

Procedures for Holding Faculty Elections

1. After proper notification from the President of the College when required or at the discretion of the Senate otherwise, the Faculty Senate President appoints three members of the Faculty Senate to conduct a faculty election, one of them designated to chair the committee.
2. The Faculty Senate chooses a date for the election.
3. The Elections Committee advertises the election two weeks prior to the election via e-mail. Two e-mail messages will be sent out, one each week notifying the faculty of the upcoming election.
4. The Elections Committee gets a current list of full time faculty members from the Provost and Senior Vice President.
5. The Election Committee develops a ballot. There could be a call for nominations prior to the ballot, depending on the type of election.
6. If paper ballots are to be used, the Elections Committee copies the ballot on colored paper and has each ballot embossed with a pressure seal in the Registrar' Office. The Provost and Senior Vice President will also provide labeled envelopes to the Elections Committee in which to mail ballots to the faculty members.
7. The day the second e-mail reminder is sent, the ballots are mailed through interdepartmental mail to each member of the faculty, or to each member of a subdivision of the faculty if the election is for a subdivision representative. The faculty members are to vote and return their ballot to the Chair of the Elections Committee via interdepartmental mail as soon as possible and the ballots must be in the hands of the Chair of the Elections Committee by 4:30 p.m. on the election date designated by the Elections Committee. Alternatively, on the day the second e-mail reminder is sent, the elections committee will e-mail each member of the faculty a link to an electronic ballot on a program which has been evaluated and approved by the Senate. The electronic ballot will be programmed to be accessible only until 4:30 p.m. on the election date designated by the election committee. It is the responsibility of each faculty member to return his/her ballot before the deadline on the date of the election. Ballots received after 4:30 p.m. on the date of the election will not be counted.
8. At 4:30 p.m. on the date of the election, or as soon thereafter as possible, the committee meets and determines the results of the balloting. The results are reported to the President of the College, the Provost and Senior Vice President, and to the President of the Senate. The President of the Senate sends an e-mail to all faculty members informing them of the results of the election.
9. **Alternative procedure:** Provided proper notification, as defined above, of the election has been given, the Elections Committee may conduct the balloting for a Senate election at any general faculty meeting called by the President of the College or the Provost and Senior Vice President. Secret balloting shall be observed in all such elections. The Elections Committee determines the results of the balloting as soon as possible after it is concluded and notifies the President of the College, the Provost and Senior Vice President, and the President of the Senate. The President of the Senate sends an e-mail to all faculty members informing them of the results of the election.
10. The Faculty Senate Secretary keeps the ballots for two years after the beginning of the terms of office of those elected. The Faculty Senate Secretary keeps the ballots for elections to amend the Senate's constitution in perpetuity.