

ELECTION COMMITTEE MINUTES
March 8, 2014
ECIA Railroad Room

1. Call to Order

The meeting was called to order by Jean Crawford at 10:02 am. Present members were: Jean Crawford Acting Chair, Joe Loewy, Elizabeth Ebner, and Mary Cassidy. Also present were Jan Pietrzak, ECIA Board Liaison, and Bill Donohue, ECIA General Manager. Moderator, Marcy Litzenberg, Voter Services Chair of the League of Women Voters of Santa Fe County, attended a portion of the meeting via conference call.

2. Approval of Minutes

Mary Cassidy moved for approval of the Minutes from the January 21, 2014 meeting, seconded by Joe Loewy. Minutes approved 4/0.

3. Approval of Agenda

Elizabeth Ebner moved to approve Agenda, seconded by Joe Loewy. Agenda approved 4/0.

4. Open Forum

Bill Donohue nothing to report

5. Board Liaison Report

A. Jan Pietrzak asked the Committee to review criteria for petitioners to sign the petition.

Committee will review after this election to clean up the language. Add to 4/8/14 agenda.

B. Jan Pietrzak asked the Committee to review the criteria for a member to be in "good standing" in order to sign a nominating petition. Committee will discuss this issue at a meeting to be scheduled after the election. Add to 4/8/14 agenda.

C. Jan Pietrzak questioned Policy language of "drawing lots" in case of a tie vote. Add to 4/8/14.

6. New Business

A. March 22 Candidate Forum format discussion with participation by Moderator, Marcy Litzenberg

1. Candidates will be asked to arrive at 9:45 am. Moderator will introduce herself and go over the procedures. Candidates will pick numbers for their turn to answer the Universal Question.

2. Kathy Graham will introduce the Moderator.

3. Moderator will introduce the Candidates.

4. Moderator will instruct audience to silence cell phones, no clapping until the end of the forum and to be respectful.

5. Time allotments and order for Candidates' speaking times:

Opening Statement: up to 2 minutes each in alphabetical order

Universal Question Answer: up to 8 minutes each according to numbers drawn

Closing statement: up to 2 minutes each in reverse alphabetical order

6. Joe Loewy will keep time. There will be a 30 second sign warning and a bell to indicate time is up.

7. Moderator will make the closing statement and invite the audience to stay for the "Meet and Greet" portion of the forum.

8. Marcy will not be able to moderate that April 16th forum. She will ask another member of the LWV to be moderator.

9. Draft of Election Committee Information for the Candidate's Packet

will be amended per the above discussions.

10. Committee thanked Marcy for her participation and valued input. Conference call was ended.

11. Bill will audio record the entire Forum

12. Jan will design the Program for the audience which will include: list of candidates, the Universal Question, the Moderator, important basic rules for the Forum, a statement about video

that requests a waiver be requested of Kathy Graham before the use of edited video. Jan and Bill and the ECIA staff will supply the Programs and cards for audience to submit their questions to be used for the April 16th Forum

13. Jan will prepare numbers and envelopes for Marcy to give the Candidates.

7. Old Business addressed in 6

8. Room Set Up

A. 7 Candidates will be at one end of the room at a table

B. Audience chairs will be set up 6 abreast with a middle aisle

C. There will be 2 microphones on the Candidates' table and one for the Moderator

D. Kathy and Joe will have reserved seats in the front row

E. There will be a podium for the Moderator

F. There will be a table in the back of the room at the entrance door with 1. Programs and cards for questions for the April 16th Forum.

2. Cough drops and water for the candidates and the audience

3. Elizabeth Ebner will be Greeter

G. Mary's Room Set Up Time Line is herewith attached:

March 22nd, First Election Forum 10 am – 12 pm Rail Road Room

Set-up and Time Line

Room set-up as for Board meeting, done by staff

tables with skirts and seven chairs at end of room with windows

2 microphones at candidate tables

water for candidates and moderator

name placecards for candidates.

podium for moderator with microphone

American flag with stand

Chairs for attendees set up in slightly curved rows (three on a side, aisle in the middle)

Forum to be audio-recorded – Bill will set up.

Card table with chair at entrance with programs, cards for future questions and pencils, container with cough drops

Programs for event developed by Bill and Jan (Candidates names, moderator's name, format, universal question)

Cards for future questions designed by Bill and Jan

Extra pens, some blank sheets of paper, a scissors, some paper towels, masking tape

First two chairs on right reserved for moderator and Kathie Graham

First chair on the left reserved for Joe Loewy (time keeper)

Joe has 30 second warning sign and a bell

Nametags for candidates and moderator provided by staff

Jan provides envelopes with number cards inside for candidates to draw to determine speaking order for universal question.

9:15 am Jean Crawford and Mary Cassidy arrive to go over set-up

9:30 am Election Committee members and Moderator (Marcie Litzenberg) arrive

9:45 am Candidates arrive

Elizabeth Ebner, with help from other committee members, greets attendees, passes out programs and question cards

10:00 am Forum commences

See Draft Election Committee Information for Candidate's Packet for format details– Joe Loewy

finalizing this document.

9. Adjournment The motion to adjourn the meeting was made by Joe Loewy, seconded by Mary Cassidy and approved 4/0 at 11:44 am.

Respectfully submitted,

Elizabeth Ebner