Faculty Handbook
Nomination and Elections Committee Bylaws

I. OBJECTIVES

A. To run elections every spring to fill those vacancies which occur on University committees. Spring Election procedures will be initiated at the very beginning of the spring term. Elections will be completed in time for all new members to attend the May meeting of their committee so that the chairperson for the following year can be selected at that meeting.

B. To run special elections as requested by the University Senate President.

II. AREAS OF RESPONSIBILITY

A. To survey the general faculty for willingness to serve on the various committees.

B. To determine eligibility of people willing to serve on specific committees.

C. To prepare, distribute, collect, and process ballots at the various stages of the nomination and election process.

D. To coordinate any University elections with the nominations and elections committees of the various University bodies (schools, librarians/counselors/coaches, non-teaching faculty, etc.).

III. MEMBERSHIP

Total membership: 3

- University Senate Vice President and two (2) general faculty members elected by the general faculty for overlapping two-year terms.

IV. CONDUCT OF BUSINESS

A. Meetings

1. The first meeting of each academic year shall be convened by the previous year’s chairperson if that individual still serves on the committee. In his/her absence, the President of the University Senate will designate a committee member to convene the committee.

2. A quorum consists of two members.

B. Officers

The chairperson is the elected general faculty member serving in his/her second year.

C. Reports

1. Committee records and reports from the current and previous academic years are maintained on file with the committee chair, specifically the tallies from each stage of the election are kept, ballots are destroyed.

2. In order to run elections, the committee must be provided by the University Senate with the membership rules for each committee. Any question about the interpretation of these rules will be settled by the University Senate President.

3. Reports of election results are sent to the University Senate President, the Provost/Vice President for Academic Affairs, and are published in the WestConn Report.

4. Election requests and instructions come from the University Senate President.

D. Amendments

These Bylaws may be amended by a two-thirds vote of members present at any regularly scheduled meeting at which there is a quorum, and the approval of the University Senate, and the President of the University.

E. Procedures for elections

There are at most four stages to the election procedure.

Stage 1 Willingness to Serve
The purpose of this stage is to find who is willing to serve on what committee. A copy of those results is sent to the Provost/Vice President for Academic Affairs who makes appointments to committees.

Special case a

If the number of people willing to serve on a committee is fewer than or equal to the number of elected vacancies on that committee, than those people expressing a willingness to serve will automatically become members of that committee. The remaining elected positions, if any, are to be filled by appointment by the President of the University Senate, with the advice of the Provost/Vice President for Academic Affairs.

Stage 2 First Ballot

The purpose of this stage is to reduce the number of people running for an elected position to no more than two, except in the case of a tie.

Special case b

If, before stage 2, the number of people willing to serve on a committee is already fewer than or equal to twice the number of vacancies, then this ballot determines the composition of the committee, and no further balloting need be held, except in the case of a tie.

Special case c

This ballot may also determine the composition of a committee in the following circumstance. Suppose v is the number of vacancies on a committee. If exactly v people get a majority then they become members of the committee and consequently no more balloting is needed. Here majority is defined as greater than 50% of the votes cast for a position.

Stage 3 Final Ballot

This ballot determines the composition of a committee unless, perhaps, there is a tie. This determination is made as follows. If there are positions voted for as a group, then the people with the highest votes are elected, unless there is a tie.

Special case d

If there is a tie, there are three options:

1. One person may accede to the other.
2. The winner can be determined by the flip of a coin.
3. If neither of the above options is agreeable to both parties, then there shall be a runoff election.

Stage 4 Runoff Ballot

A tie at this stage is broken by the flip of a coin.

Filling Vacancies

If a vacancy results from a resignation, the position is filled by the person with the next highest number of votes in the most recent election for that position.

If a vacancy results from empty seats unfilled from a particular school, the N&E committee will place AT Large candidates vying for a seat on a particular committee in vacant seats for those candidates' schools in the event there are runner-ups for the at-large seat(s) and no one vying for the seats reserved for members of a particular school.

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