



## Role of Elections Committee Presented at September 26<sup>th</sup>, 2017 Board Meeting

### Purpose:

- Oversee Elections process for yearly elections of new board members (including 6 seats elected per year). Duties include, but are not limited to:
  - Discussing, adjusting, and updating Elections Timeline
  - Promoting recruitment of new candidates
  - Communicating with different electorate groups (Parents, Faculty, Staff, & Students) regarding elections process; as well as promoting and overseeing the registering of parent voters
  - Verifying candidate paperwork
  - Running elections process via online election program
  - Verifying election results and communicating results to Board of Trustees
- Continually reviewing and reassessing the Elections process to give recommendations to the Board of Trustees more effective policies and procedures

### Frequency/Schedule of Meetings:

- Election Committee Meetings are not set on a monthly schedule but instead are scheduled on an Ad Hoc basis with the bulk of meetings between February and May (just prior to and during the election cycle).

#### *Rough Yearly Schedule:*

- Fall (August to December): One to Two meetings to discuss basic committee administrative information and set Elections Timeline
- Spring (January to June): Monthly meetings in January & February, then monthly to bimonthly meetings in March, April, and May.
- Summer: No Meetings in June, July or August

### Information Needed from Board

- Elections Committee's greatest need from the Board is to verify all election results. Also, the Elections Committee serves on the Board's behalf regarding the elections process, but all Board decisions regarding Elections supersede those of the Elections Committee. Election Committee policies and procedures then need to be in alignment with the Board and the Board needs to communicate clear with the Committee if the two parties are out of sync.

### Recommendation Regarding Future of Election Committee

- As long as the Board of Trustees continues to renew its membership yearly via a fair and open election, the Election committee is necessary to insure a fair and open election. Procedural discussions and tasks should be completed at the committee level and then reported to the Board.

### Current Membership

- **Board Members:** Rocky Montz (Chair), Leslie Woolley, Deanna Hamilton
- **Non-Board Members:** Rob King (Vice Chair), Jeanne Siazza (Secretary), Sherry Martin
- **UTLA Representative Member:** Steve Klima
- **Non-Voting Student Member:** Abby Fisher
- *No Current Unfilled Seats but new members are more than welcome to join*