

## **Senate Bylaw 4 E 2 (e)**

### **(E) Senate Organization and Procedure: Senate Elections**

#### **(1) Quotas for Elected Members**

- a. Colleges, schools and independent academic units shall be considered in the assigning of quotas for elected members of the Senate. These quotas shall be computed annually by the Secretary of the Senate and the Steering Committee or its designate based on information from the Office of Academic Affairs and distributed to academic units by the end of the fall term.
- b. The Secretary of the Senate shall maintain a publicly available list of those faculty ineligible for election to the Senate by virtue of two successive terms, and the point at which they return to eligibility.
- c. In Spring 2002, two thirds of the senators to be elected will be elected to two year terms, and one third to three year terms. In Spring 2003, two thirds of the senators to be elected will be elected for three year terms, and one third will be elected for two year terms. Thereafter all senators will be elected for three year terms.
- d. Eligibility for the different length terms will be spread as evenly as possible by the Secretary of the Senate and the Steering Committee or its designate according to the following guidelines. In Spring 2002, two thirds of the seats allocated to an academic unit should be two year term seats, and one third of the seats allocated to an academic unit should be three year term seats. In Spring 2003, two thirds of the seats allocated to an academic unit should be three year term seats, and one third of the seats allocated to an academic unit should be two year term seats.

In each year, faculty winning seats with higher vote totals should be awarded the three year term seats, and faculty winning seats with lower vote totals should be awarded the two year term seats.

#### **(2) Procedures for Elections**

- (a) As soon as possible after receiving notification of the quota for the unit, the administrative officer of each college, school or independent academic unit shall constitute a nominating committee

of full-time tenured or tenure-track faculty. If the unit has several elected Senate members, the administrative officer shall see that the nominating committee shall be representative of the full-time tenured or tenure-track faculty in each major area of academic interest within that unit. Proportionate representation of such academic areas shall be considered by the committee in making nominations for the elective Senate seats to be filled that year. The nominating committee shall name twice as many nominees as there are seats to be filled. Upon completion of two consecutive three-year terms in the Senate a faculty member shall be ineligible to serve again for a period of three years.

- (b) Before March 15 of each year, the administrative officer shall circulate the list of nominees and summon all full-time tenured or tenure-track faculty to a meeting at which nominations shall be called for from the floor.
- (c) All nominations shall be incorporated in a ballot which shall be mailed to all full-time tenured or tenure-track faculty in each unit by the administrative officer by April 1 of each year. Care shall be taken to ensure secrecy as to the identity of each eligible voter and all ballots must be returned by April 15 if they are to be counted. Tellers, composed of academic faculty, shall be appointed to record the vote. A plurality shall be sufficient to elect, and tie votes shall be decided by lot.
- (d) The three-year terms of elective Senators shall begin the first day of the fall term following their election.
- (e) When a vacancy in the Senate shall occur because an elected member takes a leave of absence, **or because of a temporary but unavoidable professional conflict**, or because of the extended illness or death or resignation of any elected member before the expiration of the term as an elected ~~member senator~~, the vacancy shall be filled by ~~special election in the unit~~ **a temporary senator**. ~~Such special elections shall be called promptly by the appropriate administrative officer, and it shall not be necessary to employ the nominating committee procedure. A person elected to fill a vacancy shall hold the seat only for the remainder of the unexpired term.~~ **The temporary senator shall be selected as the candidate on the most recent ballot who received the second most votes or by special election. The temporary senator shall serve during the absence of the regularly elected member, except if the regularly elected senator shall be absent for more than one year, the temporary senator shall serve until the next senate election.**

- (f) The Provost shall publish annually a list of University Committees, Boards and Councils indicating the membership and responsibilities of each. Unless otherwise provided in the Constitution or Bylaws, the President or designee will designate each committee, board or council as either elective or appointive with regard to the selection of members.