

# Staff Council Standing Committee Minutes

**Committee Name:** Rules and Elections

**Meeting Date and Place:** 3/10/14, Hokona 352

**Members Present:** Karen Mann, Kathy Meadows, Mark Reynolds, and Tracy Wenzl

**Members Absent:** Amie Ortiz, Frances Rico

**Minutes submitted by:** Karen Mann



	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
1	<b>Determine ballot order of candidates for precinct reprs</b>	Meadows has list and will work with IT on the ballot order. Meadows will notify candidates of the ballot order and precinct. Bios submitted by candidates will be truncated at 100 words as per the Election Code.	Meadows has list and will work with IT on the ballot order. Meadows will notify candidates of the ballot order and the precinct
2	<b>Paper ballots</b>	Committee identified 5-6 orgs within the 30 precincts who might need paper ballots. After much discussion, paper ballots will not be used for this year's precinct election. All voting will be done and tabulated electronically. Flyers will be drafted in English and in Spanish and distributed to these orgs to communicate the voting process being used this year.	Mann will draft message for flyer and send to Reynolds by Tues 3/11; Reynolds will finalize wording via the Copy/Editing service and send to Wenzl by Friday 3/14; Wenzl will design flyer by Monday 3/17; Committee will distribute flyer to depts. by Thurs 3/20; Meadows will put message in enews Tues 3/18
3	<b>Tabulation of voting results</b>	Voting closes Friday 3/28; all votes will be tabulated electronically; results to be made available to committee 3/31; Tie votes to be identified and resolved as indicated in the Election Code	IT to forward election result by Monday 3/31; Mann and Meadows to set up tie breaker meeting with affected candidates (if any) by Wed 4/2; Meadows to notify winners by Wed 4/2;
4	<b>Next steps</b>	Written challenges to election due to Staff Council office by 5pm Monday 4/7, resolved by Committee Tues 4/8, and forwarded to Council 4/15	Committee to meet 4/8 if necessary
4	<b>Other</b>	Bylaws, Election Code need to be updated prior to the next election. The last substantive revisions to these documents were made 7 years ago and are in need of revision to reflect the technology environment at UNM.	Set up committee meeting schedule after elections and seating of new councilors and committee members.