



Faculty Senate

Election Committee By-Laws

Part I. The Committee

Section A. Formation

An Election Committee shall be nominated by the newly-elected Faculty Senate President at the last Senate meeting in the spring of each year and shall be appointed by a majority vote of the newly-seated Senate in accordance with the Faculty Senate By-Laws. The Election Committee shall serve for one Senate year but may be reappointed.

Section B. Membership

Normally, the Election Committee shall be a two-member committee consisting of one Senator and the current Faculty Senate Secretary, who shall serve as Chairperson of the Committee.

Part II. Duties

Section A

The Election Committee shall preside over the regular elections held in the spring of each year as well as any Special Elections called by the Faculty Senate President.

Section B

Specifically, the Election Committee shall be responsible for:

1. compiling and distributing to all faculty members correct lists of
 - (a) those faculty members eligible to be elected and,
 - (b) those eligible to vote;
2. producing a correct ballot in accordance with the procedures listed below;
3. distributing the ballot to all eligible voters;
4. collecting and counting the ballots;
5. reporting election results to the Senate President as soon as possible and to the entire Senate at the next Senate meeting.

Part III. Election Procedures

Section A

The Election Committee shall, first, compile a list of all faculty members eligible to be elected in accordance with the guidelines set forth in the Faculty Senate Constitution. Second, the Committee shall compile a list of all faculty members eligible to vote in accordance with Faculty Senate constitutional guidelines. If the status of a faculty member is in question, the Committee shall seek clarification from the Dean of the College.

Section B

The two above-mentioned lists shall be distributed to all those whose names appear on the lists with the following requests:

1. that any errors or omissions be brought to the attention of the Committee immediately;
2. that those who do not wish to be considered for election express this wish in writing to the Chairperson of the Elections Committee (the Secretary of the Senate).

One week should be allowed for answers to the above requests.

Section C

A ballot shall be produced by the Committee consisting of the names of all those eligible to be elected minus the names of those who have requested not to be considered. The ballot should include a list of the names, department affiliations, and terms of office of current Senators.

Copies of the ballot shall be distributed to all those eligible to vote.

The Committee shall allow at least three full class days for return of the ballots.

The deadline for return of the ballots should be indicated on the ballot.

The place where the ballots are to be returned should be a central location indicated on the ballot.

Section D

After the deadline for voting has passed, the Committee shall collect and count the ballots.

A second ballot shall be prepared which shall be the same as the first ballot except that the Committee shall indicate on the second ballot any candidates who were duly elected on the first ballot, as well as the number of votes cast for each candidate receiving 5 or more votes. The second ballot shall be distributed, collected, and counted as was the first ballot.

Election on the second ballot is by plurality.

Section E

If there is a tie on the second ballot, a third ballot shall be prepared, distributed, collected and counted by the Committee according to the above procedures. This procedure shall be repeated until an election is achieved.

A third or subsequent ballots shall contain only the names of those candidates involved in the tie.

Election on a third or subsequent ballots is by plurality.

Section F

The Committee shall report the results of an election as soon as possible to the Faculty Senate President.

The Committee shall also report the results of an election to the full Senate at the next meeting.

The Committee shall report the following to the full Senate at the next meeting:

1. the total number of votes cast, including the distribution of voters (full-time faculty/emeriti).
2. the votes cast for all candidates receiving 5 or more votes.

Section G

If a Senate seat becomes vacant before March 1, that Senate seat shall be filled until the next regular election by the person receiving the highest number of votes among those otherwise not elected to the Senate in the last regular election. If the vacancy occurs after March 1, that seat shall be filled by the person receiving the highest number of votes among those otherwise not elected to the Senate in the upcoming regular election. In either case, in the event of a tie, a run-off election shall be held as soon as is convenient (but only if necessary).

Section H

The ballots for all elections and the names of those who wish not to be considered should be kept for one year by the Chairperson of the Elections Committee and then destroyed.

Senate Approved:

1/14/86

11/14/89

4/18/94

2/9/99

3/11/03