Library Faculty Assembly

Nominating and Ballot Committee Annual Report

Fiscal Year 2007-2008

Members: Jeff Bullington (Chair), Nikhat Ghouse, Kathy Graves, Bayliss Harsh (LFPA Exec Liaison)

Special Charges 2007-2008

1. The LFA Nominating and Ballot Committee shall produce minutes of all meetings within two weeks of a meeting taking place and will send those minutes to the LFA Executive Committee Secretary (Jon Giullian) for posting on the LFA Web site. Most of the Committee’s meetings during the year were functional in nature (assembling ballots, counting ballots, etc.) Much of our preparation and other work took place via email. The committee had an organizational meeting in the beginning of the year and the summary follows in second bullet.

The Committee met in August 2007 to convene for the year, determine member roles, and review standing and special charges. The majority of work for the year was functional in nature, running elections and other ballot measures throughout the year. We reviewed the standing and special charges for the year. Committee membership determined roles for year, with Jeff Bullington as chair, Kathy Graves as secretary, Nikhat Ghouse as member. Committee members assembled, distributed, and tabulated Special Election ballots for LFA LI position vacated early due to resignation. Committee members undertook some preliminary work at reviewing and updating paper N&B procedures manual as well as preliminary discussion of appropriate paper and online documentation. Initiated contact with IT Web Services about electronic ballot options. Investigation is ongoing into options, costs, and procedures.

2. Follow the Nominating and Ballot Master Calendar prepared by the 2006-2007 committee. The committee followed the Master Calendar throughout the year.

3. Implement electronic balloting: prepare an updated report with possible options, including contracting with Web Services to develop a Web-based tool for holding LFA elections.

a. The Chair consulted with the Kyou Portal developer to explore using the Portal Survey Tool as one avenue for conducting elections. Although in large part it could be used for such purposes, it would not adequately support the preferential voting need (could not support exclusivity in assigning rankings).

b. The Chair made further inquiry with Web Services to gather information on costs, development time, needs, etc. for commissioning a web-based election, but was unable to establish communication with anyone from Web Services,

c. A concern of committee members is that timeliness is often an issue with most ballots; therefore, we may not wish to depend on an outside source to prepare an electronic ballot.

d. The Nominating & Ballot Committee recommends tabling the electronic ballot concept for the time being. Although paper-based ballots are not very cutting edge, they are a stable, effective means for an organization of our limited size and scope to conduct such business. In addition, the development and support costs likely to be required for contracted ballots from KU Web Services may be an impediment to conducting ballots with the frequency and timeliness that situations may call for.

4. Assure that the Nominating and Ballot committee notebook includes both instructions on tabulating preferential ballots and instructions to voters on casting preferential ballots. The Committee has assembled
instructions on both of these topics and has used them for operations. Copies (electronic and paper) will be included in notebook and online materials folder.

5. Institute a process that gives LFA candidates the option to append bios to ballot mailings. NB shall determine how best to administer this (i.e. send bios in same mailing or separate mailing). Per consultation with Robert’s Rules of Order and LFA Executive Committee, the committee has been using the convention of including each candidate’s functional work department (e.g. Special Collections, Scholar Services, Reference and Instructional Services) and building of office location, on ballots.

**Ballot Measures conducted in FY08**

1. October 2007: Special Election to replace Librarian I, LFA Executive Committee representative due to resignation of incumbent.

2. December 2007: Changes to LFA Code & Bylaws - Libraries Support Staff to University Support Staff language change, removal of FYI as vehicle for LFA changes/information - these measures failed due to inadequate returns (less than 51% of distributed ballots were returned).

3. March 2007: Changes to LFA Code & Bylaws - reintroduction of proposed changes that failed previously and ballots for changes in Librarian Titles, Revisions to the Library Committee on Promotion and Tenure (LCPT), creation of a Sabbatical Committee. Measures were successful.


5. June 2007: Changes to LFA Code & Bylaws: Ballot for Name and language changes to Code & Bylaws (to LFPA and Library Faculty and Professionals Association), Ballot for establishing the Unclassified Professional Committee, Ballot for Code & Bylaws changes regarding acceptable number of candidates to elected offices. Ballots will be counted on June 16.

As a result of the failed ballot in December 2007, the N&B Committee revised its operating procedures with regards to ballot distributions. We created a separate ‘Preferential Voting Instructions’ sheet for inclusion in all ballots, revised the wording and format for appropriate ballot returns (signatures, printed names) on ballots and on return envelopes. When announcing ballot distributions to the LFA membership, we included more direct communication about importance of following procedures for ballot returns, and issuing reminders of existing ballots and return dates. Committee provided the Administrative Offices corrections for the LFA roster, and for mailing address labels in early June, 2008.

Respectfully submitted by Jeff Bullington (Chair)