

# MATC 2007 Fall Elections Committee Operation Guidelines

Approved Friday 2 November 2007

The following constitute the operation guidelines for the 2007 MATC Elections Committee (EC):

1. No additional members will be added to the EC as of the beginning of the EC's work
2. All meetings will be open to the MATC membership unless this meeting is designated a 'closed session' or a portion of an open meeting becomes a 'closed session' as agreed to by two thirds of the EC members.
3. All EC minutes, notices and meeting information will be posted on the MATC website as soon as possible after any meetings. Minutes of all official open EC meetings will be taken but no names will be associated with voting records.
4. An EC chairperson will be elected. A recording secretary and a parliamentarian to conduct all motions & amendments will be appointed. The EC Chairperson will be sole person responsible for all communications for EC as a group. If the chairperson or other appointed position cannot attend a meeting they will appoint a proxy from the list of current EC members.
5. The EC will have agenda items submitted and then voted upon by the committee of the whole at the start of each meeting commences.
6. 'Guests' will be defined as eligible voters for the current MATC election
7. The EC meetings will allow time for 'guests' to present their comments and subsequent discussion for a maximum time period of five minutes per person during a time designated by the chairperson.
8. All contentions with the constitutional interpretations will be handled through the Student Activities Board (SAB).
9. The EC will recognize Robert's Rules of Order for all motions and amendments, as presented at [www.robertsrules.org](http://www.robertsrules.org).
10. A simple majority vote is needed to pass all EC motions, amendments or other decisions except as previously noted. If a tie occurs, the chair will abstain from voting and the remaining members will revote.
11. An EC member can request to use a 'secret ballot' to vote on any topic or issue at any time. In the case of a 'secret ballot' vote, the chair will tally and announce the results of all 'secret ballot' votes.

12. All issues with legal ramifications must be sent directly to the Student Legal Services offices at the University of Michigan.
13. No audio or visual electronic recording device of any kind are allowed at EC meetings unless advised by the Student Legal Services office.
14. 'Guests' need to be recognized by the Chairperson to speak during the designated comment time.
15. Quorum is four of the six 2007 EC members.
16. The 2007 MATC election committee (EC) members are:
  - i. Bob Karolyi
  - ii. Stephen Kerns
  - iii. Barb Napier
  - iv. Ciro Soto
  - v. Lisa Schweigler
  - vi. Heather Whitehead