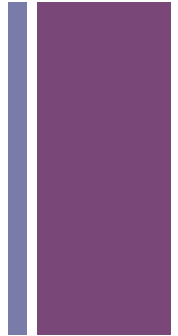


# School EPC 2018

Logistics of Voting Process

# + Membership of EPC

- **January 5, 2018:** EPC agreed on a recommendation to the Dean to expand the membership of EPC and call for LL and RCS-DAC to make selection of faculty representatives.
- **January 7:** Dean Long accepted our recommendation.
- **January 9:** EPC met with LL and RCS-DACs to make this request.
- **January 19:** DACs recommended 5 faculty members from LL and RCS who joined EPC immediately:
  - W 1/24 meeting
  - W 1/31 meeting

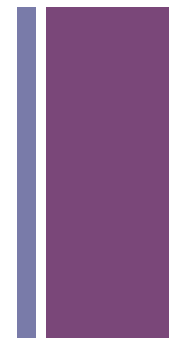


# + In preparation for this TH meeting

- **January 19:** announcement of the town hall meeting and web forms to submit questions for the town hall meeting sent by staff.
- **January 24, noon:** Deadline to submit web forms with questions.
- **January 24, 4:00 pm.:** EPC met to finalize preparations for the town hall meeting and review the 9 questions that were submitted.
- **January 25:** reminder of town hall meeting sent along Zoom link.

## + Information today: Town Hall

- Updates and announcements
- Presentation
- Q&A
- Voting process and counting of votes





After Q&A

# + Voting process

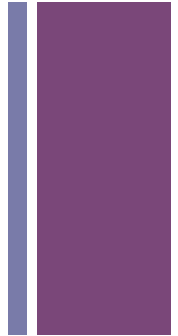
**January 29, 8:00 AM-January 31, 12:00 PM (noon)**

## **Paper ballot**

- Each unit has a different color for the paper ballot. Paper ballots will have a feature (stamp) so they cannot be reproduced and reprinted.
- Voting members will cast their vote in the appropriate box located in the main office (B-331), M-Fr 8-5. Boxes will be kept in Jennifer Tetreau's office at the end of the day.
- Paper ballots cannot be delivered in mailboxes because these are shared spaces → TS faculty will receive one paper ballot in a sealed envelope in their offices. Paper ballots to be delivered in their offices Monday January 29 by 8:00 AM.
- Non TS faculty who are voting members but don't have private offices, will pick their respective ballot from Jennifer Tetreau's office (B-301) and will cast their vote in their unit's box located in B-331.
- Voting members who are unable to cast their vote because they are not present in East Lansing during the voting period, should contact Jennifer Tetreau **no later than 5:00 PM Sunday January 28**, in order to send their ballot to her or to appoint a delegate to act as a proxy.

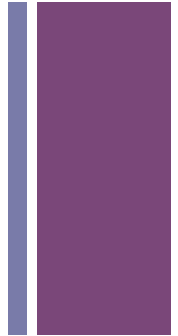
**+ After voting process ends  
(2018-01-31, noon)**

- Jennifer Tetreau will keep all boxes in her office until the EPC meeting at 3:00 PM on January 31, 2018.
- The meeting of EPC is scheduled to start at 3:00 PM and will start once all faculty members are present.



# + Counting of votes (cont'd)

- One box will be opened at a time.
  - The total number of casted votes in the box will be counted first.
  - Jennifer Tetreau with two faculty representatives serving in EPC (one from LL, one from RCS) will open the ballots. EPC members record the results to determine the outcomes of “simple majority” (half + 1).
  - Blank votes (no marks) will be counted as non-votes (abstentions) and will not be counted towards the yes/no outcome of the vote.
  - Once all 3 boxes have been opened and their votes counted and recorded, EPC will prepare a report of the outcomes of the vote to be sent to:
    - Each unit’s faculty members.
    - The Dean’s office.





## + Remember:

- **Monday January 29, 2018, 8:00 AM, to Wednesday January 31, 2018, noon:**  
Voting
  
- **Wednesday January 31, 2018, 3:00-5:00 PM:**
  - Counting of votes
  - In attendance: EPC members, and DAC members
  - EPC prepares report to be sent to
    - Dean Long
    - LL, RCS, CeLTA faculty

