

**ASI Elections Committee Special Meeting Minutes of April 11, 2014**

I. CALL TO ORDER

Members Present

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

Absent Members

Guests

Randy Saffold

II. ROLL CALL: **Hinrichs** calls the meeting to order at **1:12 PM.**

III. ACTION ITEM- **Approval of the Agenda**  
**The committee approves the agenda.**

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.**

Director, Student Life Programs & Leadership **Hinrichs** further explains to the committee what Public Comment is:

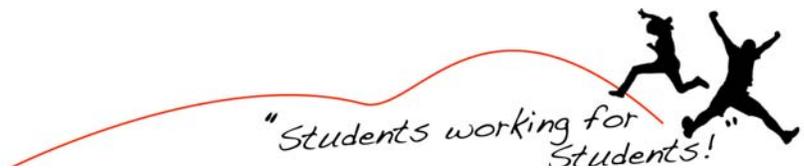
- During every meeting there is Public Comment. Sometimes during Election's season it gets intense. People who are in the running, or who have friends that are in the running come to make a Public Comment. It's a time to allow people to share their thoughts and feelings about what is happening in ASI; in this case it will be about the ASI Election's process.
- **Sood** states that they have a lot of candidates coming to these public meetings and that is the time for them to voice their concerns, suggestions or any questions they have. But for any business the committee has, the Public cannot enter unless the committee allows them to.
- Director, Student Life Programs & Leadership **Hinrichs** states Public Comment is the time they could voice their concerns not interject during the meeting. If they want to be on the agenda they have to be approved 72hrs in advance. ASI wants to encourage people to come to the meetings; they want students to see the process that happens here on campus. If they have a problem with it they can get involved themselves and make it better next time.

No Public Comment.

**7:05-8:45**

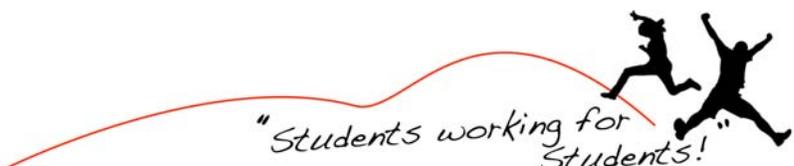
**NEW BUSINESS**

VI. DISCUSSION ITEM – **Introductions by Director Student Life Programs & Leadership, Marguerite Hinrichs.**



Director, Student Life Programs & Leadership **Hinrichs** addresses the following:

- States it would be beneficial for everyone to introduce themselves, talk about themselves and why they are serving on the ASI Elections Committee.
- Director, Student Life Programs & Leadership **Hinrichs** states that she is the Student Life and Leadership Programs Director; she also sits on the ASI Board of Directors as the Student Life liaison. She helped facilitate the ASI Elections Committee process because it is a process that needs oversight with fairness from a non-partisan party for all intents and purposes; that's why Student Life oversees the ASI Elections Committee process for ASI.
- **Bhatt** states that he is getting his Masters in Engineering Management. He joined the Elections Committee because he wants to help the University through ASI.
- **Mane** states that he is a graduate student in Computer Science. He received an email from **Sneh Sharma** asking him if he wanted to join the Elections Committee as a member. **Mane** further states that he always wanted to get that opportunity to work under any committee of CSUEB.
- **Zamor** states that he is a Computer Science major and he joined the committee to get more information on ASI and how to be more involved as a student on campus.
- ED **Saffold** states that he is the Executive Director of the Associated Students and he assists Marguerite Hinrichs with resources, time, and little pieces of advice for how ASI works. Marguerite feels that ASI needs to keep their certain distance away from the election to make sure that the process is fair and cannot be viewed as partisan in anyway.
- **Sood** states that she has been with ASI for a long time; she was on Elections Committee last year and held transition because she couldn't be apart of the committee anymore. **Sood** further states that she is happy to be a part of the committee this year. She already works with a branch of ASI in the Diversity Center as an event planner and she is an undergrad Biology major.
- ED **Saffold** states correct him if he's wrong. He knows the Elections Committee is 5 people, he thought they did the 5 but thought they were asking **Sood** to just be an advisor to the Elections Committee. He further asks **Sood** if in the email she got, did it say she was an advisor or did it say she was sitting.
- **Sood** states starting she was a volunteer then Sneh Sharma called her and said they needed her to serve on the committee.
- **Liao** states that she is a double major in Psychology and Nursing. She was a volunteer for the Elections Committee last year had a lot of fun. **Liao** further states that she really enjoyed being able to help the school make the elections process fair, easy, and straightforward for students. She likes having leadership, she just may not be the kind of person on the podium, but as long as she can give support somehow that makes her very happy.
- Interim VP, Student Affairs **Hebert** states that he is the acting Vice President for Student Affairs at Cal State East Bay. He is the President's designee to the Board of Directors and an advisor to this committee. **Hebert** further states that he is also a former student of this



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University and a former ASI officer from this University. He states that the students on the Elections Committee are in a very important position. Their role as the Elections Committee is the standards by which all of the candidates will operate. Some people say it is a powerful position and it will give them some insights on how student government is, the structure, the process, and most importantly they're trying to make sure that the process is open, fair, and that as many students as possible are encouraged to apply to be candidates and to be able to vote freely and fairly about the issues and for the candidates of their choice. Like Randy he is there to make sure Marguerite gets all the support she needs as the advisor to this committee.

### 5:50

- ED **Saffold** states that as part of orientation if they like he can go over the agenda and the components for them later.
- Director, Student Life Programs & Leadership **Hinrichs** states that would be great and that the committee needs to learn a little more about the rules and order. She further states that during orientation they will talk about how her class, Special Events Management 2 has been assigned to the ASI Elections as their final project. They will be able to provide a lot of support through marketing, social media, volunteering, and doing the polling stations. She states the committee can look at their budget and redirect some of the funds if they would like to. Maybe even the class can manage the polling stations instead of paying volunteers and stuff like that. They just need to talk about the parameters because it will be a group of about 16 people to support the committee.

### 7:05

## VII. DISCUSSION ITEM – **Orientation**

Director, Student Life Programs & Leadership **Hinrichs** addresses the following:

- The Elections Committee meets every Friday at 1pm, if it works with everyone's schedule.
- The committee discusses different days and times for the meetings to be held.
- The new meeting slot will be Mondays at 11am.
- Director, Student Life Programs & Leadership **Hinrichs** states the new meeting day puts the committee off for next week so next week the committee will have to meet on Friday again then switch to Mondays.
- ED **Saffold** suggests to meet on Mondays because they had the wrong day on the agenda. The first action of this group after orientation is voting in the new chair and that should be the last thing they do at the first meeting, so that in the next meeting the chair convenes the meeting. They did not have it as an action item; Sneh knows it's very rare to have actions items because they usually have discussion items in the first meetings. But for this committee the first action is to elect a chair who will run the next meeting. The committee should nominate chairs today (4-11-14) and then first thing Monday's meeting (4-14-14) elect a chair to run the meetings. Director, Student Life Programs & Leadership **Hinrichs** clarified that they are going to select the chair Monday (4-14-14).



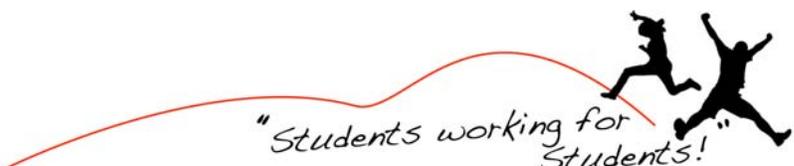
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- ED **Saffold** states that he recommends that they will nominate chairs today (4-11-14) and vote on Monday (4-14-14).
- **Sood** questions if Monday (4-14-14) would be another special meeting. ED **Saffold** states it would be a special meeting and they can have Sneh put up the agenda.
- **Sood** questions if they can just make it an action item today. ED **Saffold** states that they could but the meeting is a little off today because they didn't start with the action item, but if the committee agrees that that's what they want to do they can do that
- Director, Student Life Programs & Leadership **Hinrichs** states that they talk about what the desires for this committee are. The 5 committee members are the core committee but they will have help from others. They can reach out for volunteers and will have help from the Special Events class and the committee will have a budget to hire some help if they need to. What is desired for this committee is to encourage and inspire students to run for ASI and the committee needs to think about how they are going to do that. They will have a mandatory meeting, but how is that meeting going to look like? The committee needs to step it up this year with the elections and think about how they are marketing the elections to students so that they can run and marketing the candidates to the students so they can vote. Also making sure all of this is done with integrity and Pioneer pride. As the committee starts to work through their agendas and schedules they need to really be thinking about what their role is. They have a lot of things in place already like candidates open forums; they are already testing live streaming with Pioneers web TV, and a Facebook page for CSUEB ASI Elections. There's an elections timeline which the committee can talk about on Monday (4-14-14) where they map out the design for the process of moving forward. Ideas are welcomed so don't be shy, if someone thinks something will or will not work still share.
- ED **Saffold** states that he wants to go over the Elections Committee Code. These were adopted by Ex Comm in March of 2013. The committee will get the opportunity to read all of these themselves. The purpose for this is to make sure they have a fair and unified election. The membership, people who actually serve on the committee is the 5 students and 2 nonvoting advisors. ED **Saffold** further states that he will participate and help out for this code. The ASI Personnel Committee has a chair recommended but the Elections Committee elects the chair. He doesn't know if the Personnel Committee has a recommendation this year but the Elections Committee has two members that previously served on the Elections Committee which should be kept in mind. In the past the chair's responsibility has been equally shared with a co-chair that helps with the meetings.
- Duties and responsibilities- If the committee wishes to establish a stipend for committee members, they must submit a revised budget to the Board for review. Money is set aside, approximately \$4,000 that is usually utilized to do marketing and promo for the elections and to pay election's workers. If the committee plans on giving stipends to anyone who sits on the committee they would just submit that budget for how they would want to distribute that money back to the ASI Board to get approved.



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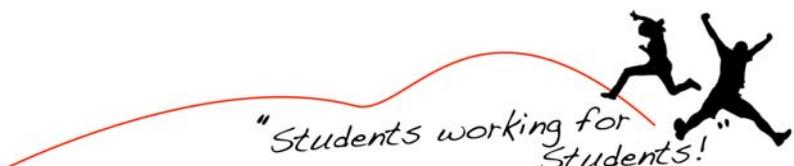
- The Elections Committee shall provide non-partisan publicity for the election. The advisors will help and assist with that, remember any previous elections they had the big red boards around campus where they can post because there are only so many places where things can be posted. As long as they know the Elections Committee Code and they know the Elections Packet that's really the data and information they need to go by.
- The committee sets deadlines for candidacy, deadlines for the actual elections, deadlines for rebuttals and arguments that people may make, and set the schedule for when the last grievances can be filed. Last year they either had zero or one grievance so it was a great election year last year. Don't shy away from grievances those mean that ASI has a lot of people passionately interested in being apart of the election. Once the committee is done setting the schedule they will have to pay attention to is how they say how they want a candidate to be, how they run the referendums, and when they can be placed on ballots. Not only is the committee responsible for making sure that the election runs well but for any initiatives or referendums proposed by students. If it's proposed by the Board it's an initiative, if it's proposed by students on campus and they got the proper amount of signatures or it comes from an outside source of ASI it's a referendum. This year you will see at least one initiative from the Board, they are going to fully restate their bylaws, there are not a lot of changes that are happening in the bylaws per say it's mostly a lot of grammar corrections that was found over the years that it's just terrible formatting and other little things. But there are a few things that are going to change: eliminations of some positions, names of positions, names of committees like Wellness Committee as opposed to Recreation and Wellness Committee. The committee is expected to help the Board manage that process of running the initiative as well as running the election.
- Fair Campaigning and Publicity- The committee will be responsible for making sure that they explain to all the candidates in about two mandatory sessions what fair practices are on campus, what they can and cannot do.
- ED **Saffold** further states that he is just highlighting some things, the committee will get a copy of the code later on in the week from Sneha to go over them.
- The General Process
  - The general elections will be 2 weeks.
- Eligibility/Candidacy/Referendums
  - 1 week.
- Campaigning
  - 1 week.
- Balloting/Voting has been changed from 1 week to 3 days. The belief is that urgency will be created by shortening the voting period.
- Elections will occur via computer based systems and polling stations may be brought back on campus instead of just online. There should be at least one to two locations where computers are available for people to actually do it online on campus as oppose to just doing it at home. ASI wants to make it more present and available and they think that some



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visibility is lost because people forget its voting day, if they don't necessarily see the tent that says, "Vote today". So the committee has to make sure that they are making a plan for how they are going to publicize and get that around the campus.

- **Balloting tabulation-** ASI uses a system that does the balloting tabulation. They have a great guy over in the University computing, that runs blackboard and for the actual election. The committee will receive election results and will have them validated and verified by the campus, then the chair of the committee will transfer those over to ASI and then ASI will formally submit the results to the President of the University and then the election will be officially over.
- **Complaints, Hearings, and Resolution of Disputes-** The committee has to really vote on whether or not those grievances are legitimate. Sometimes they have people that are just hateful and sometimes things really do happen. They have to hear and vote on whether they believe in the case, and then the committee has to make decisions on what are the penalties, like how it gets protested or disqualified. A lot of these things the committee can rely on the expertise of Stan and Marguerite to make rulings. **ED Saffold** further states that he will rarely help the committee on those levels of rulings because it could be that he may have a conflict of interest. He will give his honest opinion when he can but he will recuse himself in anything that may comprise him on that. He does not have a vote on the committee he is just there to advise.
- **Standing Rules, Regulations, and Guidelines-** Marguerite and Randy are really concerned with and tried to have the Elections Packet address social media. Making sure the rules are very clear on what should and should not be doing as far as endorsements, negative comments on the candidate's page, or outright saying, "No they are lying," and things like that. There is a lot of power in digital messaging and people can really deface someone's page by making certain types of comments. So the rule here is to not post any negative influence on them. The committee will possibly get grievances on people posting negatively on candidate's pages. They will have to determine if those are indeed violations.
- **Posting and Literature Distribution-** Make sure rules aren't being violated. Candidates can't be within a certain distance of a polling station and they aren't supposed to be near the ASI office. The committee needs to be aware of all sorts of things when they are dealing with those grievances.
- **ED Saffold** suggests that they jump into the Elections Packet.
- **VP, Student Affairs Hebert** states if any members of the Elections Committee are aware of or witness acts by students that are in violation of the Standards for Student Conduct they need to report that to the University Student Conduct Officer and they will investigate it. They will make sure that the candidates are aware if they are on disciplinary probation and because of a violation to the Standards for Student Conduct they are no longer eligible to hold office or to be a candidate. It wouldn't be an action that the committee will have to take they would be automatically eliminated.
- **Director, Student Life Programs & Leadership Hinrichs** questions if anyone on the



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committee has relationships with anyone on the Board of Directors.

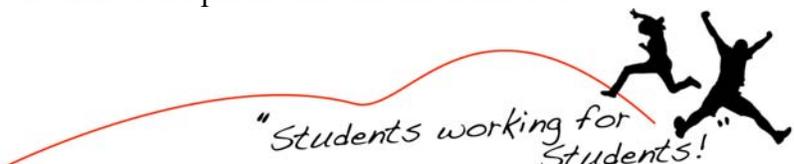
- Committee answers no
- Director, Student Life Programs & Leadership **Hinrichs** states that they would need to stop all unnecessarily communication with Board Members throughout the election process because they have the tendencies to want to influence the elections process. The current BOD has no influence over the Elections Committee other than what they decided through the process that currently exists for the ASI Elections Committee.
- ED **Saffold** states that a grievance is not a grievance unless it is reported by the candidate. They can't have their roommate report a grievance on their behalf because they think something unfair is happening. If they are bringing a proposed violation of the campus Code of Conduct and a committee member is aware of that they may go to report that but the committee member is not the investigator. There are people who do the investigations and committee members just bring those comments to the proper party, they either notify Marguerite, Stan or Hal Gin. Unless the candidate is filing the grievance, that's hearsay which isn't reported.
- ED **Saffold** further states that the packet they will receive from the BOD has a recommendation to them based on the packet that was sent out in the previous year. What the Board has intended to do is correct the things that they've known to be wrong. The version that the committee will see will have all of the highlights in it. But they should recognize that this is a recommendation and this is not what they have to follow. These are suggestions based on feedback that the Board received from last year's Elections Committee based on what they perceived that went right or wrong. The most important thing that they are trying to do this year is look at the duties and responsibilities and then changing specifically giving more information to the candidates. This year when the committee sees the descriptions of what the role is that they have a bunch of things that will be moved out of this because they are no longer accurate. What they are trying to do and the work that they would love for the Elections Committee to help them with quickly is to make sure that people understand what the role that they are getting in to is. The bullet point format doesn't work that well it reads like it is out of the bylaws directly and it doesn't really work well with the students. ASI has received complaints from the last couple of years that people aren't really clear on their roles.
- Director, Student Life Programs & Leadership **Hinrichs** states that she will be leaving the meeting 10 minutes early. She asks if anyone has any questions for her before she leaves.
- ED **Saffold** states they are just walking the committee members over the components of the packet.
- Director, Student Life Programs & Leadership **Hinrichs** states that they are going to update this packet.
- ED **Saffold** states that this is the first primary goal. The first thing they need to do as quickly as possible is getting the Elections Packets out so people know they can start submitting their Candidacy Packet. Then they can start talking about how they can



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publicize marketing.

- Director, Student Life Programs & Leadership **Hinrichs** states that the packet is really the blueprint for them and the students. It has all the deadlines and the timelines in there.
- ED **Saffold** states it has candidate information in it, it has all the steps that the candidates need to take and it has the proposed elections timeline. They need to take into account finals week and they always need to leave enough time to have runoff elections. They got into trouble before for not having enough time to have a proper runoff. If a candidate doesn't win by a large enough margins the committee may run that off. Also they need to have time to have a grievance process even after a runoff if necessary. So they really have to try and compress what was being done in the past. It over goes the available position that they can actually come in to like the Academic Senate positions which is now 4 instead of 3. So even this document needs to be updated. It also goes over the duties and responsibilities of Associated Students Incorporated in general and then specifically goes into the actual procedures for candidacy and how they determine if they're eligible. They have to actually be eligible to run so this criteria is controlled by the Chancellor's office, do not let anybody from ASI say that the Elections Committee has changed it to this because they do not have the ability to change that. In the rest of the packet they have eligibility Form A; this is submitted and then the committee sends this off to the campus to have every candidate validated. Which all these things are important. Then they have candidacy Form B, which is how they say which role they are actually going to run for. They cannot run for dual roles and just take whichever one they win. Candidates have to make one selection and if they win just run with that. Then there is the personal statement Form C, this is where they really talk about what it is that has them interested in applying for the position in ASI. These are the documents that the committee will be receiving, which are supposed to be sent out to committee members over the weekend to read but not until they have the finalized version. It believed that the packet is finalized but they didn't catch that 3 instead of 4, although **Saffold** was looking at an older version. The one that got updated in the Board meeting got updated on Wednesday and he doesn't have that in his email yet. If he finds at least an Elections Packet he wants the committee to fully look through that because it really gives them an overview and idea. Then he will also try and get them an updated copy of the Committee Codes.
- VP, Student Affairs **Hebert** questions what the committee will receive a copy of and by when.
- ED **Saffold** states that by Monday (4-14-14) he will make sure the Committee Code are updated and they will get a copy of the Elections Code packet by that afternoon so they can study it over the weekend and be prepared for the Monday meeting.
- VP, Student Affairs **Hebert** states that before Marguerite leaves, right now current publicity because Monday (4-14-14) is when candidates are eligible and the committee should at least conclude from this meeting that as members of the committee they can say that to anyone and everyone that candidates can file. They can also see the dates on the social media sites and it will have the link of the packet that has the forms to it.



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- ED **Saffold** states that they put them in two locations last year, Student Life and the ASI business office. It is also available online for download.
- VP, Student Affairs **Hebert** states that the committee doesn't have to have the burden of handing the packets personally but there are multiple locations at the very least, at the ASI office and Student Life office. When people are interested in being a candidate for ASI they should know where those offices are, even if they've never visited them before. Interim VP, Student Affairs **Hebert** further states that as the committee closes this meeting they will have a recommended chair and hopefully from the meeting on Monday (4-14-14), which he adds in that he will have to call in for the meeting. But it would be good to have someone, whoever the designated chair or other members of the committee, to speak to the student newspaper to hand them a packet so they can reference it. The committee member's names will be named as members of the committee, and also they should not necessarily be getting into opinion but the facts as they are in the packet are what they should be referencing. Also addresses how excited they are to have a fair, open, and engaged process.
- ED **Saffold** states that usually by the 4-5th week they are supposed to be going in to the elections period. The packet will be emailed out that afternoon (4-11-14) to the committee; they need to be prepared for any suggestions and questions they have on the packet. Which they also need to discuss that in Monday's (4-14-14) meeting. It would be great if they can finalize the packet on Monday (4-14-14), even though that's being really aggressive, the committee is at the time period where they probably lost just about a week. It can be done because previous committees have been further behind. Their goal is to always get this committee seated in winter but it took them a little while to get to the 5 candidates to actually make that work. Getting that packet approved is going to be critical; once it is approved they will be great.

#### 40:14

### VIII. DISCUSSION ITEM – Chair Selection

ED **Saffold** addresses the following:

- He questions if anyone would like to nominate them or someone else to be Chair, then **Saffold** further states that he would record who the nominees are and that would be who the committee votes on in their meeting on Monday (4-14-14) and that chair will run that meeting with the assistance of the advisors. There's only a Chair and a co-chair for the Elections Committee, so if no one runs for co-chair they would nominate the co-chair and then the chair selects the co-chair.
- Basic responsibilities for Chair – The Chair is responsible for running the meetings and keeping order and working with Sneh Sharma in the ASI office to set the agenda for each meeting. The co-chair is primarily responsible for assisting the Chair by making sure that they receive the recorder and the materials that they need to take notes. The co-chair is also responsible for taking hand written notes for all sessions so they have a backup copy of what is going on. Not stream of consciousness notes and not everything that's being said but all the



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major decisions need to be written down. The co-chair has to record recommendations, actions, and final decisions on votes. The co-chair also assists with the planning for the events and scheduling of volunteers in conjunction with the Chair.

- At this point in time would anyone like to nominate someone for the Office of Chair?
- Bhattstates that he would like to nominate Riddhi as she has already been in this committee before.
- Mane states that he also would like to nominate Riddhi as well.
- ED **Saffold** states that they can only nominate on the same person once.
- ED **Saffold** states that if no other nominations are forth coming then he would go ahead and ask the group to take a vote on if they want Riddhi to be chair. How that would work is someone would make a motion to electRiddhiSood as Chair because there are no other nominations. If someone does that then someone has to second that motion saying,“I second that notion,” and he would have to record the names of who made the motion and who seconded it. Then they would take a vote, after that the committee discusses if there is any discussions. That would happen if there is only one nomination, he further questions if the committee is prepared to do that.

**Motion: (Mane) to select Riddhi Sood as chair of this committee.**

- Director, Student Life Programs & Leadership **Hinrichs**suggests that Riddhi selects a co-chair.

**Motion carries.**

- ED **Saffold** questionsRiddhi if she would like to select a co-chair.
- **Sood** states that she would like Connie to be her co-chair.
- ED **Saffold** states that they will have Connie as co-chair for the committee. When they start the meeting on Monday (4-14-14) at 11amRiddhi will Chair and Connie will be co-chair. They will have the agenda prepared and the committee’s major agenda item will be the review of the Elections Packet and finalization of the Elections Packet. ED **Saffold** further states that he will try to make sure that they finalize the Committee Code as well, which will give them a better understanding of their roles. He will have that available to hand out on Monday (4-14-11) but the for the Elections Packet they need to look in their email, if it’s not there see Sneh and say,“I did not receive it,” so she can at least give it out first thing on Monday morning. ED **Saffold** questions if the committee has received an email from Sneh.
- **The committee answers yes.**

**45:18**

## IX. CLOSING ROUNDTABLE REMARKS

**Hinrichs:** Congratulations everyone, I look forward to working with you all.

## X. ADJOURNMENT





Meeting adjourned at **1:58 PM.**

Minutes Reviewed by:

**ASI Chair Elections Committee**

**Name: Riddhi Sood**

Minutes approved on:

**4-21-14**

**Date:**

