SEC ELECTION COMMITTEE (2012-13)

Kristin Kabrin

Linda Kuchenbecker

Shannon Sisco

Cynthia Olivo (Chair)

Report and Recommendations submitted by Cynthia Olivo, Election Committee Chair

June 18, 2013

Committee Purpose as defined by the SEC Bylaws:

A committee of at least three (3) shall be responsible for the annual election process as outlined in Article V of these Bylaws.
Annual and Standing Charges:

1-Oversee the election process as outlined in Article V of our Bylaws.

**Elections**

1. Council representatives shall be elected by a mail-in or electronic ballot from members of their Council Division in June of each year. The votes shall be tallied by the Election Committee. The names of the three classified employees receiving the largest number of votes in each Division with a vacancy from their constituency shall be forwarded to the President, through the office of the Vice President for Administration and Finance, for review and appointment of the appropriate number of representatives. The new representatives shall begin their term with the September meeting.

2. A "term year" is defined as September through August. Council members shall serve a three-year term and may not stand for re-election for one year after the expiration of that term. A member appointed to fill a vacated position may stand for election at the end of the term in which they were appointed according to this Article.

3. When a vacancy occurs on the Council for a reason other than the expiration of a term, the Chair, with the advice and consent of the Council, recommends to the President through the office of the Vice President for Administration and Finance a temporary replacement member from within the Division having the vacancy to complete the vacant term. The appointed representative may stand for election.

4. When a Council member transfers from one division to another division within the University, that Council member may remain on the Council in their present capacity on committees and boards representing the department originally elected to, until the position in the transferring Council member's original division is filled. If the Council member desires to leave the Council upon their transfer, the Chair, with the advice and consent of the Council, shall recommend to the President through the office of the Vice President for Administration and Finance a temporary replacement member from within the Division having the vacancy to complete the vacant term. The appointed representative may stand for election.

Election Committee Charges for 2012-13

- Status of representation
- Promotional plan
Charges:

1. Put all procedures and documentation on SharePoint (replaces binders)
2. Review status of representation
   a. committee will work with the Bylaws committee regarding appropriation and representation.
3. Promotional Plan
4. Annual Report

Action taken on Charges:

This year it is important to note that two positions on the SEC Election Committee were unexpectedly vacated, Christopher Chadwick, Chair and Barb Wiley. Kristin and Linda stepped in to oversee the process and Cynthia volunteered to help. Cynthia was made Chair as Kristin and Linda could not be chair. However, Shannon also volunteered her expertise and handled the majority of duties including setting up Survey Monkey and Linda handled the majority of the SYMPA list.

1. Review the SEC Bylaws to determine the names of the divisions, along with Colleges and departments that make up those divisions and how many candidates should be elected from each division.
2. Create a list of divisions that will be part of the upcoming election
   • Review the current SEC membership and determine which candidates will be leaving during the current election year
   • Determine divisions are missing candidates.
3. Acquire a list of the Classified Staff from Human Resources.
4. Divide the list of Classified Staff into division according to the SEC Bylaws. Create a list of the divisions that will be involved in the election
   o Retain the following data during this process. Name, Division, Department & Mail Stop.
5. Choose dates for the election.
   • When it should start, when it should end for the online election
   • When it should start, when it should end for the print ballot election. (Remember to add more time for the print ballots to go through internal mail twice.)
6. Create a copy of the ballots for each voting division in Survey Monkey. (Sample of last year’s ballots should be on Survey Monkey) This has two parts. The overall message about the election and the list of candidates.
   • Survey Monkey login and password
     Username: SEC_Elections
     Password: s3c3ct
   • Reword the description of the election as needed for each division
   • Add the list of candidates, excluding any member that might be leaving the SEC in the voting year. Add the names from the division into the division’s survey for all three voting opportunities.
7. Load the names for each voting division into Sympa creating new Sympa lists as needed.
   - Include all names from the division
   - During this process, create a list of the people who do not have email address. Note which division those people along with their Mail Stop so they can receive paper ballots.
8. Assemble and send out paper ballots.
9. Email a notification to each of the division to start the online election (sample of the email should be on file)
10. Close the surveys and collect the election results from Survey Monkey.
    - Create rules if necessary on how to avert a tie within the pool of candidates
11. Count the paper ballots and add that data to the Survey Monkey’s results.
12. Submit a spreadsheet that includes worksheets for each division of the names of 2013 candidates. Try to out to at least 6 candidates whenever possible.

Recommendations:

We agreed and discussed the recommendations presented by Kristen:

1. Purchase Survey Monkey License:
   a. More functionality
2. Review status of representation
3. Promotional plan to increase voter participation
   1. Story in Nevada Today about 3-4 weeks prior to elections
   2. Send notification of nominations 2- 4 weeks prior to nomination deadline
4. Define a timeline for activities
5. Cost for Survey Monkey License