

**Administrative Senate
Nominations and Elections Committee
2011-2012 End of Year Report**

Membership

Carmen Stoen, Chair
Susanne Stanley
Debbie Weigand
Stephanie Walden-Schwake

Overview

Nominations and Elections: Composed of three continuing Senators appointed by the Executive Committee and chaired by the past chair; manages and oversees the annual elections process for senators and for Senate officers; monitors the number of administrators in each Senate district to ensure adequate and equitable representation and, if necessary, reconfigures the composition of districts.

Significant Events

1. The committee looked at the current structure of the districts and recommended several changes to the Administrative Senate that was approved. Majority of these changes were a direct result of reporting line changes on campus. It then became necessary to change a few areas to balance out the sizes of each district. This task was completed prior to the nomination and election process.
2. The nominations and elections set the following timeline for the 2012 election process.

March	Promotion and Recruitment
Monday, April 2	Announce Open Positions & Make applications available
April 2-20	Contact those nominated to make sure interested in running Send out email requesting bios after calling
April 16-20	Certification of applicants (email certification of nomination)
April 23	Email nominees/candidates updating them on the process
Wednesday, May 9	Electronic Ballots Emailed
Tuesday, May 15	Deadline to vote at 5 p.m.
Friday, May 18	Declare results to Executive Committee before this date
Tuesday, May 22	Preferred date for validation by Executive Committee
Wednesday, May 23	Call individuals who won, email people who did not
Friday, May 25	Formal announcement of election results
Wednesday, June 6	Executive Committee validate election prior to this date

We received 45 nominations for open positions on Administrative Senate. After contacting each individual by phone, we had 20 individuals on the ballot in the following breakdown:

Vice Chair	1
Secretary/Treasurer	2
District 1 Senator	5
District 2 Senator	3
District 3 Senator	2
District 4 Senator	4
At-Large Senator	3

Elections were held Wednesday, May 9, 2012-Tuesday, May 15, 2012. Here is a chart showing the number of individuals that voted in each election.

	Total Votes	Eligible Voters	% Voted
Vice Chair	151	241	62.7%
Secretary/Treasurer	165	241	68.5%
At-Large Senator	159	241	66.0%
District 1 Senator	46	65	70.8%
District 2 Senator	38	59	64.4%
District 3 Senator	36	63	57.1%
District 4 Senator	45	54	83.3%
Total Voters	166	241	68.9%

We did have a tie in one of the district elections. The Nominations and Elections Committee in consultation with the Administrative Senate Executive Committee decided to follow Article IV, Section 5b to fill that position.

The election results are as follows:

Vice Chair	Tim Jones
Secretary/Treasurer	Carol Schmitt
District 1 Senator	Tim Fitzgibbon
District 2 Senator	Larry Back
District 3 Senator	Mandi Fulton
District 4 Senator	Tracy Adams
At-Large Senator	Andrea Gentry

Detailed election results have all been filed with the Administrative Senate Secretary/Treasurer for the records.

Recommendations

1. The Bylaws Committee needs to look at how we break a tie during the election process and make this part of the Constitution and Bylaws.
2. I would also recommend that the Bylaws Committee looks at terms served by members of standing committees and the process that these committee members are appointed and approved.
3. This year we sent out the ballot and one email reminder about the Administrative Senate elections that came from the system used to conduct the elections. I would recommend that next year's committee consider sending an email from Administrative Senate about the upcoming elections prior to the ballots being emailed with specific information about who the ballot will be coming from and what to do if they don't receive it. I would also recommend an additional email reminder, separate from the system.

Respectfully Submitted by Carmen Stoen, Chair of Nominations and Elections.