Elections Committee Meeting Minutes of February 25, 2022

I.   CALL TO ORDER at **10:04 AM**

II.   ROLL CALL
      Present: Zhanserik Temirtashev, Jaulayah Hanzy, James Carroll, Anahi Ballesteros, Erik Pinlac, Emilia Brettner

      Absent: Marguerite Hinrichs

III.   ACTION ITEM - **Approval of the Agenda**
      Motion to approve the agenda of February 25, 2022, by **J. Hanzy**

the meeting. The meetings are where everybody has equal equals say. In the meeting, the chair makes a motion to move to items on the agenda. However, a motion can be rejected or opposed by a member, then the item will be discussed. To introduce a piece of business, information, or propose a decision, it must be made by a member. For example, I moved to motion, then a second motion must be made which you can say "I second". To postpone an item on the agenda, it moves the discussion of an item for the duration of the meeting. The item will then be discussed in the next meeting and will not be reintroduced in the current meeting. To amend is to change a motion under consideration. Every motion requires a second. The second motion is not necessary for transitioning from one action item to another. Lastly, to adjourn the meeting, a motion to adjourn this meeting would be made at the end

when we need to discuss and decide the candidate's forum. The opportunity for the campus community to engage in a structured way is the following week for elections and then Spring Break. After we come back from Spring Break, we would check if there were a need for a runoff election or something that needs to be a grievance hearing addressed. If we do not have anything then we will be able to certify the election and have tentative results. Please reach out to the Chair regarding questions about the timeline.

J. Hanzy asks is there ever a point where we would need to meet with the candidates?

J. Carroll says if the members are available during next Monday and Tuesday then attend the meetings. We reserve the meeting for an hour, but they end in 40 to 45 minutes depending on the number of questions. This would be an opportunity to engage with the candidates. After this meeting, we don't engage with candidates unless they email us. If candidates are coming to you individually to speak on behalf of the committee, I would encourage that members do not speak on behalf of the committee until the group is clarified.

J. Hanzy asks any questions or discussion?

17:07

 C. DISCUSSION ITEM: **Mandatory Candidates Meetings**
  The Elections Committee will discuss the plan for the Mandatory Candidates Meetings.
  J. Carroll reads through the PowerPoint about the content in preparation for the meeting. We have sent out links about the process. It is a straightforward process with candidate meetings. The informational candidates have to attend one of the meetings to move forward. If the candidate has a schedule conflict, they can reach out to us, and we can schedule a meeting. All the information is on the PowerPoint but if you still have questions, please let us know.
  J. Hanzy asks if t

A. Ballesteros met with James earlier this week and we discussed having hybrid events on campus, so students can attend in-person and online. James and I talked about doing the event closer to the housing students because most students are from

J. Hanzy answers we will need volunteers when it comes down to voting. The committee members will be running the polls and other tasks.

A. Ballesteros asks Erik and James if we can do a hybrid event were the hours that students volunteer is accredited as community service? During my freshman year, I had to do mandatory community service hours. Is there a way we would be able to provide that for students through this event?

E. Pinlac answers I am not aware if there is any requirement for us or any requirement that we need to sort of to sign off, but I would not mind signing off for volunteer hours for students. ASI is a nonprofit organization, and you are helping a nonprofit so it would qualify.

J. Carroll echoes what Erik has said. We decide on signing off hours but we could work offline in terms of putting that on official ASI letterhead recognizing it for elections. If they allow it, then we can work with Erik and make that official. We could advertise that if your organization does this then we can sign off, but we are not stating that it is approved. Emilia bought up an important part about volunteers. We do need volunteers because depending on how long an event is from the setup of the event to clean up. I do not anticipate much setup and cleanup as the typical size of our events would be small. If we did 6 to 10 tables times the number of chairs for groups, and a few tents, it is an estimate of 30 minutes to set up and to clean up. In the past, we had events that lasted from an hour and a half to 2 hours. When we did the forums, it was structured by having questions to ask the candidates and we would go down the line and they would answer. If an event was up to 2 hours with a lead time of cleanup and set up, then it will be estimated at 3 hours of work for the polling stations

E. Pinlac says in the past, we would choose the middle of the day and that would take up to 4 hours.

J. Carroll says we have 3 days of voting if we did the polling station. As Erik said, in the past we had 11:00 AM to 2:00 PM or 11:00 AM to 3:00 PM for 3 days a week for polling stations which is 9 to 12 hours a week. We did 2 events that week and have 2 candidate forums. We are not sharing candidate names yet but based on what the committee can see and whom we have invited that has met the minimum. We have 11 candidates, so it is smaller than we have had in some years in the past where we had up to 30 candidates. You had 9 to 11 of the candidates participate do an hour and a half or 2 hour events twice to offer a variety for students. We can record it on Facebook or Instagram Live. I believe doing that would be important versus doing 2 in-person events and then a Zoom event. We could combine our resources and do the in-person that we can record.

J. Hanzy agrees that is a good idea and with coming to combine the in-person and the virtual. Did everyone receive the email from James regarding the candidacy? We can review the

information because with the meetings coming up on Monday and Tuesday, we will need to get some of the tasks completed beforehand.

E. Brettner asks for volunteers, should I make a Google form and have students sign up or what does everyone suggest I should do?

J. Hanzy

it will go on the ballots and have it linked in the email that is sent to all students about voting. They can click on it and then read about the candidates. The Pioneer wants to partner for some good messaging about elections, encouraging students, and we can partner. I believe this is a great idea.

Z. Temirtashev says thank you for voicing. I understand and I intend to be more of a spotlight. I am not going to do anything as editorially, this is mostly to increase visibility. If we can get in touch and get a sense of how to compile the voter guide that would be helpful.

J. Hanzy thanks James, and Z. I will be doing Task One which is organizing the photos, names, and positions. Should this be done in the yearbook style format or is there a reference on that from previous years?

J. Carroll says there are pictures from previous years which you can refer to. In the past, someone from the committee would include the candidates' names and positions that they are running for so cropping that onto the bottom of the photo with the ASI Elections Logo and at the top. We use those pictures for posting on our Facebook and Instagram pages. What the candidates do on their own for marketing is fine, but this is for us to have a polished way to help further the candidates by sharing that information. You could look on our Instagram or Facebook page at what was posted last year, and I made a note so I will send you anything so we can crop some of them.

J. Hanzy says we have the immediate task done and that covers most of them. We have our candidate videos which someone said they are going to submit their minute and a half video with their names, positions, top 2 to 3 reasons to run for the position, and why they want to run. This will be posted on social media. Is there someone who can help track the videos, make sure the candidates submit them on time and answer questions if the candidates have them about that? Since the candidates are taking their videos, we will be managing them and checking that they are appropriate. Does anyone want to help out with the candidates' videos task which is Committee Task Three?

E. Brettner says I can try to do the videos and to help with the candidate videos.

J. Hanzy says for the candidate forums, we can do this as a group so we could decide on what is the plan for the week. Emilia and I can work on Task Five if you are working to recruit volunteers as this is something we need volunteers for. I will summarize the tasks assigned. I will be working on Task Two, Task Three is assigned to Z, Task Four is assigned to Emilia and me. If there are any questions you can always reach out to us and then we can communicate to Erik or James if we need any extra assistance.

J. Carroll thanks everyone for stepping up and taking the tasks. Even though the information is vague, it will come into clarity because you all have the skills. You can look at the records to figure out what kind of things we have done and how you build upon that to make it better. We

will do follow-up offline based on what people signed up for. I would encourage going into last year's share folder and every position has a subfolder so start looking through it. You will find helpful information in those folders. I have made notes, so I will follow up with the members offline with an email about the tasks and share links, so they have them. Please reach out if you need any of our advice, support, perspective, or some historical context.

Z. Temirtashev reminds Jaulayah, can you share the recording with me so I can take care of the minutes.

J. Hanzy states I will send them over to you at the end of the meeting. Do I need to file the minutes, is that correct?

E. Pinlac says the link I sent you had the emails addresses of Sneh, Thavry, and the other ASI Board Assistant. Send the recording to them and they will transcribe it, so the minutes are ready for our next meeting.

Z. Temirtashev states the minutes should be ready before 12:00 PM. I will send them in.

J. Hanzy asks does the recording needs to be sent in?

E. Pinlac says we send the recording and minutes that we take by hand. It makes it easier for them. Some committees do not write them by hand but we do because we are the Elections Committee.

J. Hanzy says thank you. I communicated with Accounts Payable and Thavry, one of the student board assistants regarding the Vendor Data and Direct Deposit. I have sent in, and everybody needs to send their forms.

Z. Temirtashev says I am having problems completing the Direct Deposit since I am an international student and do not have a direct bank account within the US. I am unsure how to because of the taxes and for some positions you have to go through the payroll office.

J. Hanzy says James or Erik can help to follow up with that and you can email the ASI Board Assistant. I can send you their email and they have been helpful to me with that.

Z. Temirtashev says I have been in contact with ASI, and they said it has to be a live check. I will contact them again after meeting with Erik or James to see what my options are.

J. Hanzy asks any questions? Thank you everyone for coming to the meeting today. We were able to get through the entire agenda which is amazing.

Motion to **adjourn** the meeting at **11:00 AM**, by **J. Hanzy**, second by **Z. Temirtashev**, motion **CARRIED.**

VIII.

IX.   ADJOURNMENT at **11:00 AM**

Minutes reviewed by:
Chair of the Elections Committee
Name: Jaulayah Hanzy

Jaulayah Hanzy

Minutes approved on:
03-04-2022
Date: