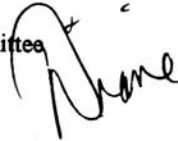


**MEMO**

To: Keystone Bylaws Committee  
From: Diane Walker  
Re: Election Procedures  
Date: 8/25



The attached ballot for ratification will be in faculty/staff mailboxes on Monday, 8/25.

Anyone willing to count ballots after school on Monday, let me know (I have a conflict).

Pending ratification, we have the following tasks:

Prepare and make available an application form (must be available by Thursday, 8/31)

Discuss and determine ballot design and voting procedures (vote for only one of your free hours? how many at large can each voter vote for? etc.)

Set up and administer the file of nominees during the "campaign" period

Communication to faculty

General logistics

Others?

Peggy is in the process of drafting a sample application form based on Maria's recommendations. We should probably try to meet before Thursday to approve, revise this form.

According to the master schedule all of us except Peggy are free at 10:00. Could we possibly meet Tuesday, 8/29 at 10:00?

If all of the above items are not settled at this meeting, we probably need to schedule at least one more.

Sorry this memo is late. I have had trouble finding a computer that worked, had a printer, and was available.

Let me know about 8/29 at 10:00 and about counting ratification ballots

Thanks!

## **BALLOT**

### **KEYSTONE COUNCIL BYLAWS**

**I have read the proposed Keystone Council bylaws and vote for ratification.**

**YES (I accept the proposed bylaws)**

**NO (I do not accept the proposed bylaws)**

**Please complete and put in the ballot box in Loretta's office by the end of the day, today! (Monday, 8/28). Additional copies of the bylaws are available in the faculty lounge (coffee pot room in main office).**

**A two-thirds majority of all faculty and staff (not two-thirds of those voting) is needed for ratification. It is important that everyone submit a ballot.**