LFPA Committee Final Report

Committee Name: Nominating and Balloting Committee
Committee Chair: Jon Giullian (2009-2011)
Members (with terms): Amalia Gulick-Monroe (2010-2012), Julie Petr (2010-2012)
Fiscal Year: 2010-2011

Standing Charges:

3.3.3.1 The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson (chairperson-elect) and secretary of the Library Faculty and Professionals Assembly; and members of elective standing committees, in sufficient time for elections to take place no later than May. The Nominating and Ballot Committee shall also assemble all Library Faculty and Professionals Assembly ballots, and tabulate and report the results to the Executive Committee.

3.3.3.2 The Nominating and Ballot Committee shall be appointed by the Executive Committee and be composed of three members. Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

Standing Charges Progress Summary (please include progress and/or accomplishments related to Standing Charges):

The NB Committee had a busy year in 2010-2011 conducting 7 elections/ballot measures noted below:
- LFPA 2010/09 Sabbatical Leave Committee Special Election
- LFPA 2010/10 LCPT Special Election
- LFPA 2011/01 Dean's Fifth-year Review Committee - Faculty Reps.
- LFPA 2011/01 Dean's Fifth-year Review Committee - UCP Reps
- LFPA 2011/05 Code and Bylaws Changes
- LFPA 2011/06 Governance - LCPT and Sabbatical Committee Elections
- LFPA 2011/06 Governance - Exec Committee Elections

Secretarial and recording duties were shared among all members. LFPA Elections for FY 2011-2012 fell behind schedule. This was due primarily to the ballot on code changes that needed to take place following the April LFPA open meeting; and because of the difficulty in finding volunteers to run for some LFPA for offices. It is recommended that calls for volunteers to serve on LFPA committees be sent out by April 1 so that elections can take place in May and be certified by June 1.
The LFPA 2011/06 Elections encountered several problems which exposed certain shortcomings of the Ballotbin online service.

1. Two LFPA members reported that they did not receive a ballot. Upon investigating the problem we discovered that both members had “opted-out” of Ballotbin elections. After contacting individuals who had opted out, we discovered that they had not intended to opt-out of elections. We can only surmise that they clicked on the Ballotbin’s “Opt-out” link by mistake. We subsequently contacted voters who were unable to vote and provided them other means to cast their vote. Their votes did not change the outcome of the election. We are currently in the process of contacting Ballotbin administrators in order to determine whether it is possible to undo the “opt-out” status of LFPA members and whether it is possible to turn off the opt out function. Once an answer is received, the FY 2011-2012 NB committee will conduct a review of the functionality and ability of Ballotbin to serve LFPA needs.

2. One LFPA member reported being unable to vote because the ballot showed that the election had already closed. Upon investigation of the problem we discovered an incorrect End Time for the election. LFPA ballots usually close at 12:00 PM on Friday; and we typically keep them open for an extra two hours (until 2:00 PM) to adjust for time-zone and to accommodate any last minute voters who may have been in the process of voting when the ballot was set to expire (i.e. a person who begins filling out the ballot prior to 12:00 PM but does not finish until after 12:00 PM). The mistake resulted from a failure to use military time in the End Time field. As a result, the ballot mistakenly closed at 2:00 AM rather than 2:00 PM (14:00 hours). In order to avoid this problem in the future, the committee recommends that the End Time be set to 12:00 PM on Saturday; that is one full day after the ballot/election closes.

Special Charges:

1. The committee will provide short reports on the e-voting system (e.g., challenges, suggestions, improvements, etc.) after each election.

2. Review the committee webpage, including links to annual reports, minutes, and membership, on the LFPA Intranet. Provide any suggested new information, links, and updates to the Secretary of LFPA Executive Committee. The website is the way this committee communicates to the full LFPA and should provide current and complete information.

Special Charges Progress Summary (please include progress and/or accomplishments related to Special Charges):

The committee has been using Ballotbin to conduct ballot measures and elections since the beginning of Fiscal Year 2009-2010. Since then there were no problems until June of 2011, when we discovered that a few members had inadvertently “opted-out” of all future elections from Ballotbin. Thus far we have been unable to remove the restriction on their ability to vote. This is a problem that must be addressed by the committee in 2011-2012. We also discovered the need to adjust the end time for elections in order to avoid human error (See above Standing Charges, no. 2)
Progress on Previous Year’s Recommendations (if applicable, please describe any progress or work towards last year’s committee recommendations):

The committee feels that the NB web pages are sufficient for the committee and LFPA membership needs; such that no changes are needed at the present time.

Other Activities or Accomplishments:

Recommendations: See above Standing Charges Progress Summary

Potential Charges for Future Committees: Create a protocol for using Ballotbin to conduct elections and ballot measures. Such a protocol will provide continuity as committee membership changes and will help prevent problems that occurred in the first two years of Ballotbin’s implementation.

Prepared By: Jon Giulian with input from Julie Petr and Amalia Monroe-Gulick

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