

**Senate Elections Council
Minutes of the Spring Meeting**

Date: 3/10/2011

Time: 12:30~1:30PM

Location: Hunziker Wing 236

Attendance: Judith Broome, Carrie Hong, Lizy Mathew, Mark Sanford, James Teng
James Miles (absent with notice)

Agenda

Election of Senate Representatives in Spring 2011

1. The council reviewed Senate Constitution and By-laws regarding election.
2. The council set up election dates as follow:
 - First round of nominations: March 28, 2011 to April 4, 2011
 - Second round of nominations: April 4, 2011 to April 11, 2011
 - Withdrawal and biographical information: April 11, 2011 to April 15, 2011
 - Election: April 18, 2011 to April 25, 2011
3. Members proofread the first round announcements for faculty/librarians and staff, and decided that each period would end at noon, not 5pm.
4. Judith volunteered to do email responses during the first round nominations of faculty and librarians. Carrie will cover the week of the second round notations. Lizy will respond to withdrawals and biographical information. James will do email responses for all periods of Professional Staff election. Email response guidelines were explained and will be emailed to those who apply.
5. Mark later joined the meeting. He will be in charge of sending the announcements, setting up online ballot systems, and monitoring technical details.
6. Co-chairs will have a meeting with Mark on April 4th to have a brief training on online ballot systems.
7. Technology council requested use of online voting system for their surveys. Surveys will be conducted during non-voting periods, so there is no conflict anticipated with the upcoming election.

Respectively submitted,

Carrie Hong