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| Facilitator:  | Emily Schichtel |
| Meeting Attendees: | Julie Cnossen, Denise Price, Emily Schichtel, Tammy Yeomens |
| Time Convened: | 3:00 | Time Adjourned:  | 3:25 |
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| **Review the Process** |  |
| Discussion |
| The Committee reviewed a draft of Nomination Committee Procedures that outlined the various steps to be accomplished for the election cycle.  |
| **Updates for This Year** |  |
| Discussion |
| This year there are 6 seats open for re-election, however to we will fill only 5 of them due to both the YAB and VAB having held seats. Note DHHS also is not a held seat.  |
| **Set Timeline** |  |
| Discussion |
| Emily will send out call for nominations email on 11/19/18 Julie will compile the emails with nominations and forward them to Emily by 12/3/18Emily will draft the election slate document and send out to full CoC by 12/6/18The vote will be at the beginning of the agenda. Regular meeting items while vote is occurring. Tammy will make the three calls for nominations from the floor at the meeting on 12/13/17, as well as ask if any voters are missing their voting cards or ballots. If anyone needs a card or ballot, Emily and Denise will get be responsible for getting them. Bring big post-it pad to write down nominations from floor. In event of tie, re-vote. 2nd vote. Bring enough ballots in case. Send out calendar invite and email about importance of being there. Need quorum. Denise and Tammy will collect the ballots and count them in the hall.  |
| **Role** |
| Ballot Counting- Denise Price & Tammy YeomensAnnouncement of Election- CoC staff |