

## Senate Elections Council

September 20, 2011

### Minutes

Present: Jerry Beal, Carrie E. Hong, Liz Mathew, James Miles, Mark Sandford

Absent: Judith Broome (due to medical reason), Jinn-Tsair (James) Teng

Guest: Diane Falk-Romaine (Vice-Chair)

1. The meeting was called to order by C. Hong (convener) at 12:30PM. The meeting agenda and the pages of Senate Constitution and By-laws regarding elections were distributed.
2. Falk-Romaine distributed the charges to the members. C. Hong clarified the Election council's standing charges and additional charges, which were written in the meeting agenda.
3. C. Hong and L. Mathew were nominated to be co-chairs by M. Sandford, seconded by J. Beal, both accepted nomination, all in favor. C. Hong and L. Mathew elected as co-chairs of the council.
4. General Discussion of Charges: Group reviewed the standing charges for the fall and spring semesters. General procedures of the campus-wide elections were explained for new members.
5. C. Hong explained the existence of the council blackboard to store and archive relevant documents. All members will be added to the blackboard within a week of the meeting.
6. C. Hong announced that the council uses SenateVote email (senatevote@wpunj.edu) for the purpose of elections and related correspondence. How to access to this email account was explained.
7. Group set up dates for the upcoming fall elections. Group agreed that all period begins Tuesday. The council will report the final results of the election to Senate Chairperson on Tuesday, November 1<sup>st</sup>. Group decided to announce the final results on Wednesday, November 2.
8. The fall election periods are:
  - PSPC/UPC/UFRAC/ ART/Sabbatical Leave Elections (Annual in Late October)
  - a. 1st Round: Tuesday, October 4 – Tuesday, October 11
  - b. 2<sup>nd</sup> Round: Tuesday, October 11 – Tuesday, October 18
  - c. Withdrawals & Bios: Tuesday, October 18 –Monday, October 24
  - d. Online voting: Tuesday, October 25- Tuesday, November 1
  - e. Public announcement: Wednesday, November 2
9. Email responses: Group decided to take turns when it comes to responding to nominations and acceptances during the election periods. J. Miles and L. Mathew will take charge for Fall

2011. J. Beal, & C. Hong for Spring 2012. J. Teng and J. Broome will be asked to participate either semester. Directions for email responses will be emailed to members.

10. Additional charges: J. Miles will search and investigate more effective web-based electronic voting systems. He will post them to the blackboard for members to review.

11. The Election council adjourned around 1:15PM.

Respectfully submitted,

Carrie Hong, Co-char