

## **Elections Policy & Procedures College of Humanities**

College elections choose representatives for the Academic Senate, for University committees, and for College committees. The College holds an annual election for these offices every Spring semester.

### **POLICY**

#### **Membership of the College Elections Committee (CEC)**

- Three tenure/tenure-track College faculty, elected by all College faculty to serve three-year terms; committee members will select one member to chair the committee.

#### **Roles and responsibilities of the CEC**

- Develop and periodically review the College Elections Policy and Procedures, in consultation with the College Dean.
- Recommend any proposed changes to College Elections Policy and Procedures for approval by the College Council.
- Oversee and implement the policy and procedures described in this document, signing all relevant communications, arbitrating any disputes, and making decisions about any relevant issues that may arise but that this document does not explicitly address.
- Work with College Department Chairs and Program Directors to encourage participation in faculty governance and service.
- Periodically review the charge, composition, and operations of College committees and recommend any proposed changes for approval by the College Council.

#### **Roles and responsibilities of College administration and staff**

- Efficiently provide to the CEC any information concerning elections and committee service that the College receives from the Academic Senate or from others within the University or the College.
- Maintain an email address database of all College faculty eligible to vote.
- Maintain complete records of College elections results and provide those to the CEC upon request.
- Maintain complete records concerning College committees and publish those on the College Committees homepage on the CEC website. These records should include, at a minimum, the following information about College committees: Charge, membership eligibility requirements and/or restrictions, voting or appointment requirements, committee size, meeting frequency/times, and current membership rosters and terms.
- Provide essential technical and clerical support that the CEC requests for the purpose of conducting elections fairly and efficiently, including issuing communications in the name of the CEC.
- Provide essential supplies, facilities, and equipment that the CEC requests for the purpose of conducting elections fairly and efficiently, including providing a CEC website that includes information about elections and the College Committees homepage.
- Support the College Dean in making substitute appointments, as/when requested by the CEC.

## PROCEDURES

### Nominations

- Call for nominations: Via an email message to all College faculty who are eligible to vote, at least five days before a stated nominations deadline.
- Extension of the nominations deadline, required if there are no nominees for any open positions: Via an email message to all faculty, at least five days before the extended nominations deadline.
- Potential nominators: All eligible to vote in an election.
- Potential nominees: All eligible for open positions who accept nomination, including self-nominees.
- Collection of nominations: Via online form on the College website or using another internal or external elections service/venue approved by the CEC.
- Open position information: Position title/description, term, number of openings, eligibility to serve, meeting time (if known; when not fixed, noted as subject to change), eligibility to elect, additional information about position (brief description and/or link, if/as available), and any additional relevant information that the CEC chooses to collect and provide.
- Nominee information: Name, rank, department/program, email address, office extension, and any additional relevant information that the CEC chooses to collect and provide.
- Collection of nominations: Via automated email to the CEC Chair.
- Response to nominations: An email confirming receipt of nomination, requesting reply if nomination not accepted, requesting (optional) reply with 40-word candidate statement, and setting a date for replies at least two days after the nominations deadline.
- Review of nominations by the CEC: To ensure all nominees meet the eligibility requirements for their respective open positions.

### Ballots

- Announcement of elections: Via email to all College faculty who are eligible to vote, at least five days before a stated voting deadline.
- Distribution of ballots: Via an online form on the College website or using another internal or external elections service/venue approved by the CEC; multiple ballots provided if/as required (e.g., when only Lecturers are eligible to vote for a Lecturer representative).
- Authentication of electors: Via name and email address submitted at time of voting (or another form of identification and one person/one vote verification approved by the CEC).
- Listing of candidates for each office: In order in which nominations received.
- Candidate information: Name, rank, department, personal statement (if provided), and any additional relevant information that the CEC chooses to collect and provide.
- Approval voting: Each voter may approve any or all candidates for each office, regardless of the number of open positions; the candidates with the highest number of approvals will be elected for each office, until all the open positions are filled; the CEC will settle ties with a coin toss; candidates who are not elected, but received approval votes, will serve as alternates, who may possibly fill subsequent replacement openings.
- Tally of results: By candidate; individual voters' choices not analyzed or reported.

### Reporting

- To the Academic Senate: Via email, by the deadline established for Senate and University committee elections.
- To all Nominees: Via email, within two days of the final approval votes tally.

- To all Faculty: Via email announcing those elected to fill open positions, within five days of the final approval votes tally.
- Public notice: On the College Committees website, which will list committee information (included on the nominations form), elected representatives, alternates, terms, and any additional relevant information that the CEC chooses to collect and provide.

### **Substitute appointments and special elections**

- Unfilled offices: When there are no nominations for an open position during the nominations period for the annual election, the CEC may choose either to request the College Dean to make a substitute appointment or to conduct a special election.
- Replacement positions: When an elected representative cannot serve or cannot complete a full term (e.g., due to a leave or change in eligibility status), the CEC will invite alternates to complete the remaining term of office, extending invitations to alternates, in order, based on who received the highest number of approval votes; if there are no alternates, the CEC may choose either to request the College Dean to make a substitute appointment or to conduct a special election.
- Substitute appointments: Must fulfill eligibility requirements for the open office and will be noted as appointed on the College Committees website; substitute appointments made after an elected term of office has begun will complete only the remaining term of office.
- Special elections: At the discretion of the CEC, may follow abbreviated, informal nomination and election procedures.
- Results: Announced on the College Committees website.