Faculty Handbook

Nomination and Elections Committee Bylaws

I. OBJECTIVES

A. To run elections every Spring and Fall to fill those vacancies which occur on University committees. Spring Election procedures will be initiated at the very beginning of the Spring term. Spring elections will be completed by the last day in April. Fall elections will be held as appropriate to fill committee vacancies, and will be completed by the last day in November.

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

II. AREAS OF RESPONSIBILITY

A. To survey the university community 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) teaching faculty members elected by the Senate 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 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. The tallies from each stage of the election are kept, and ballots are destroyed.

2. At the conclusion of each election, results are sent to the University Senate President, the Provost/Vice President for Academic Affairs, and are distributed to the general faculty.

3. The Committee will generate an annual report for submission to the University Senate each year.

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 subsequent approval of the amendment(s) by the University Senate, and the President of the University.

E. Procedures for elections

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.

Election requests and instructions for special elections and referenda may come from the University Senate President.

The Committee shall conduct elections in the following manner:

1. A notice shall be circulated to all faculty members informing them of an approaching election. If the Faculty Handbook does not contain a description of the function of any committee for which elections are to be held, then the Nominations and Elections Committee shall publicize such committee’s function;

2. There shall be no distinction in rank and tenure status of faculty for eligibility for committee service, with the exception of any committee in whose establishment rank and tenure were expressly stated to be a requirement for membership.

3. The election shall be conducted in three steps:
   a. The Committee shall first request faculty members inform them of those committees on which they are interested in serving. See Step 1, Willingness to Serve.
   b. For those committees where the number of candidates is more than double the elective vacancies, the committee shall hold a preferential primary. In each such case, voters may select no more than twice as many candidates as there are elective vacancies. See Step 2, First Ballot.
   c. For each committee to which members are to be elected, the Committee shall provide the faculty with a final list of candidates containing approximately twice as many candidates for each committee as there are elective vacancies, if possible.

   **Step 1 Willingness to Serve**

   The purpose of this stage is to find who is willing to serve on which committee.

   **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.

   **Step 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.

**Step 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. If no one accedes, 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.

**Step 4 Runoff Ballot**

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

**F. Filling Vacancies**

A vacancy arising in an elective position on any committee shall be filled by the available candidate with the next highest number of votes in the previous Spring election. The balance of the vacant term shall be filled by election at the next regular election.

If it is necessary for a committee with a vacancy to meet prior to the completion of the elections process, and committee members feel the vacancy should be filled, then the Senate President may appoint interim committee members to serve until an election is held.

Appointed faculty will serve only until the completion of the next regularly scheduled election.

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