

UNIVERSITY OF ILLINOIS  
URBANA-CHAMPAIGN SENATE

Committee on University Statutes and Senate Procedures  
(Final; Action)

SP.10.09-B *Senate Election Rules* for the Other Academic Staff D Electorate

**BACKGROUND**

On November 9, 2009, the UIUC Senate approved SP.09.03, thereby adding an Other Academic Staff electorate to the UIUC Senate as well as making some changes to the Faculty electorate. Implementation of these changes requires changes to the UIUC Senate *Bylaws* and the *Senate Election Rules* for Faculty, as well as the creation of *Senate Election Rules* for the Other Academic Staff electorate. This document recommends the creation of the *Senate Election Rules* for the Other Academic Staff electorate required by the changes in the Constitution.

As a review, the *Constitution* defines the categories of people who are members of a specific electorate (e.g., faculty, students, other academic staff). The *Bylaws* establish the framework for conduct of the elections. The *Election Rules* deal with the mechanical elements of the elections, such as ballots and voting, but also provide the interpretations of membership criteria for the electorate. The *Constitution*, Article III, defines the Other Academic Staff Electorate. The *Bylaws* changes necessary to implement the Constitution are found in SP.10.06.

The *Constitution* sets up two groups in the Other Academic Staff electorate - those defined in Article III, Section 1a, b, c (Group ABC) and those defined in Article III, Section 1d (Group D). There are criteria common to both groups:

- 1) The person have a non-visiting appointment.
- 2) The person have a full-time appointment.
- 3) The person be paid by the University.
- 4) The person not be a candidate for a degree from the University of Illinois at Urbana-Champaign.

**Other Academic Staff Group D (Academic Professionals)**

For Group D, the additional criteria are:

- A. The person have an academic professional appointment, as defined in the University Statutes, Article II, Section 5. (Article III, Section 1d)
- B. The person be employed in an academic unit that corresponds to a Council of Academic Professionals (CAP) voting district or the University of Illinois Extension (Extension) or the Institute for Natural Resource Sustainability (INRS) (Article III, Section 3). NOTE: Extension and INRS are each their own CAP voting district although neither are academic units.

- C. The person be engaged in and responsible for the educational function of the University; ordinarily this will involve teaching and research (Article III, Section 1) and meet the requirements for this as established by the Senate Committee on University Statutes and Senate Procedures and approved by the Senate (Article III, Section 1d).

These Election Rules will determine who is in the electorate, that is, the criteria that Colleges might apply in order to determine which of the academic professionals in their unit should be a member of the Group D electorate. Three options were examined.

- 1) The Banner P-class codes could theoretically be used to determine if an academic professional were involved in the teaching or research mission of the University. In practice, these codes do not provide a meaningful way to make this determination.
- 2) The job descriptions for all academic professionals in academic units could be reviewed centrally by the Clerk of the Senate or USSP. The large number of Academic Professionals and the distance of the reviewing body(ies) from the review make this untenable.
- 3) The academic unit could make the determination within a framework of the broad criteria stated below. This would allow for a uniformity of criteria at the College level. There will likely be some non-uniformity of criteria across colleges, but USSP will review these situations and help evolve a better set of broad criteria.

USSP recommends that the Senate establish a process that should not require either re-examination of individuals every year or examination by a Senate credentials committee. The process must be consistent within the College or similar unit. USSP believes it is necessary to allow a large latitude in interpretation to the Colleges because it is impossible to have a specific set of criteria that can be applied to every academic unit on campus. For example, how someone in the College of Fine and Applied Arts (Music, Dance, etc.) would be found to be actively involved in the teaching and research mission of the University might be very different to the activities found to fulfill those criteria in the College of Engineering.

Thus, these Election Rules are structured so the decision is made at the College level. We propose that to satisfy these criteria, everyone in the electorate must have some type of regular contact with students, whether undergraduate or graduate, which involves teaching or furthering the student's research. With respect to INRS, the person must be actively involved in research. With respect to Extension, the person must actively be involved in teaching.

Discussion at USSP meetings and at the Senate indicated that the academic units are the best judges of who satisfies Criterion C of being "engaged in and responsible for the educational function of the University." USSP suggests that we do not need to make lists of activities that satisfy this requirement until and unless we (USSP/Senate) are presented with proof of a problem. Instead, we suggest that the election rules present a general guideline and let the academic units make the decisions. USSP recognizes that individual departments might apply the guideline unevenly, but by making the larger unit, e.g., College or School, responsible for uniform application of criteria, that problem generally should be avoided.

The suggested process:

- 1) Annually, the Division of Management Information (DMI) creates the list, sorted by unit code, of all academic professionals who fulfill criteria 1-4 and A-B for the Group D electorate. USSP shall determine what information this list should contain beyond name, unit affiliation, and job title.
- 2) USSP sends this list to the appropriate College-level or similar level Unit Executive Officer (typically a Dean or Director).
- 3) The Unit Executive Officer (UEO) establishes who in their unit does or does not comply with the basic criterion that each member of the electorate must have some type of regular contact with students, whether undergraduate or graduate, which involves teaching or furthering the research of the student. The UEO may delegate this responsibility to the UEOs of individual internal units.
- 4) The College-level or similar level UEO collects this information, collates it and ensures consistency of application of the criteria given in Section 2.2 of the proposed Election Rules across the unit. The UEO sends the list of those who do or do not meet the criteria back to USSP.
- 5) If USSP approves, the list is forwarded to the Clerk of the Senate for the election. If USSP does not approve, the chair will contact the UEO and discuss any possible problems. USSP does not envision this as an appeal process, *per se*, but as a general look at the types of positions excluded. USSP will make sure that similar types of positions are included or excluded across the academic unit or ask the UEO to explain the differences among the various units. Guidance on this matter will be given to the UEO, so that when it reaches USSP there is an appearance of uniform application of the guidelines.

NOTE: Unlike faculty, whether tenured or tenure track, academic professionals often move from unit to unit. There are also new hires throughout the year. They also can have appointments across different Colleges. It is likely that a new list will have to be generated by DMI just prior to the election and checked for changes by the Clerk of the Senate.

#### **An example of the process, using LAS.**

A list of all academic professionals in the academic unit, LAS, would be transmitted to the Dean of LAS. The Dean would then decide who in her College does not meet the criteria. She might decide the first step would be transmittal of the relevant lists to the LAS departments.<sup>1</sup> Those Department Heads would make the decision as to who does not satisfy the criteria and send the

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<sup>1</sup> The College of LAS departments are: African American Studies, American Indian Studies, Animal Biology, Anthropology, Asian American Studies, Astronomy, Atmospheric Sciences, Biochemistry, Cell & Developmental Biology, Chemical & Biomolecular Engineering, Chemistry, Classics, Communication, Comparative & World Literature, East Asian Language & Cultures, Economics, English, Entomology, French, Gender & Women's Studies, Geography, Geology, Germanic Languages & Literature, History, Latina/Latino Studies, Linguistics, Mathematics, Microbiology, Molecular & Integrative Physiology, Philosophy, Plant Biology, Political Science, Psychology, Religion, Slavic Languages & Literature, Sociology, Spanish, Italian & Portuguese, Statistics

list back to the Dean. Since LAS has both departments and other units,<sup>2</sup> the Dean might send the relevant lists to the Unit Head for each of the Other Units for the same decision process. In this scenario, the decision would be made by the department head or the relevant unit head. The intent is that the Dean then review the returned lists and make sure there is a uniform application of the guidelines. If there has not been, then the Dean should resolve the issue before sending the lists back to USSP for approval.

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<sup>2</sup> Other units in the College of LAS are: Center for African Studies, Center for Writing Studies, Cinema Studies, Center for South Asian & Middle Eastern Studies, Intensive English Institute, Latin American & Caribbean Studies, Liberal Arts & Science, Program for Research in the Humanities, Program in Jewish Culture & Society, Russian, East European, Eurasian Center, School of Earth, Society, Environment, School of Literatures, Cultures & Linguistics, School of Chemical Sciences, School of Integrative Biology, School of Molecular & Cellular Biology, Spurlock Museum

## RECOMMENDATIONS

The Senate Committee on University Statutes and Senate Procedures recommends approval of the following revisions to the *Senate Election Rules*. All the text that follows is new.

1

## 2 PROPOSED REVISIONS TO THE *Senate Election Rules*

### 3 Senate Election Rules for the Other Academic Staff Group D

#### 4 1. Short Title; Purpose

5 1.1 *Title*. These Rules will be referred to as the Senate Election Rules for the Other Academic  
6 Staff Electorate Group D.

7 1.2 *Purpose*. The purpose of these Election Rules shall be to establish orderly procedures and  
8 rules for the election of senators from the Other Academic Staff Electorate Group D to the  
9 Senate of the Urbana-Champaign campus.

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#### 11 2. Electorate Qualifications

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13 2.1 *General Qualifications*. The *Constitution*, Article III, Sections I, provides:

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15 The Other Academic Staff electorate is composed of those members of the Other Academic Staff who are  
16 engaged in and responsible for the educational function of the University; ordinarily this will involve  
17 teaching and research. Specifically, the Other Academic Staff electorate shall consist of all persons of the  
18 campus non-visiting academic staff who have a full-time appointment, are paid by the University, are not  
19 candidates for a degree from this University, and who: . . .

20 d. Are members of the academic staff as defined in the *University Statutes*, Article II, Section 5, and  
21 satisfy the teaching or research criteria established by the Senate Committee on University Statutes  
22 and Senate Procedures and approved by the Senate.

23 The *Constitution*, Article II, Section 3, provides:

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25 . . . Seven senators will be elected by those described in section 1d. Elections for this group shall be held  
26 on the basis of employment in an academic unit or the University of Illinois Extension or the Institute for  
27 Natural Resource Sustainability. These election units shall be as nearly equal in size as is practicable and  
28 shall be the same as the voting units for the relevant Council of Academic Professionals election districts.

29

30 Each member of the electorate shall be entitled to cast one vote for the one open  
31 senatorial position apportioned to the voting unit.

32 2.2 *Process for Determining Eligibility to Vote*. These Election Rules are structured so the  
33 decision process is made at the College level. To satisfy these criteria, everyone in the  
34 electorate must have some type of regular contact with students, whether undergraduate or  
35 graduate, which involves teaching or furthering the student's research. With respect to the  
36 Institute for Natural Resource Sustainability (INRS), the person must be actively involved in  
37 research. With respect to the University of Illinois Extension, the person must actively be  
38 involved in teaching. The process is:

- 39 (a.) Annually, the Division of Management Information (DMI) creates the list of all  
40 academic professionals who fulfill criteria for Group D electorate, above, sorted by  
41 unit code. USSP shall determine what information this list should contain beyond  
42 name, unit affiliation, and job title.
- 43 (b.) USSP sends this list to the appropriate College-level or similar level Unit  
44 Executive Officer (typically a Dean or Director).
- 45 (c.) The UEO establishes who in their unit does or does not comply with the basic  
46 criterion that each member of the electorate must have some type of regular contact  
47 with students, whether undergraduate or graduate, which involves teaching or  
48 furthering the research of the student. The UEO may delegate this responsibility to  
49 the UEOs of individual internal units.
- 50 (d.) The UEO collects this information, collates it and insures consistency of  
51 application of the criteria given in 2.2 across the unit. The UEO sends the list of  
52 those who do or do not meet the criteria back to USSP.
- 53 (e.) If USSP approves, the list is forwarded to the Clerk of the Senate for the election.  
54 If USSP does not approve, the chair will contact the UEO and discuss any possible  
55 problems. USSP does not envision this as an appeal process, *per se*, but as a general  
56 look at the types of positions excluded. USSP will make sure that similar types of  
57 positions are included or excluded across the academic unit or ask the UEO to  
58 explain the differences among the various units. Guidance on this matter will be  
59 given to the UEO, so by the time it reaches USSP there is an appearance of uniform  
60 application of the guidelines.

61 2.3 *Time of Determining Status.* Eligibility to vote, and membership in a particular  
62 department or college, will be determined by the person's status at the time the ballot is cast.  
63 All names to be added to the list of qualified members of the electorate must go through the  
64 process in Section 2.2, above.

### 65 3. Election and Credentials Committee

66 3.1 *Designation.* The Council of Academic Professionals (CAP) is designated the Elections  
67 and Credentials Committee for the Other Academic Staff Group D Senate Elections. Under  
68 the *Bylaws* this committee may perform whatever duties are delegated to them by the Senate  
69 Committee on University Statutes and Senate Procedures (USSP).

70 3.2 *Delegation of Power.* The USSP will delegate various duties to CAP by way of Rules and  
71 Guidelines it adopts and publishes. These Rules and Guidelines may be added to, amended,  
72 or repealed at any time by the USSP.

73 3.3 *Specific Powers.* The USSP hereby delegates to the CAP the following duties, subject to  
74 any limitations set forth in the Rules and Guidelines of the USSP. In all units, the CAP will  
75 conduct nomination and election procedures under the supervision of the Clerk of the  
76 Senate.

77 3.4 *Restriction of Power.* All activities of the USSP and of the CAP shall conform to the  
78 relevant provisions of the *Constitution* and *Bylaws* adopted by the Senate.

### 79 4. Election Units

80 4.1 *Election Unit.* As per the *Constitution*, the Other Academic Staff electorate defined in  
81 Article III, Section 1d (Group D) is composed of all those members of the other academic

82 staff who satisfy the qualifications in Section 2 of these Rules. Elections shall be held on the  
83 basis of voting units. These election units shall be as nearly equal in size as is practicable  
84 and shall be the same as the voting units for the relevant CAP election districts. Seven  
85 senators will be elected by those in the Other Academic Staff Group D. The electorate for  
86 this group shall be held on the basis of employment in an academic unit or the University of  
87 Illinois Extension or the Institute for Natural Resource Sustainability (INRS). Everyone in  
88 the electorate must have some type of regular contact with students, whether  
89 undergraduate or graduate, which involves teaching or furthering the student's research.  
90 With respect to INRS, the person must be actively involved in research. With respect to  
91 Extension, the person must actively be involved in teaching. The academic units are  
92 defined at the College or similar level, and the process for terminating qualification in the  
93 electorate is articulated in Section 2.2, above.

## 94 **5. Time and Duration of Elections**

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96 4.1 *Duration.* The final election shall be held on seven calendar days, at a time starting as  
97 specified by USSP in the Timetable issued to all voting units.

98 4.2 *Time.* Nominating elections and final elections shall be held at such times as shall be  
99 specified by the USSP.

## 100 **6. Candidate Qualifications**

101 6.1 *General Qualifications.* All persons included in the Other Academic Staff electorate  
102 Group D shall be eligible for election to the Senate, without distinction on the basis of rank  
103 or other criteria.

104 6.2 *Single Seat Limitation.* No person can be a candidate for more than one Senate seat.

105 6.3 *Limited Terms.* The terms of senators elected from the Other Academic Staff electorate  
106 Group D shall be two years, with a maximum of three consecutive terms. The election of an  
107 Other Academic Staff electorate Group D senator in a regular election constitutes a full term  
108 unless the senator resigns prior to the Organizational Meeting of the Senate. A replacement  
109 senator who is elected prior to January 1 of the first year of the term of a vacant seat shall be  
110 considered to have served a full term.

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## 112 **7. Notice of Election; Publicity**

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114 7.1 *Requirement of Notice.* The CAP shall distribute information concerning elections to  
115 members of the electorate. Election information includes the composition of the election  
116 units within the College-level or similar level Unit, the location of polling places for each  
117 election unit, the hours during which the polls will be open, and the names of the candidates  
118 in each election unit as well as the name of their department or equivalent unit designation.

119 7.2 *Method of Notice.* A recommended method of informing persons about the elections is a  
120 mailing via hardcopy or electronic means to the constituent members of the voting unit  
121 telling them which voting unit they are in, who the candidates in that unit are, and where and  
122 when they may vote.

123 7.3 *Use of University Funds.* No University funds shall be spent for production or  
124 distribution of any campaign statements.

125 7.4 *Methods of Voting.* The Notice of Election (Section 7), Publicity (Section 7), Nomination  
126 Process (Section 8) and Election Procedures (Section 9) are detailed as indicated. These  
127 activities can be carried out either via hardcopy (requiring mail or hand delivery to the  
128 polling place as described below) or via electronic means. Whichever method is used, there  
129 must be: a) a reasonable time frame observed for the vote to occur, b) a confidentiality about  
130 voting and authentication, c) a stated process by which ties are resolved, and d) a reasonable  
131 retention period for the relevant records.

## 132 8. Nomination Process

133 8.1 *By Election.* Nominations of Other Academic Staff Group D senators shall be by election  
134 in accordance with Article III, Section 4 of the Senate *Constitution*:

135  
136 Those eligible to vote in each Other Academic Staff voting unit shall be notified that an election is to be  
137 held. Any member of the Other Academic Staff electorate who desires to run for election from their  
138 electorate unit shall submit a statement to that effect and a short biography to the appropriate Other  
139 Academic Staff voting unit elections and credentials committee. The nominee receiving the highest  
140 number of votes shall be deemed elected.

141  
142 During the nomination process, the number of nominations that can go forward for the  
143 election is twice the number of senators to be elected or all those nominated and willing to  
144 serve if their number is less than twice the number to be elected.

145 8.2 *Casting Ballots.* Ballots shall be cast in person or returned by mail to the Clerk of the  
146 Senate or via electronic means approved by USSP.

147 8.3 *Time of Balloting.* Completed nominating ballots must be received by the chair of CAP  
148 no later than 5:00 p.m. on the seventh day (inclusive) following the day upon which the  
149 ballots are first made available to Other Academic Staff Group D members.

150 8.4 *Nominating Ballots.*

151 (a.) *Willingness to Serve.* The CAP shall send an announcement to all those eligible to  
152 vote that an election is to be held. Any member of the Other Academic Staff Group D  
153 electorate who desires to run for election from their electorate unit shall submit a  
154 statement to that effect and a short biography to the CAP.

155 (b.) *Preparation of Ballots.* Nominating ballots shall be prepared and distributed by  
156 the Clerk of the Senate, and shall conform as nearly as possible to the model ballot  
157 issued by the USSP.

158 (c.) *Contents.* Ballots shall contain

159 (1.) the names and unit designation of all those who have fulfilled the  
160 requirements in section 8.4(a), and

161 (2.) directions concerning how each ballot is to be marked, and where and  
162 when the ballot must be returned.

163 (d.) *Order of Names.* Names of eligible Other Academic Staff Group D members may  
164 be placed on the ballot in alphabetical order or any other reasonable order.

165 8.5 *Notice.* The CAP is responsible for notifying the winning nominees and shall forward to  
166 the Clerk of the Senate a list of those nominees, their email address, and their campus  
167 address.

## 168 9. Election Procedures



169 9.1 *Ballot Contents.* The names on the final election ballot shall be a maximum of two and a  
170 minimum of one as only one seat is up for election in each voting unit.

171 9.2 *Order of Names.* Names of candidates shall be placed on the election ballot in random  
172 order.

173 9.3 *Withdrawal.* Before the election ballot is prepared, any Other Academic Staff Group D  
174 member who has received nominating votes may withdraw by delivering a signed notice of  
175 withdrawal to the Clerk of the Senate.

176 9.5 *Conducting the Polling.*

177 (a.) *Location of Polling Places.* Ballots shall be available at the Senate Office or via  
178 electronic means for seven calendar days.

179 (b.) *Signature of Voter.* Before voting, each member of the electorate shall sign  
180 opposite their name on the official electorate list of that voting unit or if using an  
181 electronic voting system, have a way to ensure only those eligible to vote can  
182 participate and that those eligible to vote can vote only once. Confidentiality of all  
183 votes must be ensured at all times. If the voting procedure links any identification  
184 with votes cast, this information must not be referenced during the tallying of the  
185 votes nor saved with the election results.

186 (c.) *Official Electorate List.* An official listing of the Other Academic Staff Group D  
187 electorate shall be kept in the Senate Office, and shall be marked to show each  
188 member who has voted. This listing shall be kept on file and made available upon  
189 request.

190 9.6 *Election Supervision.* The CAP shall be responsible for ensuring that the Other Academic  
191 Staff Group D election is carried on in accordance with these Rules.

192 9.7 *Requirements for Election.*

193 (a.) *Automatic Election.* If the number of Other Academic Staff Group D members  
194 nominated and willing to serve for each opening is one an election need not be held;  
195 that person, nominated and willing to serve, may be declared automatically elected.

196 (b.) *Plurality Required.* The nominees receiving the highest number of votes in the  
197 final election shall be deemed elected.

198 (c.) *Ties in the Final Election.* Ties in the final election will be resolved by a coin flip  
199 or a drawing of lots by the Clerk of the Senate.

200 9.8 *Returns; Counting; Certification.*

201 (a.) *Removal of Ballots from Boxes.* If hardcopy methods are used, ballots may be  
202 removed from the ballot box only at the end of the voting period or when the box is  
203 filled to capacity. Ballots shall be removed from the ballot box only by an election  
204 official. Ballots shall be transferred immediately to some sealed container, such as a  
205 paper bag or envelope. The sealed container shall be signed by the election officer  
206 who transferred the ballots. The sealed container also shall be marked with  
207 information showing the date and time of the ballot transfer, the number of ballots  
208 transferred (to be determined by reference to the signature sheet), and the election  
209 unit in which the ballots are cast. The sealed container shall be stored in a safe place.  
210 If electronic means are used, the report of the election shall be obtained at the end of  
211 the voting period and the file stored in a safe place.

212 (b.) *Counting.* The CAP shall provide for the counting of the ballots immediately  
213 following the deadline for casting ballots. No interested party shall participate in the  
214 counting process. If hardcopy methods are used, any member of the Other Academic

215 Staff Group D electorate may be present during the counting process within  
216 reasonable limits of space. The results of the count shall be entered on a tally sheet  
217 signed by those who counted the ballots. If electronic means are used, there shall be a  
218 process by which the results can be certified if challenged.

219 (c.) *Write-in Ballots*. No write-in ballots are to be counted.

220 (d.) *Doubtful Ballots*. Intention of the voter shall be the only standard for interpreting  
221 doubtful ballots. If the intention can be determined, the ballot shall be counted in  
222 accordance with the intent. If the intention cannot be determined (e.g., three  
223 candidates marked for only two seats), then the ballot shall not be counted.

224 (e.) *Certification by CAP*. If hardcopy methods are used, the tally sheet and all ballots  
225 shall be delivered or made available immediately to the CAP. If electronic means are  
226 used, the report of the election shall be obtained at the end of the voting period and  
227 the file stored in a safe place. The CAP, after satisfying itself that the vote shown on  
228 the tally sheet is correct, shall so certify by signing certification cards provided by the  
229 Senate Office, and shall deliver the cards immediately to the Senate Office. The  
230 Senate Office shall arrange for the preservation of all ballots, tally sheets, or  
231 electronic files for a period of six months.

232

## 233 **10. Election Certification by Senate Committee**

234 The USSP shall certify election results to the Senate at the organizational meeting of the newly  
235 elected Senate. These results shall be entered in the minutes of that meeting. The USSP may  
236 delay certification of candidates whose elections are in doubt or may certify the election of such  
237 candidates upon appropriate conditions.

## 238 **11. Formal Reports**

239 All reports from USSP should be addressed to the Senate Clerk.

## 240 **12. Absentee Ballots** – Applicable only if hardcopy methods are used.

241 12.1 *Identification Statement*. If using hardcopy methods, each absentee voter shall be  
242 required to sign and return an identification form (prepared by the department), in lieu of  
243 signing the voter list as required of voters on campus.

244 12.2 *By Request Only*. An absentee ballot can be obtained only by requesting it from the  
245 administrative office of the voting unit.

246 12.3 *Time Limit*. To be valid an absentee ballot must be received no later than 5:00 p.m. of  
247 the last day of the election in the administrative office of the voting unit.

248 12.4 *Mailing*. Absentee ballots must be mailed early enough to allow ample time for their  
249 return before the deadline.

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## 251 **13. Grievances and Appeals**

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253 13.1 *CAP Jurisdiction*. CAP shall have original jurisdiction over certification of successful  
254 election of candidates.

255 13.2 *Appeal to University Statutes and Senate Procedures (USSP)*. Any aggrieved person  
256 may appeal a decision to the USSP, and actions and decisions of the USSP may be appealed  
257 to the Senate by any senator.

258 13.3 *Procedure for Unlisted Persons Claiming Electorate Status*. If any Other Academic  
259 Staff Group D member whose name does not appear on the official listing desires to vote and  
260 claims entitlement to do so, the validity of that claim shall be decided by the chair of USSP  
261 before termination of the voting period. If the claim cannot be so decided, the member shall  
262 be provided a ballot after signing a statement that he/she is a qualified member of the  
263 electorate. The voter's signed statement and vote shall be kept separate and shall not be  
264 counted with the other votes; they shall be delivered to the USSP at the same time as the  
265 other ballots and the tally sheets are delivered. The USSP will decide whether the member is  
266 or is not entitled to vote. If the person is so entitled, the chair of USSP will add that vote to  
267 the tally sheet.

268

#### 269 **14. Resignations and Vacancies**

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271 14.1 *No Nominations*. If no person is nominated for a Senate seat during the general election,  
272 then the Other Academic Staff Group D electorate shall have the option of electing an  
273 eligible member of the electorate to that seat in the fall. Election procedures shall be  
274 developed by USSP.

275 14.2 *Disqualification from Electorate*. If a senator fails to satisfy the requirements for  
276 membership in the electorate during their term of office, the Senate shall determine whether  
277 the senator may remain seated.

278 14.3 *Review of Status*. The Clerk of the Senate will review official records each semester, and  
279 will report to the USSP the names of all those senators no longer in the employ of the  
280 University.

281 14.4 *Vacancies*. Vacancies shall be filled by election of a member of the voting unit for the  
282 remainder of the vacant term in accordance with the nomination and election procedures  
283 prescribed in Article III of the Senate *Constitution*.

284

#### UNIVERSITY STATUTES AND SENATE PROCEDURES

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