

October 1, 2025

M25-027

To: SPEEA Council Delegates

From: SPEEA Council's Governing Documents Committee

Subject: **PRESUBMITTED NEW BUSINESS:** Revision of Policy & Procedure I-C.3.f

Background

The SPEEA Council incorporated a summary Robert's Rules of Order on ballot handling in their Policy & Procedure Manual. The Council considered handling ballots for regularly scheduled meetings and non-regularly scheduled meetings were overlooked.

Following the election of Prof Bargaining Unit Council Officers and Tech Bargaining Unit Council Officers in May 2025, the Tellers found the SPEEA Council's Report of Ballot Voting Results addressed regularly scheduled meetings and did not include irregularly scheduled meetings. The Tellers reviewed Robert's Rules of Order (which has grown to over 700 pages) for irregularly scheduled meetings.

SPEEA By-Laws requires Councils to be conducted per Robert's Rules of Order
Destruction of Ballots.

Ballots should be retained by the secretary until the time for ordering a recount has expired... usually the next meeting if the organization meets at least quarterly.

This section of Robert's Rules of Order was summarized in SPEEA Council's P&P Manual to reflect the language from pages 45-41 of the 12th Edition:

"After completion of an election or balloting on a motion, unless the voting body directs otherwise, the tellers place the ballots and tally sheets in the custody of the secretary, who keeps them under seal until the time within which a recount may be ordered expires and then destroys them. A recount may be ordered by the voting body, by a majority vote, at the same session at which the voting result was announced, or at the next regular session if that session is held within a quarterly time interval. A recount may also be ordered at a special session properly called for that purpose, if held within a quarterly time interval of the session at which the voting result was announced and before the next regular session."

SPEEA Policy & Procedure Section I-C.3.f

f. Council Secretary

- i. Records appointed council tellers (if other than Council Officers) into the minutes
- ii. Records ballot report into minutes
- iii. Records results of published ballot into the published ballot report (typically delegated to staff) and posted on the website within one week.
- iv. Places all ballots (used and unused), tally sheets and ballot report under Secretarial seal
- v. Retains custody of sealed ballots
- vi. Following next regularly scheduled meeting, destroys ballots.

The Tellers have requested that the SPEEA Council incorporate "and not to exceed 90 days" into Section 1-C.3.f.vi to clearly add a definition of quarterly from Robert's Rules of Order to simplify future elections with councils that meet irregularly.

Motion

It is moved The SPEEA Council approves the following revision of Policy & Procedure Section I, Subsection C.3.f: Report of Ballot Voting Results:

f. Council Secretary

- i. Records appointed council tellers (if other than Council Officers) into the minutes
- ii. Records ballot report into minutes
- iii. Records results of published ballot into the published ballot report (typically delegated to staff) and posted on the website within one week.
- iv. Places all ballots (used and unused), tally sheets and ballot report under Secretarial seal
- v. Retains custody of sealed ballots
- vi. Following the next regularly scheduled meeting or not to exceed 90 days, destroys the ballots.