ELECTION PROCEDURES OF THE FACULTY SENATE

A. Responsibilities of the Committee on Committees and Senate Secretary

1. The Committee on Committees shall be responsible for the conduct of the election, including the administration of the absentee ballot with the assistance of the Secretary of the Senate.

2. At least sixty (60) days in advance of the election, the Secretary shall circulate to the members of the Senate a list of the positions to be filled by election. Any member of the Senate may suggest the names of candidates for these positions, such names to be transmitted to the Secretary, who in turn shall forward them to the Committee on Committees.

3. The Committee on Committees shall strive to identify and select at least two eligible candidates who have agreed to serve, if elected, for the positions of Chair, Vice-Chair, Secretary, and Faculty Trustee Nominee. The Committee on Committees shall strive to identify and select at least one eligible candidate, who has agreed to serve if elected for each open position, for at-large Council members, for the standing committees, for the Faculty Grievance Commission and for the Faculty Grievance Commission Hearing Panel.

4. The Committee on Committees shall formulate the election procedures 45 days before the election and submit the procedures to the Council. The Council shall approve, by majority vote cast with a quorum present, the election procedures. The Council-approved election procedures, including the directions for requesting an absentee ballot, shall be distributed by the Secretary to the faculty at least thirty (30) days before the election.

5. Before the meeting where the election will occur, absentee ballots will be mailed upon written (including fax and email) request to those who are unable to attend the meeting. Ballots must be returned by mail by the day before the election to the Committee on Committees post office box or authorized accounting firm approved by the Faculty Senate Council.

6. The Secretary shall circulate the list of eligible candidates, including space for write-in candidates, compiled by the Committee on Committees to the members of the Senate at least fifteen (15) days prior to the election.
7. A quorum, based on signatures on the Faculty roster of eligible voters, is required to call the meeting to order. Balloting cannot be suspended by the call for a quorum. At least one hundred ballots with votes must be cast for an election to be valid. The business portion of the meeting may be recessed and balloting may continue for an extended period that day. (This does not apply to amendments to the Constitution or Bylaws.)

8. Voting shall be by secret ballot.

9. The candidate or candidates receiving the largest number of votes for the respective offices under consideration shall be declared elected except in the case of a tie. In the case of a tie, a run-off election shall be conducted with the top two candidates.

10. Any and all complaints or challenges concerning any aspect of the conduct of any Faculty Senate election shall be directed to the Council of the Faculty Senate for consideration, and if necessary, deliberation and resolution. Additionally, in the spirit of shared governance, when complaints or challenges involve election of the Faculty Trustee nominee, it is expected that the Board of Trustees will work collaboratively with the Council of the Faculty Senate toward timely resolution.