

**HANDBOOK OF ELECTION PROCEDURES
COLLEGE OF ARTS AND SCIENCES
Revised: September 2, 1998**

ARTICLE I. GENERAL PROVISIONS

Section 1. Basic Documents

Elections in the College of Arts and Sciences shall be held in accordance with the provisions of the Constitution of the College, the Rules of Procedure of Council, the Bylaws of the College Committee on Academic Personnel, Bylaws of the Graduate School, and this Handbook of Election Procedures.

Section 2. Committee on Elections

Elections held under the supervision of Council shall be administered by a Council Committee on Elections composed of five members of Council and appointed by the Executive Committee. The Committee on Elections also shall be responsible for presenting recommendations to Council concerning the holding of elections and the amendment of this Handbook, which shall be by a majority vote of Council.

Section 3. Faculty Rosters

The Committee on Elections shall maintain current rosters of full-time faculty (not including adjunct, visiting, or terminal appointments) who are members of the following groups:

Roster A: The entire faculty of the College of Arts and Sciences listed by divisions and departments, including administrators;

Roster B: The tenured faculty of the College of Arts and Sciences listed by division and departments;

Roster C: The Graduate Faculty of the College of Arts and Sciences (obtain from Associate Dean, Graduate School);

Roster D: Faculty of extra-collegial departments that have representation in the Arts and Sciences Council (Nursing and Military Science);

Roster E: Members of rosters **A** and **D** above who are superannuates;

Roster F: Members of rosters **A** and **D** above who will be on leave of absence or sabbatical during the following year;

Roster G: Members of the Arts and Sciences faculty whose positions are half-time or more in administrative duties;

Roster H: Departmental chairs, including acting chairs, of the College of Arts and Sciences;

Roster I: (No longer used)

Roster J: Arts and Sciences member of the University Committee on Academic Personnel (UCAP);

Roster K: Arts and Sciences members of the Graduate Council (obtain from Associate Dean, Graduate Studies);

Roster L: Members of the College Committee on Academic Personnel (CCAP)

Roster M: Members of the Executive Committee of the Arts and Sciences Council;

Roster N: At-large members of the Arts and Sciences Council.

Section 4. Balloting Procedure

For both nomination and election balloting the Committee on Elections shall send ballots to each eligible voter to participate in filling the respective elective offices, in accordance with the rules hereinafter provided for each office. Small envelopes and a larger envelope pre-addressed for each eligible voter shall be attached to each set of ballots with the following instructions:

After marking the attached ballots according to the directions on each one, place them in the corresponding smaller envelopes and seal them. Do not sign the smaller envelopes. Next place the smaller envelope in the larger one, seal it, and sign it in the lower left-hand corner. Return your ballots, as addressed, to the College of Arts and Sciences, where they must be received no later than _____. Failure to comply with these directions will invalidate your ballots. @

The College Office shall hold all election returns unopened for delivery to the Chair of the Committee on Elections.

Section 5. Nomination Balloting

Balloting for nominations to the various offices under the elective supervision of Council shall be conducted by the Committee on Elections each year during the last week of February and the first week of March. A separate ballot shall be prepared for each office and shall include the names of all eligible persons, randomly arranged, from the appropriate rosters in Section 3, above, according to the rules for each office, as provided hereinafter. Each ballot shall instruct the voter concerning the number of votes that must not be exceeded on that ballot. Those persons who have superannuate appointments (**Roster E**) and those who

will be on leave of absence or sabbaticals during the following year (**Roster F**) shall be excluded from the ballot.

Section 6. Election Balloting

Balloting for final election to the offices covered by Section 5, above, shall be conducted by the Committee on Elections each year during the last week of March and the first week of April. A separate ballot shall be prepared for each office and shall include the names of all persons, randomly arranged, who accept nomination for the various offices after the April balloting. Those persons who have superannuate appointments (**Roster E**) and those who will be on leave of absence or sabbaticals during the following year (**Roster F**) shall be excluded from the ballot.

Section 7. Counting of Ballots

Following the close of the voting periods for nominations and elections, the Committee on Elections, with a majority of its members present, shall open and count the valid ballots returned within the prescribed time limits. The number of votes cast for each person in each contest shall be listed in rank order of the votes received, and the number of invalid ballots not counted shall be noted. The nominees or winners for each office shall be determined by the largest pluralities in the numbers hereinafter provided. If there is a tie among the nominees for the last position on an election ballot, the names of all persons so tied shall be placed on the ballot. Ties in results of the final elections shall be broken by lot by the Committee.

Section 8. Notification of Nominees and Winners

Following the tabulation of nomination and election returns, the Committee on Elections shall notify each person chosen in order to ascertain his or her willingness to serve in the office for which nominated or elected. If any person declines an office, the next runner-up who is willing to serve shall be selected by the Committee.

Section 9. Certification of Election Results

The Chair of the Committee on Elections shall certify the final results of the elections to the Secretary of Council. This shall include the names of the winners who are willing to serve in each office, the total number of valid ballots returned for each office, and the number of invalidated ballots. The Chair of Council shall announce these results to Council, to the chairs of the other elective bodies concerned, and to the faculty of the College in the Minutes of Council.

Section 10. Lists of Runners-up

The Chair of the Committee on Elections also shall forward to the Secretary of Council the names of the remaining nominees for each office in the rank order of their votes received. These names shall be retained by the Secretary for one year in order that the Executive Committee may make temporary replacements

or fill vacancies in the respective offices from the most recent election results. As long as any replacement need exists in an elective body, even though created by the consecutive absences of different members, the person highest on the list of runners-up shall be continued in office. After a replacement has served a temporary period, his or her name shall be returned to the top of the list.

Section 11. Contested Elections

All nomination and election ballots, as well as the evidence of invalid balloting, shall be retained for two weeks after the counting by the Committee on Elections. In the event of a contested election these materials shall be submitted to the Executive Committee of Council for canvassing and a final determination of the results.

Section 12. Mutually Exclusive Offices

Any person who is elected or appointed to an office that is mutually exclusive with one already held, under the rules hereinafter provided, shall choose between such offices. If the resulting vacancy is an office under the elective supervision of Council, it shall be filled in accordance with the provisions of Section 10, above.

ARTICLE II. AT-LARGE MEMBERSHIP OF COUNCIL

Section 1. Term of Office

The term of office of at-large representatives in Council is three years. No person=s term of office shall be eliminated prior to its expiration by any subsequent rule.

Section 2. Number of Positions

The total number of at large members is twelve

Section 3. Eligibility for Nomination

Except as noted below, all full-time faculty members of the College of Arts and Sciences (**Roster A**) and such members of other departments with Council representation (**Roster D**) shall have their names placed on the nomination ballot for this office. However, there shall be excluded from this list the names of the current at-large members of Council, including those whose terms are expiring (**Rosters N**). Professors who are superannuate or on a leave of absence are not eligible to be nominated to serve as at large members of the Council. (**Rosters E and F**)

Section 4. Eligibility to Vote

All full-time faculty members of the College of Arts and Sciences (**Roster A**) and such members of other departments with council representation (**Roster D**) shall

be eligible to vote in the nomination and election balloting for the office of member of Council at-large.

Section 5. Number to be Nominated

Each year ten persons shall be nominated for election as a result of the February balloting.

Section 6. Number to be Elected

Four are elected of the ten nominated.

ARTICLE III. COLLEGE COMMITTEE ON ACADEMIC PERSONNEL

Section 1. Term of Office

The term of office of members of the Arts and Sciences College Committee on Academic Personnel (CCAP) is two years.

Section 2. Number of Positions and Divisions

The number of positions on CCAP is eight. These are divided equally among the four divisions of the College, defined as composed of the following departments:

Humanities: Communication, English and Linguistics, Foreign Languages, History, Philosophy; **Mathematics and Natural Sciences**: Biology, Chemistry, Geology, Mathematics, Physics and Astronomy; **Social Sciences**: Economics, Geography and Planning, Political Science and Public Administration, Psychology, Sociology, Anthropology and Social Work; and **Fine Arts**: Art, Music, Theatre, Film and Dance. No department may hold more than one position in CCAP at the same time.

Each division of the College shall fill its positions in CCAP in separate divisional nomination and election contests.

Section 3. Eligibility for Nomination

Except as noted below, all full-time tenured members of the divisions of the College of Arts and Sciences (**Roster B**) shall have their names placed on the nomination ballots for these offices. However, there shall be excluded from these lists the names of faculty members belonging to the following groups: the current members of CCAP, including those whose terms are expiring (**Roster L**), the names of all members of the four departments to which the continuing members of CCAP belong (**Roster B**), faculty members whose positions are half-time or more in administrative duties (**Roster G**), departmental chairs (**Roster H**), the Arts and Sciences member of the following year=s University Committee on Academic Personnel (**Roster J**). Professors who are superannuate or on a leave

of absence are not eligible to be nominated to serve as at large members of the Council. (**Rosters E and F**)

Section 4. Eligibility to Vote

All full-time faculty members of the College of Arts and Sciences (**Roster A**) shall be eligible to vote by division in the nomination and election balloting for the office of member of CCAP.

Section 5. Number to be Nominated

Each year five persons from each division of the College shall be nominated for election as a result of the February balloting.

Section 6. Number to be Elected

Each year one person from each division of the College shall be elected to CCAP.

ARTICLE IV. GRADUATE COUNCIL

Section 1. Term of Office

The term of office of the members of the Graduate Council is three years. No person's term of office shall be eliminated prior to its expiration by any subsequent rule.

Section 2. Number of Positions

The number of Arts and Sciences positions on the Graduate Council is equal to the number of Graduate Faculty members of the College (**Roster C**) divided by twenty-five, plus one additional position for any remaining fraction of that quotient. This number shall be recalculated each year by the Committee on Elections prior to the election process.

Section 3. Eligibility for Nomination

Except as noted below, all members of the graduate Faculty of the College of Arts and Sciences (**Roster C**) shall have their names placed on the nomination ballot for this office. However, there shall be excluded from this list the names of the President of the University, the Senior Vice President for Academic Affairs, the Dean and the Associate Dean of the Graduate School, and the current Arts and Sciences members of the Graduate Council, including those whose terms are expiring (**Roster K**).

Section 4. Eligibility to Vote

All members of the Graduate Faculty of the College of Arts and Sciences (**Roster C**) shall be eligible to vote in the nomination and election balloting for the office of member of the Graduate Council.

Section 5. Number to be Nominated

Each year ten persons shall be nominated for election as a result of the February balloting.

Section 6. Number to be Elected

One-third of the positions defined in Section 2, above, are to be filled by election each year. However, since the total number of such positions may change, and since that number may not be equally divisible by three, the actual number of positions to be filled may vary from year to year. The number to be filled in any given year is equal to the difference between the following year=s Arts and Sciences membership on the Graduate Council and the number of its terms of office that will not yet have expired. In any year when the number of positions to be filled exceeds one-third of that total by more than a fraction, the Committee on Elections shall fill the excess position(s) with a number of two-year or one-year terms so as to reestablish a balance among the terms of the College=s Graduate Council membership.

ARTICLE V. CONSTITUTIONAL AMENDMENTS AND OTHER REFERENDA

Section 1. Proposal of Amendments

Amendments to the Constitution of the Faculty of the College of Arts and Sciences must be proposed by a majority vote of Council.

Section 2. Presentation of Proposals

The Committee on Elections shall prepare a special ballot for proposed constitutional amendments in a manner that allows a separate vote on each proposition. This shall mean that two or more mutually dependent changes in the Constitution may be presented as one proposition but that independent changes must be presented as separate propositions on the ballot. The Executive Committee of Council shall determine the number of independent and mutually dependent propositions to be presented to the faculty.

Section 3. Language and Explanation of Amendments

For each proposed amendment to the Constitution the ballot shall carry the existing language of the document and the language of the amendment proposed by Council. For each proposition presented, the Committee on

Elections also shall provide an explanation on the ballot for action taken by Council.

Section 4. Provisions for Voting

At the bottom of the ballot the Committee on Elections shall provide a means for voting **AFOR@** or **AGAINST@** each of the propositions presented to the faculty. The instructions to the voter shall direct that such position of the ballot be detached and returned to the College of Arts and Sciences. This procedure will allow the voter to retain a copy of the proposed amendment.

Section 5. Voting Period

For constitutional amendments the Committee on Elections must allow a period of four weeks for voting from the date of the distribution of the ballots to the faculty. However, this period may be shortened by a two-thirds vote of Council to suspend this rule.

Section 6. Decision in a General Faculty Meeting

If Council decides that a proposed amendment should be considered and voted upon in a general meeting of the faculty rather than by mail ballot, the Committee on Elections shall distribute to the faculty the information called for in Section 3, above, along with an announcement of the date, time, and place of the meeting. However, no means of voting shall be made available in this announcement. Instead, ballots for voting on each proposition shall be prepared and distributed at the meeting only to those who are in attendance; no proxy votes shall be permitted. Votes shall be cast on these ballots and submitted to the Committee on Elections for counting and announcement of the results at once.

Section 7. Eligibility to Vote

All full-time faculty members of the College of Arts and Sciences (**Roster A**) shall be eligible to vote on any constitutional amendment or other referendum question proposed by Council

Section 8. Passage of Amendments

In order for a proposition for constitutional amendment to pass, it must receive the support of two-thirds of those who vote on the question.

Section 9. Other Referenda

Council may submit to the faculty for final decision any other question that it wishes. In this event, the Committee on Elections shall follow the same procedures specified for constitutional amendments, except that a simple majority of those who vote on the question shall be sufficient for a decision.

ARTICLE VI. OFFICERS OF COUNCIL

Section 1. New Departmental Representatives

After the April balloting the Secretary of Council shall notify each department with a representative whose term is expiring and request that it choose a person for a new three-year term. Departments may re-elect persons to successive terms. These names shall be submitted to the Secretary by April 10.

Section 2. New Student Representatives

After the Student Government elections in the Spring Semester the Secretary of Council shall obtain the names of the three student representatives to Council for the next year.

Section 3. Roster of the Next Council

Before the end of April the Secretary of Council shall compile a roster of the next year=s Council for distribution and use in the election of officers.

Section 4. Election of Officers

The officers of the next council C Chair, Vice Chair, Secretary, and four members of the Executive Committee C shall be elected to one-year terms of office at the final meeting of Council in the Spring Semester. All members of the next Council shall be invited to attend this meeting. The Elections shall be conducted by the Committee on Elections.

Section 5. Eligibility for Election

All members of the next year=s Council are eligible for election to any office of Council, except that the outgoing Chair may not be re-elected to that office.

Section 6. Eligibility to Vote

Only members of the next year=s Council may vote for the officers of that Council.

Section 7. Separate Balloting for Each Office

Nominations and elections for each office, including the four members of the Executive Committee, shall be conducted separately. As many nominations as are seconded shall be accepted and listed on the board. Voting shall be on ballot forms provided by the Committee on Elections.

Section 8. Elections to Office

Any nominee who receives a majority of the votes cast on the first ballot shall be elected to office. If no nominee receives a majority on the first ballot, a run-off

contest shall be held between the two nominees with the most votes. The winner of that contest shall be elected to office. The faculty of the College shall be informed of the results of the elections in the Minutes of the meeting.