**Common Election Procedure As Previously Accepted By The Faculty Senate**

These are the types of elections:

a. university committees/councils

b. faculty senators at large

c. college committees

d. faculty senators from a department.  
  
 The president of the FS should get a list of faculty to be replaced on committees from Kevin Smith.

1. The president of FS should appoint a senator or senators in charge of the elections in the college and provide them with a list of faculty who have to be replaced on committees, senators at large, and department faculty senators.

2. The senator in charge should contact the dean and inform him/her that they will run the elections for the FS, confirm the committee list, and the senators list. The senator should also check whether it is necessary to elect replacements for college committees.  The senator and the administrative assistant (a. a.) of the dean conduct the elections for committee members and senators. Here is the process:

a. The senator in charge prepares a "CALL FOR NOMINATIONS" announcement to the faculty in the college that elections to replace so and so on such and such committee and the so and so senator are initiated and asks for nominations. The senator provides information who can serve on a particular committees (if there are any restrictions) and who can serve on the FS (this information is in the faculty handbook). Furthermore, the senator states when the nominations are due (very important) and how they can returned (by mail and/or email). The senator provides the P.O.Box address and email address of the a. a. and of the senator to whom the nominations may be sent. The a.a. sends the announcement by email.

b. A day (or so) after the deadline for nominations has passed the senator meets with the administrative assistant and compiles the list of nominees. Then the senator prepares a "You Have been Nominated" announcement to every faculty member who was nominated. There should be a deadline (a couple of days) for the faculty to respond whether they accept or not. The a.a. sends the emails to the faculty. After the deadline the faculty and the a.a. get together and prepare a list of accepted nominations. If there are no nominations for a particular committee there should be another "Call for Nominations".

c. The senator prepares the ballot. It should contain the committee name, the nominees (if more than one), and directions how the choices should be marked. For the senate there are restrictions who can vote. There should be a deadline and to whom the ballot can be delivered. The a.a. sends it by email. There are two methods of return:

1. The faculty should place their ballot in a sealed unsigned envelope , which they place in another envelope with their name on the envelope flap.
2. The faculty can select to return their ballots via email. If this is the case, they should send the ballot as an attachment that does not have their name in the identifier. The ballot can then be printed out and added to the others.

After the deadline the senator and the a.a. get together and remove the outside envelopes making sure that the names on the envelopes are legitimate. Only after the outside envelopes are removed and discarded they open the inside envelopes and without looking at the ballots place them in a heap. They discard the envelopes and only then they look at the ballots. It is proper to appoint an additional senator from the outside of the college as a witness that the process was correct. After the ballots are counted the senator prepares a list of the new committees/FS members and sends it to the dean to be announced to the faculty. The list should also be sent to the Faculty Senate President and Secretary as well as Kevin Smith.

In case of ties a run-off is held using the same process.

d. For department senators the process is the same but can be done by the chair's a.a. and a senator from a different department (not the one whose term is expiring).