

# MDOS Steering Committee Meeting Minutes

Monday, 2019 April 29

1 PM Mountain, 2 PM Central, 3 PM Eastern

## Zoom Meeting

[url removed]

## Attendance

PRESENT: Blake Graham, Aaron Speight, Angela White, Elisa Landaverde, Laurel McPhee, Courtney Butler, Carolyn Runyon

REGRETS: Rebecca Pattillo

## Agenda

- Microsite changes
- Regular election cycle (Carolyn and Blake)
  - Vacancies for July 1, 2019-June 30, 2020 cycle are as follows:
    - Junior Co-Chair
    - 2 Steering Committee Member/Education Coordinator
  - Chair solicits candidates and ballot information (introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) in May 2019 and submits to SAA staff by June 1, 2019.
- Joint annual meeting (Courtney, Elisa, and Blake)
- Next year's goals (all)
  - Review [Vision and Mission](#).
  - Position descriptions (for the microsite, or as part of standing rules?)
  - Update MDOS Standing Rules and Bylaws to better describe appointments and appointment cycles. Also, bylaws were last updated in 2014, and refer to the MDOR instead of MDOS.
  - Re-structure and enhance microsite for better navigation.
  - Education goals?

## Minutes

- Microsite changes: Aaron not notified of changes, either; possibly a result of SAA's platform update?
  - **Action item for Aaron**, to contact SAA and just see how/why the microsite was changed - missing our Roster

- Regular election cycle (Carolyn and Blake)
  - Vacancies for July 1, 2019-June 30, 2020 cycle are as follows:
    - Junior Co-Chair (2 year term)
    - 2 Steering Committee Members (how many - replacing Laurel; Carolyn reminded group of rules that co-chair rotating off may have option on continuing on as Steering Committee member. Blake overcommitted, would like to transition off committee)
    - Education Coordinator position? Person can be **elected OR appointed from within SC**. 1-year position.
      - **Action item for Blake**: Send the position description to Committee to share; folks can make suggestions for changes or approve as-is
      - This could also be a role that a SC member takes on during the course of their service
    - Key dates for election cycle: Have calls for nomination for a window of May 3-May 24. Current SC members should email Carolyn and Blake or share preference with MDOS listserv. Blake and Aaron will post candidate info by June 3
  - Chair solicits candidates and ballot information (introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) in May 2019 and submits to SAA staff by June 1, 2019.
- Joint annual meeting update:
  - Co-moderators have been selected and committed
  - Panelists...? Call has gone out, so far roles not committed
  - Conference call to be scheduled with participants to outline discussion questions, Q&A, etc.

## Addenda

**Next meeting time:** June 7, 3PM Central time. Zoom appointment to follow!

### Background for Elections

From the [SAA Governance Manual, Section 9](#):

- Sections will conduct annual elections via an online ballot system provided by the SAA staff. Members will vote via the online ballot.
- Formal calls for nominations will be issued by the section leadership and collected in sufficient time to ensure the schedule noted below.
- Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) will be submitted to the SAA staff by June 1.
- Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, will be posted by the section leaders to the section's official microsite by July 1.

- If applicable, any proposed revisions to the section's standing rules will be voted on by the membership via a special referendum on the election ballot. See Section E. Governance, 3. Standing Rules, c. (above) for complete procedures for [standing rules](#) amendments.
- Online ballots containing basic ballot information will be prepared by the SAA staff and made accessible during the first week of July and will remain open for at least two weeks.
- Section members who are in good standing on June 30 are eligible to vote. Members who join after this date will be eligible to vote during the following year.
- Ballot results will be reported by the SAA staff to the section leaders in sufficient time to be announced at the Annual Meeting. Section leaders must notify the candidates of the election results, announce the results to their membership, and report all necessary roster updates to the SAA staff. Newly elected steering committee members begin their term at the close of the section's next annual business meeting.
- In the event of a mid-term vacancy, section leaders will follow the same procedures outlined above to collect nominations and conduct an online ballot.

From the [MDOS Standing Rules](#):

- The section shall be led by a Chair or two Co-Chairs. Ideally, the officers of the section shall be a Senior Co-Chair and a Junior Co-Chair who serve staggered two-year terms. The Junior Co-Chair shall be elected annually for a two-year term, serving in year one as Junior Co-Chair and in year two as Senior Co-Chair.
- After completion of the two-year term, the Senior Co-chair may continue to serve for another year as a Steering Committee member, if a position has become vacant. No person may serve as the senior leader of the Section for more than three successive years, nor may any person serve on the Steering Committee of the Section (in any capacities) for more than 6 successive years.
- A Steering Committee of seven additional members, serving for a three-year term, shall be elected on a rotating basis as needed.