

Elections Committee Special Meeting Minutes of April 14, 2014

I. CALL TO ORDER: Chair **Sood** calls meeting to order at **11:17 AM.**

II. ROLL CALL

Members Present

Riddhi Sood
Connie Liao
Nitish Mane
Bhavik Bhatt
John Zamora
Marguerite Hinrichs
Stan Hebert

Absent Members

Guests

Randy Saffold

III. ACTION ITEM- **Approval of the Agenda**

Motion: (Liao) to approve the agenda.

Motion carries.

V. PUBLIC COMMENT

Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.

No Public Comment.

NEW BUSINESS

VI. ACTION ITEM – **Finalization of Elections Packet**

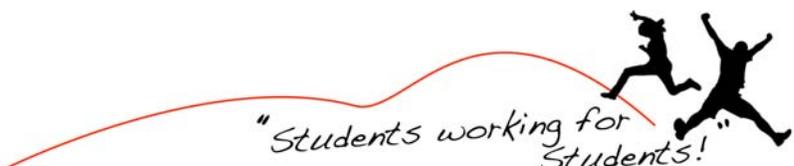
Chair **Sood** addresses the following:

- Refers to the Election Packet that Sneh sent out.
- Director, Student Life Programs & Leadership **Hinrichs** states that if anyone on the committee has any updates or suggested changes, it should be noted at this point. She wants to make sure that a couple more things are added to the packet, and she wants to change the mandatory candidates meeting to be called a workshop because it is not a meeting it is a workshop on what it means to be in ASI; to be an ASI representative. **Hinrichs** further states that she wants to make sure that the Candidates' Debate and the open forum are clearly listed in the timeline, so that candidates know and expect to go to those things.
- Chair **Sood** states that she was talking to Housing because she remembered that the Candidates' Debate two years ago was there, and they were planning to do that. **Sood** further states that they should reach out to Housing to include them in having the debates over there again.
- Director, Student Life Programs & Leadership **Hinrichs** states that they can have one in


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Housing and one in the Union, which will be streamed on Pioneer Web TV.

- **Liao** states that earlier Stan had a question for Randy on whether the committee had a clarification on the timeline for when all the initiatives will be submitted so that they can have a full ballot.
- ED **Saffold** states that they don't, the Board only has one initiative that they are working on and they are not finished; which is the fully reinstated Bylaws being approved. They are not done with the final edit so Randy, Katrina, and Michelle are working on that project. But based on the timeline this group would tell the committee when that final submission would have to go in and they would get it in by that time. This body sets the time frame for how these things come through.
- Chair **Sood** states the information for candidates is supposed to open today (4-14-14) but that's not going to happen. ED **Saffold** interjects by stating this is just proposed.
- Chair **Sood** states that they can maybe open it up by the end of this week.
- Director, Student Life Programs & Leadership **Hinrichs** suggests maybe by tomorrow (4-15-14).
- ED **Saffold** states once finalized it can be posted to the ASI website and immediately distributed by The Bay as well.
- Chair **Sood** states that she remembered last time Randy showed it to them and it had some changes to be made. ED **Saffold** states that's because she had the changed version that was changed live in the Board meeting and he did not, he had the one he downloaded from the shared drive. The updated one was on the jump drive; Sneh sent her what was on the jump drive as edited in the Board meeting. This doesn't mean that it still may not have a few problems so they still need to make sure that they look through that but the most important piece is getting the timeline right. That's the most important thing that they need to accomplish today.
- Chair **Sood** states that they are going to move the applications to be sent out tomorrow (4-15-14). Then further asks if the committee still wanted the deadline to be on Friday next week (4-25-14).
- Interim VP, Student Affairs **Hebert** states that it's still a good deadline. It's important that during the time that they have opened for candidates that they make the application clear and available and as far and as wide as possible. So, if they do keep a date like the 25th it would be important for them to make sure that they promote it, through all means possible, to give people the opportunity to file their candidacy.
- Director, Student Life Programs & Leadership **Hinrichs** states that they don't have to necessarily do a workshop to encourage people to apply for candidacy but they have to do something. Perhaps a quickiMovie that they can spread out about why it is important. ASI already has many videos that they can blend into an advertisement. **Hinrichs** further states that she already started and updated on the Election's Facebook page. She thinks that Stan's point is well taken, that it needs to be distributed far and wide. They also need to market why students should run and they need to do this far and wide as well. If they don't market



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far and wide they will get the same people running for ASI. So they have to think outside of the box with something really creative and not involving anyone currently on ASI so it doesn't look skewed. They can just select random students to help them put together a quick marketing message.

- Chair **Sood** states that at this time they can send out an email from The Bay and have the application attached to that, they also have the Facebook page which PDF's can be attached, and the ASI page. But they need something to really tell students the purpose of ASI.
- Director, Student Life Programs & Leadership **Hinrichs** adds in that it can be a simple message it doesn't have to be complicated.
- Chair **Sood** suggests that they can table outside and have a small flyer with links to where those videos are, and have someone actually talk to the student's one on one.
- Interim VP, Student Affairs **Hebert** states that is a good idea. The committee might not get on the printed Pioneer but they might get on the online version, the Pioneer also has their social media as well, and the University's website would probably be happy to promote. The committee could possibly assign members of the Elections Committee that could speak to particular groups like athletics, Greek Council, Resident Life Council, Academic Senate, and other specific groups so that there is an understanding and to announce what the timeline is so that the committee doesn't have to have one of the current Academic Senators make that report.
- Chair **Sood** questions if they could go ahead and talk in the Public Comment. Interim VP, Student Affairs **Hebert** clarifies that they can do that as well.
- Chair **Sood** states that she likes the idea of talking to different places. That way the committee can actually target a lot of people and if they have any questions the committee can tell them, answer them or direct them to someone who has the answers.
- Interim VP, Student Affairs **Hebert** further states that they can also announce this at the ASI Board meeting, for the minutes and for the members there, about the candidacy and timelines.
- ED **Saffold** states Friday's are such terrible days to have things due. He was wondering if they can still keep the proposed workshops that Marguerite speaks of still the week of the 28th but have the 28th by 3pm be the deadline. The committee can do a series of messaging so they are done by tomorrow (4-15-14) with some wiggle room. If not they have something that can go out on the 22nd and something that can go out on the 24th because you never send an email out on a Friday since by the time they read it on Monday its buried and by Monday morning something comes out to push and remind them so there's no excuse for them not knowing. For the social media messaging, a similar thing can be done where in the mornings they post and in the evenings they just drop little reminders over 3 separate times over those 4 or 5 days. This will make sure that they are informing as many students as possible that applications are available. He thinks that to decide whether they are going to run and then have it ready by the 25th is pushing it and



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they aren't even given the weekend to think about it. ED **Saffold** further states that he's concerned with not having enough candidates.

- Interim VP, Student Affairs **Hebert** states that they do have a weekend to think about it.
- ED **Saffold** states my apologies they do have the weekend, which is almost a 2 week time period for people to think about their candidacy.
- Interim VP, Student Affairs **Hebert** clarifies if Saffold is still in favor for the 25th. ED **Saffold** states that he is.
- Interim VP, Student Affairs **Hebert** states that it's good to have that deadline and he suggests that they don't allow campaigning until May 1st. Part of the reason is to allow candidates to be cleared. Chair **Sood** questions if it's like having the mandatory meetings before. **Hebert** states that the mandatory meetings will take place at the same time. While those meetings are taking place the student conduct office is reviewing the applications to make sure that all the candidates who applied are eligible.
- Director, Student Life Programs & Leadership **Hinrichs** states that she would like to suggest that they push it back even further to Monday, May 5th, so that they give a true opportunity for the workshops to occur for students to go back and campaign, create their campaign materials, and have everyone start at the same time. What happened last year was that some people attended the candidates meeting and then they started campaigning while other candidates had not yet attended so they got a late start and it was unbalanced. If the meetings are the entire week of the 28th there can be about four meetings. Everyone can have an equal opportunity if Tuesday, Wednesday, Thursday, and Friday they have meetings at various times during and throughout those days. The official campaign can start on Monday, May 5th.
- Interim VP, Student Affairs **Hebert** states that the candidates do get a week if they go through the 12th because they haven't been as strict about campaigning during the balloting period but that's something that they could do so that between the 5th and the 12th is campaigning.
- Director, Student Life Programs & Leadership **Hinrichs** clarifies and that during that week is when the candidates' debate and all of the other stuff happens.
- Vice Chair **Liao** questions if they'll still have enough time to do everything. Last year when they were looking at the schedule they worked backwards. They looked at what date they had to have everything absolutely done, like all of the candidates voted into their positions, and they worked backwards from that. They gave 3 days for the elections and one week for voting. So, if they work backwards from the end date would they still have enough time for everything?
- Chair **Sood** states that according to this timeline they are getting everything done by the 30th.
- Interim VP, Student Affairs **Hebert** states that based on the proposed calendar it does allow for an election program. Just one note, it is not a big deal, but if there are a need for runoffs the 26th is a holiday. They can still vote on holidays it's not a challenge with electronic



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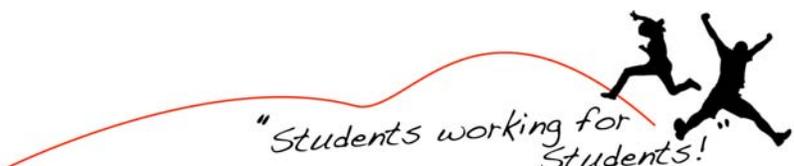
voting but just as an f.y.i, the 26th is Memorial Day.

- The committee discusses that runoffs are for 2 days.
- ED **Saffold** states that they can still push that whole thing back by one day and have runoff elections on the 27th and 28th and on that Thursday, the 29th they can have as the last day to file a grievance. They were trying to give this committee enough time to hold the grievance hearings but the grievance hearings could be held on Friday in the morning, or early afternoon and the announcements can still be made afterwards. But that's not allowing a lot of time for administration, if Hal or someone has to make a judgment call and these would be the grievances on the run-offs.
- Chair **Sood** questions whether they could do the announcement on the 2nd or would that be pushing it.
- ED **Saffold** states that the proposal is to change the announcement to the 2nd of June and have the grievance hearings on Friday the 30th, and to push the runoff elections back by a day.
- Chair **Sood** pushes the deadline to Thursday the 29th and questions if they still need the grievance hearing on the on the 20th. ED **Saffold** states that they still need the grievance hearing on the 20th because it's the first grievance hearing and it's before the runoff.
- Chair **Sood** to reiterate what they have talked about so far. They are going to send out the applications tomorrow if everything is done, have the deadline to be April 25th. Next week, starting from April 28-May 2 they are going to have mandatory candidates' workshops and they can start their campaigning on May 5th and have it until May 12th. They are going to have the polling from May 13-15. Then May 19th is the deadline to file any grievances and on the 20th there will be a grievance hearing.
- ED **Saffold** suggests that they have until Friday to grieve instead of Monday.
- **Sood** states that this would give them the weekend to sit on it
- ED **Saffold** states that they don't want them to have more days for voting because they want to create a sense of urgency that would make people want to vote. If they had a week people would wait until the last minute but if they only have 3 days they are going get it in their vote right away. They found that in the CSU elections, that Michelle has polled, that the people who have smaller elections have better percentages in turnouts.
- Interim VP, Student Affairs **Hebert** clarifies that Saffold's suggestion is to have the grievance filing deadline on the 16th at 5pm.
- ED **Saffold** states that yes, because this gives them Monday the 19th to actually review them before the hearings on Tuesday. This gives administration the entire day to look over the grievances. And the chair would work with administration to see if there is anything that turns up that may need to be investigated. Some of the things they are able to dismiss between Stan and Marguerite; they will be able to interpret whether something was a grievance. Then they can inform them that after reviewing, that something wasn't a grievance so they won't have to go through a grievance hearing.
- The committee agrees to have the grievance hearing on the 16th.



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- The committee discusses creating a document for people to fill out for grievances or keeping it the way it is where people just send grievances through email. The committee agrees to keep it as is because it would be a hassle to think through different types of possible grievances and actually define what a grievance is.
- Chair **Sood** states that grievance hearings will be on May 20th then the runoff elections starting May 27-28 and moving the deadline for filing grievances for those runoff elections on May 29th and May 30th will be the second grievance hearings if there are any. Lastly, on June 2 will be the announcement of the results.
- **EDSaffold** clarifies that one grievance is for the regular election and the second grievance is for the runoff. In the runoff, in case someone thinks that someone did something foul you still need an opportunity for them to file a grievance. No one can come back and re-grieve from earlier; it's the secondary runoff election they would only be accepting grievances from the runoff election not the prior because they already missed the deadline. **ED Saffold** further suggests that they list it as runoff grievance to be more specific.
- Interim VP, Student Affairs **Hebert** states what they are looking at right now is a focused concentrated campaign period of roughly six working days, a real solid week that would include all the debates and any other types of presentations. That's what they are proposing so that the week of May 5th, plus the additional day on May 12th will be the focused concentrated campaign period where all of the pieces will have to take place. This under the circumstances can yield something very exciting where it's all focused. And so not to give a better opportunity for candidates that have more people versus people who are running independent because it's all during the same week. The disadvantage is that it's a shorter period of time.
- Director, Student Life Programs & Leadership **Hinrichs** states she agrees with Stan. If they are going to push this timeline then they are really going to have to push the limits of technology, particularly social media and they are going to have to provide a vehicle for the candidates to be exposed. The committee will have to make sure that they have candidate statements and the committee already has a YouTube channel that they can use called "Life at the Bay", that has homecoming statements and other things on there. The committee is going to have to provide a vehicle for them to do this and everyone is going to have to have equal billing, if they do that then it will be fair. Also if they are going to do that they should plan one good televised live streamed forum and do everything else through social media. That way things can go viral and get everything out there in that one week.
- Interim VP, Student Affairs **Hebert** states that the May 8th addition of the Pioneer will be really valuable to the committee and hopefully they can get their cooperation to treat this election as such. The committee can buy an ad to announce cooperation not every candidate. It is important to get the newspapers cooperation as opposed to recent years.
- Chair **Sood** states that Marguerite suggested that they have one debate here and another one in housing. Possible dates for housing would be May 8th around 6 in the evening because



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that's when the most residents would be there. And they can try to do that and have food to get people to come. **Sood** further questions, considering the fact that students are there the most on Wednesdays and Thursdays, does the committee want to do one on May 7th or are is that too close.

- Director, Student Life Programs & Leadership **Hinrichs** states that's a good day but it has to be during the day and in the Old Union.
- Interim VP, Student Affairs **Hebert** questions when the Old Union is closed.
- ED **Saffold** states the Old Union closes as of May 10th.
- Interim VP, Student Affairs **Hebert** questions if the date has been moved back.
- ED **Saffold** states that it's always been May 10th, ASI is just physically moving out May 5th.
- Director, Student Life Programs & Leadership **Hinrichs** refers to a photo of the last time they did a live stream of the candidates, they were in the Pioneer Web TV studio and it was showing in the Old Union.
- Chair **Sood** states it will be May 7th around 12pm or 1pm.
- Director, Student Life Programs & Leadership **Hinrichs** states to be clear they still need to do the open forums for everyone, but this Pioneer Web streaming TV was only for the ones running for President.
- Chair **Sood** states that there was a barbeque last year and questions if they are doing that again as a part of open forum.
- ED **Saffold** states the committee decides that by looking at their budget, they would just put money in different places. That is something that they can decide to do.
- Interim VP, Student Affairs **Hebert** questions if **Sood** is thinking of the Dining Commons for the 8th.
- Chair **Sood** answers no somewhere in Housing like Lassen Hall.
- Interim VP, Student Affairs **Hebert** questions if they could set the date of May 1st for the ballot initiatives or any other items other than candidates that would be asked to be placed on the ballots. That way if ASI or any other group has a ballot initiative it would be due to the Elections Committee by 5pm on May 1st.
- Director, Student Life Programs & Leadership **Hinrichs** states if anyone turns in anything, like if they want anything on the ballot this committee will have to decide and market it once it gets put on the ballot.
- Interim VP, Student Affairs **Hebert** states that the May 1st date gives the committee a chance to do some review if there are any back and forth changes and the time to get it properly placed for the electronic ballot.
- Director, Student Life Programs & Leadership **Hinrichs** questions if they are expecting any initiatives on the ballot.
- ED **Saffold** states they should be expecting an initiative from the ASI Board to fully restate their Bylaws. They are trying to go through and fully correct all the grammar problems and to fix all of the pieces that are missing. Groups like the Public Relations position is moved,



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they are changing the name of the Director of Wellness and that may require further changes depending on how talks go in future weeks. All those adjustments need to be made, to what the Board is going to look like next year, and it needs to be made as soon as possible. ED **Saffold** further clarifies that students do have to vote on these changes.

- The committee agrees that May 1st works.
- ED **Saffold** states that the Elections Committee budget is approximately between \$4,000-\$4,500. Part of it is publicity and printing, part of it is possible salaries to volunteers, and part of it is paper ads and Facebook ads. It is split up in various different ways, so he has to go back and re-piece the budget together for them.
- Chair **Sood** questions if they should give the dates out once they have the reservations?
- Interim VP, Student Affairs **Hebert** states that they should give the dates out at the mandatory candidates meetings.
- Director, Student Life Programs & Leadership **Hinrichs** questions if they could also set the date for the barbeque to be May 6, that Tuesday to kick off the week.
- ED **Saffold** states that's only if they can get the space they have to check first. Just put it as a tentative date, they can probably still do that date just move the grill to another location like the Agora Stage or Micklejohn.
- Director, Student Life Programs & Leadership **Hinrichs** states that it doesn't have to be a barbeque; it could be root beer floats or pizza. They can just plan to do the big kickoff food giveaway to encourage people to get involved with the YouTube station, the Facebook pages, and someone could do an Instagram.
- Chair **Sood** clarifies that the Elections Kickoff would be May 6th.
- ED **Saffold** questions if that is enough time to have vetted all the candidates.
- The committee all agrees that May 6th is enough time.
- ED **Saffold** states that they need to make sure that they have sound out there because the candidates need to be introduced.
- **Liao** questions if they can vote to finalize this.

Motion: (Hebert) to approve the amended packet.

Motion carries.

43:48

VII. DISCUSSION ITEM – **Publicity for Elections**

Chair **Sood** addresses the following:

- The committee can do the barbeque if they have the possible funding and they will have two open forums; one in UU and the other in Housing. They have all the social media which includes but is not limited to Facebook, maybe Instagram, ASI webpage, Student Life webpage, YouTube channel The Bay, email to the students, and the Pioneer newspaper. She then questions if there are any other suggestions.
- Interim VP, Student Affairs **Hebert** states the Academic Senate and ASI meetings.
- ED **Saffold** states Jeff Bliss is in charge of campus media outlets so someone



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should contact him. Kevin Pena also needs to be brought on immediately; he is the Streaming Guru now. ASI has lost its two Streaming Gurus and he knows how to set up and deal with working with all of those things

- Chair **Sood** states that she will compile a list of different meetings with different student clubs and organizations that they want to outreach to and see who is available. Members of the committee can give a brief two minute presentation about what is upcoming. She will be sending out a google calendar for signups.
- Interim VP, Student Affairs **Hebert** states he could help outreach to the Communications Department. But the student members of the committee should actually be the ones to speak with members of The Pioneer.
- **Bhatt** states that he could help with Facebook.
- Chair **Sood** states that **Bhatt** would be the Facebook administrator.

47:58

VIII. DISCUSSION ITEM – **Review of Robert’s Rules**

Chair **Sood** yields the floor to ED **Saffold** to address the following:

- ED **Saffold** states that he wants to go over some highlights of a presentation that he recently did for the Board.
- ED **Saffold** states Robert’s Rules is a system that allows people to conduct an organized meeting. It helps them to understand what the parts of the meeting are so that they understand how to get through the work quickly. It also minimizes conflict between people who may have different ideas.
- ED **Saffold** references to the presentation on the screen, where there is a sample of a meeting agenda.
 - Things Helpful to the Chair
 - Possible Statement
 - “I call this meeting to order”
 - “I would like to welcome everyone to today’s meeting”
 - “I’m going to ask everyone to stay on tasks today”
 - “With that we are going to start with the first item of our agenda”
 - When the opening statements are heard make sure the guest is acknowledged, approve the agenda; and modify the agenda if needed. When modifying the agenda say “move to”. Moving is the point of taking a motion, they say move to make an action. Then someone will need to second that motion and since the meetings are being recorded names always need to be stated. After the agenda has been moved to be modified, it needs to be approved, then the committee needs to approve the minutes of the last meeting.
 - The Public Comment section is after approval of the previous minutes, which gives the members of the Public two minutes to be able to speak.



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Public comments should be treated as Information Items because they are not asking for action at that time they are just informing. For the first item on the agenda there is no motion needed.

- Motions are for the purpose of the Board to take actions on an issue. There are four general types of motions and only the main one will be really used; which is a motion which brings business before the Board for consideration and action. Subsidiary motions changes or has an effect on the main motions. They are the motions that will always be used the other ones will rarely be used.
- Basic Expectations
 - Remember Motions, Seconds, call for discussion, and then call for the question.
 - If the discussions are going very long, as committee members their time has to be respected. Committee members can call to question if the discussion goes on for too long.
 - Committee members vote with raised hands.
 - To vote say, “All those in favor say I, and all those opposed say I.”
 - After that ask for abstentions, if someone abstains the name of the person that abstains is not necessary.
- ED **Saffold** further talks about tabling motions. If in the meeting the committee has a lack of information, or a lack of time they may have to talk about something in their next meeting. Also they can reach consensus, if it’s not the right time to discuss, or there needs to be a closed session; just state, “I motion that we table this until we get either clarification or until next week’s meeting where we will have more time.”
- Chair **Sood** questions if they could talk more about closed sessions, since they will need to do those for the grievance hearings.
- ED **Saffold** states that he will be forwarding Robert’s Rules cheat sheet to everyone. It covers all that was talked about previously. A lot of the things on the cheat sheet the committees will never have the opportunity to use, but there are highlights on there of things that are typically used.
- ED **Saffold** states that when making a subcommittee there will need to be a motion to make that subcommittee, which would be considered a Subsidiary motion. When trying to amend an amendment it gets complicated, it is easier to just let the vote demisethen proceed to make a new motion.
- When going into Closed Session the committee knows in advanced. Closed Session is usually used when the committees talk about difficult things around personnel or anything around those lines. Grievance hearings are mostly public until the committee goes into discussion. ED **Saffold** further goes on to question what is an example of a reason why grievances go into Closed Sessions.
- Interim VP, Student Affairs **Hebert** states that grievances go into Closed Session if


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the committee is taking a particular action. Last time they did that the committee was talking about whether or not a candidate gets to remain. So the actual voting of the members would not be public.

- o ED **Saffold** states in anticipation of the grievance hearing they would put a Closed Session attached to it for voting, and try to have them at the end of the meetings.

58:05

IX. CLOSING ROUNDTABLE REMARKS

Liao: Is the packet for the candidates going to be final?

Saffold: Is there anything that stood out to anyone that they did not like about the packet.

Hebert: As members of the Elections Committee, they do not weigh in on the duties and that's the only thing that needs to be changed.

Saffold: The duties are correct in the packet, **Saffold** and some of the Board members just do not agree on the formatting. He doesn't want to hold up the process because the packet is accurate he just feels like it is not enough. But he does like the idea of possibly referring them to another place with a link where they see more details on each individual role.

Liao: On the third page of the packet right before it says, "Thanks for your interest," it ends with an incomplete sentence.

Hinrichs: Also Elections Committee chair name insert here.

Saffold: After the corrections it will be sent to Marguerite to be sent out to the students.

Saffold questions Marguerite if she has text from last year when she made announcements. He further questions if they need to have Riddhi work with them to draft that text to go out or do they have the old ones that they can use.

Hinrichs: States that they have those on record.

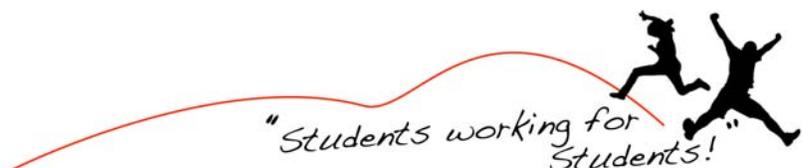
Saffold: For the ASI one on one workshop they can make sure that they have those role descriptions ready to hand out to candidates. And if they are done early enough they can also announce on social media that the role and responsibility sheets are available for possible candidates to look at before they put their candidacy out. The packet is accurate; something is just missing in his opinion. If someone starts a role and on day one they don't know what they are supposed to do then something is wrong.

Hinrichs: Would like to suggest that the committee breaks down into various task groups, there needs to be someone who oversees different things.

Saffold: That is really important to have by the next meeting, because if the committee doesn't meet quorum and the tasks have already been assigned to a group, they don't need to meet quorum to get that work done. The groups can keep planning and getting work done and just report back to the rest of the committee.

X. ADJOURNMENT

Meeting adjourned at **12: 21PM.**





Minutes Reviewed by:
Elections Committee Chair
Name: Riddhi Sood

Minutes Approved on:
04-25-14
Date:

