Elections Committee

Student Life Boardroom / SJ
10am – 3pm
January 26, 2017

Minutes

Elections Committee will consist of:
CRO; to be determined
Loraine
Gracel (selected lead for Board and staff communications around elections processes)
Michelle
Jessica (support)

Meeting Accomplishments:
- ❖ Overview of elections process
- ❖ Selection of Lead Committee member, responsible for communications
- ❖ Reviewed CRO / DRO job descriptions
- ❖ Considered and agreed upon HR process for elections staff
- ❖ Considered 3 suggested options for the elections schedule, ensuring compliance with by-laws and set a 4th and recommended calendar
- ❖ Given the elections calendar, relevant by-laws and intended by-law amendments of the Board, we also developed a Spring General Meeting operations calendar recommendation
- ❖ Documents distributed to Committee members for assigned reading before the next scheduled meeting and future reference / resource;
    - CRO Guide to Managing Elections
    - Consulting Agreement
    - Proposal: Election Project Operations Manual
    - CRO Report from Fall 2016 By-elections
    - DRO Report from Fall 2016 By-elections
    - CRO job description
    - DRO job description
    - 3 proposed elections operations calendars and email (Tiffany)
    - 2016 SA By-Election Postering Rules Sheet
    - Nomination Package Receipt
    - "Candidate Kit" (Nomination Package, including By-Laws)
    - Board of Governors Student Representative 2016 By-Elections Package

Highlighted dates are when the Elections Committee has planned meetings.
Elections committee will meet as needed during elections process, as determined by CRO

February

1st Wednesday	• Send publications artwork to Yaw
	     o *giving him his required 10 days advance notice before their deadlines; see Policies and Procedures Manual, section 4: Departmental Policies, 4.2 Graphic Design*
	• Send text to Mick
	     o *5 business days notice minimum, prior to production day which is typically 5 days before publication is released*
	Possibly use the same design as the fall by-election to speed up process.
	• Outcomes:
	     - Poster
	     - Social banner (on SA website)
	     - Dialog Ad
	     - Pamphlet/flyer

3rd Friday	• Noon is the deadline to submit CRO/DRO resumes. • Elections Committee meeting Elections Committee and Jessica will be meeting at SJ (room to be determined) from 1pm-4pm to evaluate resumes and shortlist 5-6 candidates for interviews
8th Wednesday	• CRO Interviews at SJ (room to be determined) from 10am – 5pm • Selection of our new CRO 5pm – 6pm *We are planning to hire the CRO first and have them lead the hiring for the 2 DROs and 40 poll clerks subsequently.*
10th Friday	• Publications drafts from Yaw and Mick are due to Elections Committee
13th Monday	• Intended CRO start date • Elections Committee meeting at CL from 10am – 12pm to onboard CRO and finalize recommended decisions by current Committee members
15th Wednesday	• Final due date to send in publications to Mick (Dialog and online) • Final due date to send Yaw (posters and pamphlet / flyer)

17th Friday	• Dialog on stands. Start of 17day notice. (Publications period exists from February 17 – March 6)
	     o *See By-Laws, section 13.5, page 34*
	       Notice of the date of the election and the nomination procedures shall be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of the nomination period.

March

6th Monday	• Spring General meeting (11-2pm) Location - TBA
9th Thursday	• The nomination period begins. The Nomination period, March 9th – 15th, will have (8) days for students to receive signatures o *See By-Laws section 13.11, page 35, the nomination period will be at least five (5) business days and will be advertised on all SA bulletin boards and the campus newspaper.* {Students can pick up the nomination package at any of the 3 main SA offices, within the SA office hours}
15th Wednesday	• Last day for students to hand in nomination packages (430pm deadline)! • CRO/ DROs will verify all nomination packages
16th Thursday	• CRO/ DROs will continue to verify all nomination packages • Elections Committee meeting, also with Jessica and DROs, to be informed of validated candidates (at CL, time to be determined) {All candidates meeting will also take place on this day} • ALL CANDIDATES MEETING (ACM) Location to be determined, from 5pm- 9pm *Optional, but recommended, for Members of the elections committee to attend the All candidates meeting *See By-Laws, section 13.10, page 35, All nominees, or an authorized representative of each nominee, must attend the all candidates meeting.*
17th Friday	• Campaigning period begins. Campaign period is nineteen (19) days, from March 17 – April 12, with an eight (8) day overlap with voting) *See By-Laws, section 13.12, pages 36 (b) The campaign period shall last for a period of a minimum of ten (10) business days, including a five (5) business day overlap with the voting period.*

April

3rd <u>Monday</u>	• Voting period begins. Voting period is April 3 – 12, consisting of eight (8) business days ○ *See By-Laws, section 13.16, page 40, (a) Voting will normally take place on each day between Monday and Friday, over a period of not more than two (2) weeks.*
4th <u>Tuesday</u>, 5th <u>Wednesday</u>	• Meet and greet at Satellite and SJ • Satellite 4th Tuesday • SJ 5th Wednesday {We should consider having ALL competing candidates present themselves and at least answer a question, if not debate, to demonstrate their platforms and competencies.}
12th Wednesday	• End of voting period!
13th Thursday	• Ballot count ○ *See By-Laws, section 13.17, page 41, (a) The Ballot counting process will commence no later than 24 hours after the polls officially close…(j) The results of the ballot counting process will be announced as unofficial results within 24 – 48 hours of the close of ballot counting.*
14th <u>Friday</u>	• Newly elected candidates announced!
24th <u>Monday</u>	• Last Board Meeting for the 2016-17 term! • Ratify newly elected Board Members! • CRO / DROs present their final reports (final work day for CRO / DROs) • Welcome new 2017-18 Board Members

April 25th – 27th would be recommended days for a transition period from old Board to new Board. This would involve a sharing of reports, resources and other relevant info…as well as an onboarding process and training.