare went on maternity leave during the Spring 2015 semester. No replacement was assigned.

2. Council Meetings in 2014-2015 (The meeting minutes are available on the Senate website)
- a. Fall 2014: September 16, 2014
  - b. Spring 2015: February 5, 2015

3. Charges for Elections Council, 2014-2015

Standing Charges

- a. Develop standardized procedures for all campus-wide elections

The council reviewed election FY14 election procedures, and drafted documentation of the elections process and procedures to address issues that arose during the previous and current fiscal years. This handbook will be utilized during the FY16 elections, and a finalized version approved. Due to a tied vote for At-Large Executive Committee seats at the April 28<sup>th</sup> Senate meeting, documentation also includes clarified procedures for run-off elections when using paper ballots.

- Little progress was made with the discussion of procedure for generating eligible voter lists, and will need to be continued in FY16.
- Decision was made to only hold run-off elections for Senate committees (ART, Sabbatical, PSPC, UFRAC) when less than half of available seats had nominations. As a result, some committees were formed without full College representation. In the future, insufficient College nominations will be communicated to the Executive Committee prior to the end of the nomination period, to encourage full representation.
- A proposed By-Law change, proposing the elimination of voting for uncontested seats during the election of Senate Executive Committee seats, failed to be approved.
- Due to earlier than usual announcement of Sabbatical opportunities, it will be necessary to hold Fall 2015 elections at the start of October to ensure that the

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Sabbatical Leave Committee is able to review and approve applications prior to the deadline.

b. Conduct Faculty Senate elections prior to April 30<sup>th</sup>

*Elections were held for Departmental and Professional Staff, and the four At-Large Faculty Senate representatives, in April 2015.*

- First round nominations: March 24, 2015 to March 31, 2015
- Second round of nominations: March 31, 2015 to April 7, 2015
- Withdrawal and biographical information: April 7, 2015 to April 13, 2015
- Election: April 14, 2015 to April 21, 2015
- Votes for contested seats were tallied by members of the Elections Council and shared with the Chair and Vice-Chair of the Faculty Senate on April 21.
- An official e-mail announcement of the results was made on April 21.

c. Conduct campus-wide elections according to the election policy:

i. Conducted PSPC/UPC/UFRAC/ART/Sabbatical Leave Elections (Annual in Late October):

- First round of nominations: October 14 to October 21 (noon)
- Second round of nominations: October 21 to October 28, (noon)
- Withdrawal and 150-word biographical paragraph: October 28 to Monday, November 3 (noon)
- Election: November 4 to November 11 (noon)
- Votes for contested seats for the UPC, UFRAC, ART, and Sabbatical Leave committees were tallied by members of the Elections Council and shared with the Chair and Vice-Chair of the Faculty Senate on November 11.
- An official e-mail announcement of the results for UPC, UFRAC, ART, and Sabbatical Leave committees was made on November 11.
- PSPC nominations extended to Wednesday, November 12 (noon), due to an insufficient number of nominees to constitute the committee.
- PSPC Election: Thursday, November 13 to Thursday, November 20 at noon.
- Votes for contested seats for the PSPC committee was tallied by members of the Elections Council and shared with the Chair and Vice-Chair of the Faculty Senate on November 20.
- An official e-mail announcement of the results for the PSPC committee was made on November 20.

ii. Council conducted and completed the election of Adjunct Representative to the Senate, which overlapped with the election of the PSPC/UPC/UFRAC/ART/Sabbatical Leave committees.

- First round of nominations: Tuesday, September 30 to Tuesday, October 7

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- Second round of nominations: Tuesday, October 7 to Tuesday, October 14
- Withdrawal and biographical information: Tuesday, October 14 to Monday, October 20 (noon)
- Election: Tuesday, October 21, to Tuesday, October 28 (noon)
- Votes for contested seats were tallied by members of the Elections Council and shared with the Chair and Vice-Chair of the Faculty Senate on October 28.
- An official e-mail announcement of the results was made on October 28.

iii. Council conducted Senate Officers elections on April 28<sup>th</sup>, 2015 using paper ballots.

- The vote resulted in a tie for one of the At-Large seats.
- Due to insufficient time for an in-person runoff election, and through discussion with the Senate Executive Committee, arrangements were made to conduct the runoff election using a secure ballot box housed in the Senate Office.
- Ballots for Senators were made available between Monday, May 4<sup>th</sup> and Wednesday, May 6<sup>th</sup>, during office hours.
- Votes were tallied by members of the Elections Council and shared with the Chair and Vice-Chair of the Faculty Senate on May 6.
- An official e-mail announcement of the results was made on May 6.

4. Additional Charges

- *Creation of an election handbook of procedures and timelines for all Senate elections*  
Draft documentation has been created and will be used during the FY16 term. Additions and/or corrections will be made prior to finalizing these procedures.

5. Recommendations from the Council for additional charges for the coming year (2015-2016)

- Review elections timeline to consider a three week election period, instead of the current four week calendar.
- Work with Human Resources to reestablish procedures for generating lists of eligible voters for each semester.

Respectfully submitted,

Tony Joachim  
Elections Council, co-Chair