

## **Nominations and Elections Committee**

Administrative Senate

June 2016

Susanne Stanley, chair

Members: Deb Butler, Donnie McGrath, Teresa Grisham

1. No changes were made to the organization of districts.
2. The OrgSync nomination form was not used. Instead a nomination email notification was sent from the Administrative Senate email address to all voting-eligible administrators. The email was sent on the first working day in April which was Friday, April 1, 2016.
3. The position of Secretary/Treasurer was omitted from the initial email and added to a second emailing sent on Wednesday, April 6.
4. The email distribution list was based on the reports generated for each voting district. Ms. Grisham oversees the reports and discovered three names omitted from the distribution list. Those individuals were personally contacted by Ms. Stanley (prior to the close of the nomination period) to inform them of their right to nominate and vote.
5. Nominations remained open until Friday, April 15, at 4:30 p.m.
6. Nominees were contact by phone to confirm their interest in having their names placed on the ballot.
7. Nominees who accepted were sent an email on Tuesday, May 3, to confirm their acceptance for the position nominated. They were also requested to submit a brief biography to include with the ballot. A sample biography written in third person was provided to each.
8. Jeanne McAlister of OPRA generated the ballot with the information provided.
9. An amendment to Article IV – Organization, Section 4. Nominations and Elections, a., d., e. of the Constitution and By-Laws was included on the ballot. The revision removed the wording that a Nominations Application form (OrgSync) is used, and replaced with wording that nominations are to be sent via email to the Nominations and Elections Committee.
10. Ms. McAlister coordinated a test ballot run on Mon May 9. The test emails were sent to the members of the Nominations and Elections Committee as well as the Ms. Walden-Schwake.
11. The election opened on the second Wednesday of May, which was May 11. All administrators eligible to vote were notified via email.
12. Ms. Stanley was absent during the first week of the elections. (Her absence had been approved by the Executive Committee so that she may attend her son's graduation which was held out-of-state.) During the elections, there was an issue with the nomination for District 1 Senator. The nominee worked in a department that was formerly part of District 1, but had changed to District 4. Since the districts were designed to ensure distributed representation and because the nominee was the only person nominated for District 1 Senator, the decision was made by Ms. Walden-Schwake, chair of Administrative Senate, to leave the ballot as emailed. Ms. Walden-Schwake commented (revised): We have four individuals that are very interested and excited about serving. Although [the nominee] may be officially listed in District 4, he can also be seen as representing the members from District 1.
13. The deadline for voting was 5:00 p.m. the following Tuesday, which was May 17.
14. At the close of the election, Ms. Stanley, Ms. Butler and Mr. McGrath reviewed the results and counted the votes.
15. The Executive Committee certified the results.

The Nominations and Elections Committee of the Administrative Senate is pleased to report the results of the 2016 election:

Vice Chair – Andrea Gentry  
Secretary/Treasurer – Jaclyn Dumond  
At-Large Senator – Jacob Hansen  
District 1 Senator – Keith Powers  
District 2 Senator – Tricia Tieken  
District 3 Senator – Cailyn Blockley  
District 4 Senator – Erika Hooker

Recommendations:

1. The presiding chair of Administrative Senate should attend the meeting of the Nominations and Elections Committee that occurs before the election notifications are sent. Doing so will provide knowledgeable back up for situations when the Nominations and Elections Committee chair is not available. It will also allow for a better transition the following year.
2. Ms. Grisham should be included on the Nominations and Elections Committee because of her wealth of historical information related to the membership and district reports. Of course, Ms. Grisham would be excluded if she accepted a nomination and therefore on the election ballot.