

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN SENATE
Committee on Elections and Credentials
(Final; Action)

EC.18.04 Proposed Revisions to the *Election Rules for the Faculty Electorate*

BACKGROUND

The Senate Committee on Elections and Credentials thoroughly reviewed the *Election Rules for the Faculty Electorate* and due to the extensive revisions that are needed, a new document has been created rather than attempting to revise the current version.

The appendix contains the current version of the *Election Rules for the Faculty Electorate* for comparison.

RECOMMENDATION

The Senate Committee on Elections and Credentials recommends approval of the following new version of the *Election Rules for the Faculty Electorate*.

PROPOSED NEW VERSION OF THE ELECTION RULES FOR THE FACULTY ELECTORATE

- 1 **1. Delegation of Power**
- 2 1.1 The Senate Committee on Elections and Credentials (ECC) may delegate to the college, voting unit,
- 3 or Senate Clerk various duties by way of the Election Rules.
- 4 1.2 *College Contact*. Each college or analogous unit shall name a college contact who will be
- 5 responsible for overseeing the verification and certification processes for each voting unit within
- 6 the college or analogous unit. If the college or analogous unit does not have multiple voting units,
- 7 the college contact shall also perform the duties of the voting unit contact. The name of the
- 8 college contact shall be reported to the Senate Clerk by the college or analogous unit.
- 9 1.3 *Voting Unit Contact*. If there are multiple voting units within a college, there shall be a voting unit
- 10 contact named for each voting unit. The voting unit contact will be responsible for verifying the
- 11 voting unit's faculty electorate and conducting the voting unit's election. The name of the voting
- 12 unit contact shall be reported to the Senate Clerk by the college or analogous unit.
- 13 **2. Voting Units**
- 14 2.1 The ECC shall establish faculty voting units from which faculty representatives will be elected. A
- 15 faculty voting unit is generally the smallest academic unit, such as the department or similar unit,
- 16 in each college or analogous academic division.
- 17 2.2 The ECC may place specialized (non-tenure-track) faculty who are appointed at the college or
- 18 analogous level in an established voting unit. If there are many such faculty members in a college
- 19 or analogous unit, the ECC may create voting units for them.
- 20 2.3 The college contact shall notify the Senate Clerk of any new department or equivalent in order to
- 21 request the creation of a new voting unit by the ECC.
- 22 **3. Eligibility**
- 23 3.1 The *Constitution*, Article II, Section 1 lists the eligibility criteria for the faculty electorate.

- 24 3.2 *Split Appointments.* Members of the faculty electorate who hold appointments in more than one
25 unit may choose the unit in which they vote. However, a member must hold an appointment of
26 greater than zero percent in a unit in order to qualify for the faculty electorate of that unit, except
27 in those cases where the majority of the member's appointments are in non-voting units.
- 28 3.3 *Department Heads.* If an institute, school, or other academic unit is freestanding and separate
29 from any college, then its director or chief administrative officer is not a member of the faculty
30 electorate. This position is like that of a dean. If the academic unit is a subordinate part of a larger
31 college, then the director or chief administrative officer is like a head of a subordinate department,
32 in which case the person is a member of the faculty electorate.
- 33 3.4 *Time of Determining Status.* Eligibility to vote, and membership in a particular department or
34 college, will be determined by the person's status at the time the ballot is cast.

35 **4. Verification of the Faculty Electorate**

- 36 4.1 The Senate Office shall provide a list of faculty to each voting unit for verification of the eligibility
37 of those listed.
- 38 4.2 The voting unit contact shall make any needed adjustments to the list and return the list to the
39 Senate Office via the method determined by the Senate Clerk.
- 40 4.3 Eligible emeritus professors are allowed to vote and serve, but will not be counted in determining
41 the apportionment of seats to a voting unit in accordance with the *Constitution* Article II, Section
42 1.C.

43 **5. Apportionment**

- 44 5.1 The number of seats apportioned to a unit is based on the number of eligible faculty members
45 reported by each voting unit.
- 46 5.2 The Senate Clerk will report to the ECC the number of faculty in the overall faculty electorate and
47 the number of seats apportioned based on the previous year's apportionment formula. If the ECC
48 determines that the apportionment formula should be adjusted, a new apportionment formula
49 shall be submitted by the ECC to the full Senate for approval.
- 50 5.3 The Senate Clerk will notify each voting unit of the number of seats apportioned to that voting
51 unit. The list shall contain all seats with elected members with continuing terms and all seats that
52 are vacant. An election shall be held for each vacant seat.

53 **6. General Election Provisions**

- 54 6.1 All persons included in the faculty electorate shall vote and be eligible for election to the Senate,
55 without distinction on the basis of rank or other criteria, including emeritus status.
- 56 6.2 *Current Membership in Unit.* No person may be a candidate for a seat in a unit if not a member at
57 the time of the election.
- 58 6.3 *Single Seat Limitation.* No person can be a candidate for more than one Senate seat.
- 59 6.4 *Limited Terms.* The terms of senators elected from the faculty electorate shall be two years, with a
60 maximum of three consecutive terms. The election of a faculty senator in a regular election
61 constitutes a full term unless the senator resigns prior to the Organizational Meeting of the
62 Senate. A replacement senator who is elected prior to January 1 of the first year of the term of a

63 vacant seat shall be considered to have served a full term. After serving three consecutive full
64 terms, a senator is eligible for reelection after at least one year out of office.

65 6.5 *Maintenance of Staggered Terms.* In order to conform to the provisions of Article II, Section 8 of
66 the Senate *Constitution* which specifies that approximately half of the faculty senators shall be
67 elected each year, the Senate Clerk shall review the representation of each voting unit each year. If
68 due to changes in voting unit size or for any other reason, the terms of the senators representing
69 that voting unit cease to be staggered, the Senate Clerk shall restore the imbalance by specifying
70 that an appropriate number of senators be elected for one-year terms. The elected senators shall
71 be distributed between the one- and two-year terms according to the number of votes received in
72 the election with those receiving the higher numbers being assigned the two-year terms.

73 6.6 *Use of University Funds.* No University funds shall be spent for production or distribution of any
74 campaign statements.

75 **7. Conducting Elections**

76 7.1 The Senate Clerk will publish the dates for the nominating period and the election. If the voting
77 unit is unable to hold the nominating period and election on the dates specified by the Senate
78 Clerk, the voting unit shall hold the nominating period and election as soon as possible in order to
79 elect senators prior to the organizational meeting.

80 7.2 The voting unit contact is responsible for conducting the election of faculty to the Senate.

81 7.3 *Nominating Period.* The nominating period shall be 7 consecutive calendar days in length. All
82 nominations and expressions of willingness to serve must be submitted to the voting unit contact
83 during the allotted period. Self-nominations are allowed. If all members of the electorate have
84 submitted either their willingness or unwillingness to serve, the voting unit contact may
85 prematurely close the nominating period and move on to the election period.

86 7.4 Once the nomination period has closed, the voting unit contact shall prepare a ballot with the
87 names of all those nominated and willing to serve. Names shall appear in random order on the
88 ballot.

89 a. *Automatic Election.* If the number of faculty members nominated and willing to serve is exactly
90 equal to the number of senators to be elected, an election need not be held. Those nominated
91 and willing to serve may be declared automatically elected.

92 b. The number of names on the final election ballot shall equal twice the number of those to be
93 elected or all of those nominated if the number of those nominated is fewer than twice the
94 number to be elected.

95 c. If the number of those nominated and willing to serve exceeds twice the number of those to
96 be elected, a preliminary ballot shall be used to reduce the number of nominees to twice the
97 number of those to be elected. If a tie exists among those eligible for the last position, all the
98 tied names shall appear on the election ballot.

99 7.5 The election shall be held on 7 consecutive calendar days.

100 7.6 The nominees receiving the highest numbers of votes shall be deemed elected.

101 7.7 Ties shall be resolved by a coin flip or drawing of lots by the voting unit contact.

102 7.8 The voting unit contact is responsible for notifying the winning nominees as soon as possible after
103 the certification of the election results.

104 **8. Certification of Election Results**

105 8.1 The department head/chair shall certify the election results. If the department head/chair chooses
106 to run for election, the Dean of the voting unit's college (or designee) shall certify the election.

107 8.2 The voting unit contact shall report the winning nominees and their email addresses to the Office
108 of the Senate via the method determined by the Senate Clerk.

109 **9. Election Certification by Senate Committee**

110 The ECC shall certify election results to the Senate at the organizational meeting of the newly elected
111 Senate. These results shall be entered in the minutes of that meeting. The ECC may delay certification of
112 candidates whose elections are in doubt until a resolution is determined.

113 **10. Grievances and Appeals**

114 Any aggrieved person may appeal a decision of a college or unit contact to the ECC, and actions and
115 decisions of the ECC may be appealed to the Senate through the Senate Clerk.

116 **11. Resignations and Vacancies**

117 11.1 *No Nominations.* If no person is nominated for a Senate seat, the voting unit shall elect an eligible
118 member of the faculty electorate to that seat as soon as reasonably possible.

119 11.2 *Disqualification from Electorate.* If a senator fails to satisfy the requirements for membership in
120 the electorate during their term of office, the ECC shall determine whether the senator may
121 remain seated.

122 11.3 *Vacancies.* Vacancies shall be filled by election of a member of the voting unit for the remainder of
123 the vacant term in accordance with the nomination and election procedures prescribed in Article II
124 of the Senate *Constitution* and these *Election Rules*. Vacancies shall not be filled based on the
125 results of the previous election unless the elected faculty member resigns prior to the beginning of
126 the term of office as defined in Article II, Section 8 of the *Constitution*.

127 11.4 *Change of Unit.* If a senator changes voting units after the election, the senator will continue to
128 represent the original unit unless the ECC determines otherwise.

129

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APPENDIX

CURRENT VERSION OF THE *ELECTION RULES FOR THE FACULTY ELECTORATE*

1. Short Title; Purpose

- 1.4 *Title.* These Rules will be referred to as the Senate Election Rules for the Faculty Electorate.
- 1.5 *Purpose.* The purpose of these Election Rules shall be to establish orderly procedures and rules for the election of senators from the faculty electorate to the Senate of the Urbana-Champaign campus.

2. College Committees

- 2.1 *Creation.* College elections and credentials committees are created pursuant to paragraph 2, Part C, of the Senate Bylaws. Under the Bylaws these committees may perform whatever duties are delegated to them by the Senate Committee on University Statutes and Senate Procedures (USSP).
- 2.2 *Delegation of Power.* The USSP will delegate various duties to the college committees by way of Rules and Guidelines it adopts and publishes. These Rules and Guidelines may be added to, amended, or repealed at any time by the USSP.
- 2.3 *Specific Powers.* The USSP hereby delegates to the college committees the following duties, subject to any limitations set forth in the Rules and Guidelines of the USSP.
- (a.) *Apportionment Plan.* In all colleges, the college committee, in cooperation with the Senate Office, will prepare an apportionment plan for submission to the USSP, which will establish voting units from which faculty representatives will be elected.
- (b.) *Conducting Elections.* In all colleges, the college committee will conduct nomination and election procedures under the supervision of the Senate Clerk.
- (c.) *Priority of Existing Plan; Amendment.* Where an apportionment plan establishing voting units has been implemented, that plan shall remain in effect until otherwise determined by the USSP. The procedures for amending an apportionment plan shall be the same as those employed in adopting a new plan.
- 2.4 *Restriction of Power.* All activities of the Senate Committee and of the college committees shall conform to the relevant provisions of the Constitution and Bylaws adopted by the Senate.

3. Election Units; Apportionment

- 3.5 *Apportionment Formula.* Faculty voting units are the departments, or their equivalent, within the various colleges. Each voting unit receives a faculty representative for its first seven members of the faculty electorate, and one additional representative for each additional 12 members of the faculty electorate unless some other ratio is adopted by the Senate. Any department having fewer than seven members must be combined with another voting unit.
- 3.6 *Preliminary Determination.* Preliminary determination of voting units will occur as follows:
- (a.) *Data Sent Out.* The Chair of the Elections and Credentials Committee in each college and analogous educational division will receive from the Senate Office at the earliest possible date, a printout with the following information:
1. a list of all budget departments and equivalent units in the college or analogous educational division, as determined by the University's data system;
 2. the code number for each such department or equivalent unit;

3. the number of full-time instructors and lecturers associated with each department or equivalent unit, as determined by payroll printout; and
 4. the number of assistant, associate and full professors with at least one-half time appointment who are associated with each department or equivalent unit as determined by payroll printout.
- (b.) *Non-Departmental Units.* Each college committee shall first remove from the printout any unit listed therein which is not equivalent to a department. Such non-equivalent units are not entitled to be treated as voting units under the standards set forth in the Senate *Constitution*.

No hard and fast rule can be stated for determining which units are not equivalent to a department; that determination depends upon attitudes and practices in the various colleges.

Laboratories, councils, bureaus, centers and other like units in which all members have an additional appointment in some other department are not equivalent to a department and shall be excluded

- (c.) *Removal of Ineligible Units.* Each college committee shall also remove from the printout any unit whose faculty members are “not engaged in and responsible for the educational function of the University” as required by Article II, Section 1 of the Senate *Constitution*. “Educational function” includes public service as well as teaching and research.
- (d.) *Split of Large Departments.* Where warranted by departmental attitudes and practices, departments with more than 65 associated faculty members shown on the printout may be split into two or more voting units corresponding to actual, operating subdivisions of the department.
- (e.) *Addition of Units.* Each college committee shall add to their listings any department or equivalent unit not included in their printout.
- (f.) *Report of Divisions and Additions.* Any splitting of departments pursuant to section 3.2(d.) and any adding of departments under section 3.2(e.) shall be supported by full, detailed explanation to USSP.
- (g.) *Assignment to Units.* Each college committee shall, after completing the above adjustments, ensure that every member of the faculty electorate (as defined in Article II, Section 1 of the Senate *Constitution*) falls in at least one listed department or equivalent unit. Members of the faculty electorate who hold appointments in more than one unit may choose the unit in which they vote. However, a member must hold an appointment of greater than zero percent in a unit in order to qualify for the faculty electorate of that unit, except in those cases where the majority of their appointments are in non-voting campus units.
- (h.) *Revised Printout List Returned.* This list with deletions and additions made by each voting unit must be returned to the Senate Clerk at a time specified by the Clerk.

3.7 *Voting Units.* Faculty voting units shall be determined in the following manner:

- (a.) *List of Departments.* Each college committee will prepare a list of the departments and their equivalents, within the college which have seven or more members of the faculty electorate.
- (b.) *Combining Small Departments.* Any department, or its equivalent, which has fewer than seven members must be combined with another department, or their equivalents, in the college to form a voting unit of requisite size. Whenever possible, such combinations shall be made between departments or equivalents that share common interests. If two departments, or equivalents, are

combined, the representative will be chosen in such a way to ensure that one department will not monopolize the representation from that voting unit.

- (c.) *Based on USSP Statistics.* The determination of voting units required in Section 3.1 shall be based upon faculty figures supplied by the USSP.
- (d.) *Emeritus Professors.* Emeritus professors will not be counted in determining voting units.
- (e.) *Absent Electorate.* Members of the faculty electorate absent from campus, except emeritus professors, will be included in the statistics used to apportion seats.

4. Time and Duration of Elections

- 4.4 *General.* For each election, the voting unit will conduct a nominating process and a final election.
- 4.5 *Duration.* The nominating and final election shall each be held on seven calendar days, at a time starting as specified by USSP in the Timetable issued to all voting units.

5. Electorate Qualifications

- 5.4 *General Qualifications.* The *Constitution*, Article II, Section 1, provides; The faculty electorate is composed of those members of the academic staff who are directly engaged in and responsible for the educational function of the University; ordinarily this will involve teaching and research. Specifically, the faculty electorate shall consist of all persons of the campus non-visiting academic staff, other than persons holding administrative appointments in excess of one-half time (the exception to this exclusion are executive officers of departments or similar units, and assistant or associate executive officers of such units, who are otherwise eligible), who:
 - (a.) Are tenured or receiving probationary credit toward tenure or in the preceding year received probationary credit toward tenure or hold the unmodified academic rank or title of professor, associate professor, or assistant professor without tenure, have at least a one-half time appointment, and are paid for their services by the University; or
 - (b.) hold the academic title of instructor or lecturer, have a full-time appointment, and are paid by the University, are not candidates for a degree from this University, and are designated by their voting units for inclusion in the faculty electorate; or
 - (c.) are retired members of the campus academic staff with the title of emeritus, and would otherwise be eligible for inclusion in the faculty electorate. However, retired members shall not be counted for purposes of determining apportionment.

The *Constitution*, Article II, Section 2, provides: ...Each member of the electorate shall be entitled to cast one vote for each open senatorial position apportioned to the member's voting unit; there shall be no cumulative voting.

- 5.5 *Department Heads.* If an institute, school or other academic unit is freestanding and separate from any college, then its director or chief administrative officer is not a member of the faculty electorate. This position is like that of a dean. If the academic unit is a subordinate part of a larger college, then the director or chief administrative officer is like a head of a subordinate department, in which case the person is a member of the faculty electorate.
- 5.6 *Time of Determining Status.* Eligibility to vote, and membership in a particular department or college, will be determined by the person's status at the time the ballot is cast.

5.7 *Faculty Electorate, College of Medicine, Urbana-Champaign.* The faculty electorate of the College of Medicine at Urbana-Champaign shall be entitled to elect voting members of the Senate. The provisions of these Rules shall apply to these members.

6. Candidate Qualifications

- 6.7 *General Qualifications.* All persons included in the faculty electorate shall be eligible for election to the Senate, without distinction on the basis of rank or other criteria, including emeritus status.
- 6.8 *Current Membership in Unit.* No person may be a candidate for a seat in a unit if not a member at the time of the election.
- 6.9 *Single Seat Limitation.* No person can be a candidate for more than one Senate seat.
- 6.10 *Limited Terms.* The terms of senators elected from the faculty electorate shall be two years, with a maximum of three consecutive terms. The election of a faculty senator in a regular election constitutes a full term unless the senator resigns prior to the Organizational Meeting of the Senate. A replacement senator who is elected prior to January 1 of the term of a vacant seat shall be considered to have served a full term.
- 6.11 *Maintenance of Staggered Terms.* In order to conform with the provisions of Article II, Section 8 of the Senate *Constitution* which specifies that approximately half of the faculty senators shall be elected each year, the Committee shall review the representation of each voting unit each year. If due to changes in voting unit size or for any other reason, the terms of the senators representing that voting unit cease to be staggered, the Committee shall restore the imbalance by specifying that an appropriate number of senators be elected for one-year terms. The elected senators shall be distributed between the one- and two-year terms according to the number of votes received in the election with those receiving the higher numbers being assigned the two-year terms.

7. Notice of Election; Publicity

- 7.9 *Requirement of Notice.* Each college elections and credentials committee shall distribute information concerning elections to members of the electorate within its college. Election information includes the departmental composition of the election units within the college, the location of polling places for each election unit, the hours during which the polls will be open, and the names of the candidates in each election unit.
- 7.10 *Method of Notice.* The recommended method of informing persons about the elections is a mailing via hard copy or electronic means to each individual constituent member of the respective voting units within the college.
- 7.11 *Use of University Funds.* No University funds shall be spent for production or distribution of any campaign statements.
- 7.12 *Methods of Voting.* The Notice of Election (Section 7), Publicity (Section 7), Nomination Procedures (Section 8), and Election Procedures (Section 9) are detailed in separate sections. These activities can be carried out either via hardcopy (requiring mail or hand delivery to the polling place as described below) or via electronic means. Whichever method is used there must be: a) a reasonable time for the vote to occur, b) a confidentiality about voting and authentication, c) a stated process by which ties will be resolved, and d) a reasonable retention period for the relevant records.

8. Nomination Process

- 8.3 *By Election.* Nominations of faculty senators shall be by election in accordance with Article II, Section 6 of the Senate *Constitution*: Each faculty voting unit shall provide to its faculty electorate a nominating ballot containing the names of all those eligible to vote in the unit. Each member of the unit's faculty electorate shall be entitled to cast one nominating vote for each open senatorial position apportioned to the unit; there shall be no cumulative voting. The voting unit shall then prepare an election ballot containing the names of those who received the highest number of nominating votes and who are willing to serve. The number of names on the election ballot shall equal twice the number of those to be elected or all of those nominated, if the number of those nominated is less than twice the number to be elected. The nominees receiving the highest numbers of votes shall be deemed elected.
- 8.4 *Casting Ballots.* Ballots shall be cast in person or returned by mail at the administrative office of the voting unit or via electronic means approved by USSP.
- 8.5 *Time of Balloting.* Completed nominating ballots must be received in the voter's department/unit office no later than 5:00 p.m. on the seventh day (inclusive) following the day upon which the ballots are first made available to faculty members.
- 8.6 *Nominating Ballots.*
- (a.) *Interest/Willingness to Serve.* A unit may choose to prepare a nominating ballot that either:
 - 1. contains the names of all members of the faculty except those who are unwilling to serve or
 - 2. contains the names of the members of the faculty who have expressed a willingness to serve.
 - (b.) *Preparation of Ballots.* Nominating ballots shall be prepared and distributed by the administrative office in each voting unit, and shall conform as nearly as possible to the model ballot issued by the USSP. Where a voting unit embraces two or more departments or equivalent units, the administrative office of the largest shall prepare and distribute the ballots, unless otherwise provided by the appropriate college committee. Where a large department is divided into two or more voting units, the offices of the department shall prepare and distribute the ballots for all voting units within the department, unless otherwise provided by the appropriate college committee.
 - (c.) *Contents.* Ballots shall contain the following items:
 - 1. name of the department or departments which constitute the voting unit;
 - 2. names of all eligible members of the faculty electorate within the voting unit;
 - 3. relevant remarks concerning some or all of the faculty members so listed; and
 - 4. directions concerning how many nominations may be made on each ballot, how each ballot is to be marked, and where and when the ballot must be returned.
 - (d.) *Order of Names.* Names of eligible faculty members may be placed on the ballot in alphabetical order or any other reasonable order.
- 8.7 *Notice.* The department is responsible for notifying the winning nominees and shall forward a list of those nominees, their email addresses, and their campus addresses to the college elections and credentials committee chair who, in turn, shall forward them to the Senate Clerk.

9. Election Procedures

- 9.1 *Ballot Contents.* The names on the final election ballot for each voting unit shall be twice the number of senators to be elected or all those nominated and willing to serve if their number is less than twice the number to be elected.
- 9.2 *Order of Names.* Names of candidates shall be placed on the election ballot in random order.
- 9.3 *Withdrawal.* Before the election ballot is prepared, any faculty member who has received nominating votes may withdraw by delivering a signed notice of withdrawal to the administrative office of the voting unit.
- 9.4 *Ties.* If a tie exists among those eligible for the last position, all their names shall appear on the election ballot (see Section 9.1).
- 9.5 *Conducting the Polling.*
- (a.) *Location of Polling Places.* Ballots shall be available at the administrative office of the voting unit for seven calendar days.
 - (b.) *Signature of Voter.* Before voting, each faculty member shall sign opposite their name on the official faculty list of that voting unit or if using an electronic voting system, have a way to ensure only those eligible to vote can participate and that those eligible to vote can vote only once. Confidentiality of all votes must be ensured at all times. If the voting procedure links any identification with votes cast, this information must not be referenced during the tallying or reporting of the votes nor saved with the election results.
 - (c.) *Official Electorate List.* An official listing of the faculty electorate in each voting unit shall be kept in the administrative office of each unit, and shall be marked to show each member who has voted. This listing shall be kept on file and made available upon request.
- 9.6 *Election Supervision.* An election officer shall be named in each voting unit, who shall be responsible for ensuring that the faculty election is carried on in accordance with these Rules. The officer shall be named by the appropriate college elections committee, but this responsibility may be delegated by any college committee to the chief administrator in any voting unit.
- 9.7 *Requirements for Election.*
- (a.) *Automatic Election.* If the number of faculty members nominated and willing to serve is exactly equal to the number of senators to be elected, an election need not be held; those nominated and willing to serve may be declared automatically elected.
 - (b.) *Plurality Required.* The nominees receiving the highest number of votes in the final election shall be deemed elected.
 - (c.) *Ties in the Final Election.* Ties in the final election will be resolved by:
 1. election of the candidate who received the highest number of votes in the nominations and, if this is impossible,
 2. a coin flip or a drawing of lots by the College Elections Committee.
- 9.8 *Returns; Counting; Certification.*
- (a.) *Removal of Ballots from Boxes.* If hardcopy methods are used, ballots may be removed from the ballot box only at the end of the voting period or when the box is filled to capacity. Ballots shall be

removed from the ballot box only by an election official. Ballots shall be transferred immediately to some sealed container, such as a paper bag or envelope. The sealed container shall be signed by the election officer who transferred the ballots. The sealed container also shall be marked with information showing the date and time of the ballot transfer, the number of ballots transferred (to be determined by reference to the signature sheet), and the election unit in which the ballots are cast. The sealed container shall be stored in a safe place. If electronic means are used, the report of the election shall be obtained at the end of the voting period and the file stored in a safe place.

- (b.) *Counting.* The administrative office of the voting unit shall provide for the counting of the ballots immediately following the deadline for casting ballots. No interested party shall participate in the counting process. Any member of the faculty electorate may be present during the counting process within reasonable limits of space. The results of the count shall be entered on a tally sheet signed by those who counted the ballots. If electronic means are used, there shall be a process by which the results can be certified if challenged.
- (c.) *Write-in Ballots.* No write-in ballots are to be counted.
- (d.) *Doubtful Ballots.* Intention of the voter shall be the only standard for interpreting doubtful ballots. If the intention can be determined, the ballot shall be counted in accordance with the intent. If the intention cannot be determined (e.g., three candidates marked for only two seats), then the ballot shall not be counted.
- (e.) *Certification by College Committee.* If using hardcopy methods, the tally sheet and all ballots shall be delivered or made available immediately to the appropriate college committee. If using electronic methods, the results sheet shall be delivered to the appropriate college committee by an appropriate method, including electronic means. The college committee, after satisfying itself that the vote shown on the tally sheet is correct, shall so certify by signing certification cards provided by the Senate Office, and shall deliver the cards immediately to the Senate Office. The college committee shall arrange for the preservation of all ballots, tally sheets, or electronic files for a period of six months.

10. Election Certification by Senate Committee

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

11. Formal Reports

All reports from college elections and credentials committees to the USSP shall be addressed to the Senate Clerk.

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

- 12.1 *Identification Statement.* If using hardcopy methods, each absentee voter shall be required to sign and return an identification form (prepared by the department), in lieu of signing the voter list as required of voters on campus.
- 12.2 *By Request Only.* An absentee ballot can be obtained only by requesting it from the administrative office of the voting unit.
- 12.3 *Time Limit.* To be valid an absentee ballot must be received no later than 5:00 p.m. of the last day of the election in the administrative office of the voting unit.

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

13. Grievances and Appeals

13.1 *College Committee Jurisdiction.* Unless otherwise provided by the USSP, the college election committees shall have original jurisdiction over the following:

- (a.) addition of names of qualified voters to the electorate lists;
- (b.) determination of college membership for electoral purposes;
- (c.) certification of successful election of candidates; and
- (d.) any other matters arising within their colleges.

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

13.3 *Procedure for Unlisted Persons Claiming Electorate Status.* If any faculty member whose name does not appear on the official listing desires to vote and claims entitlement to do so, the validity of that claim shall be decided by the chair of the appropriate college committee or designee before termination of the voting period. If the claim cannot be so decided, the member shall be provided a ballot after signing a statement that he/she is a qualified member of the electorate in the particular voting unit involved. The voter's signed statement and vote shall be kept separate and shall not be counted with the other votes; they shall be delivered or made available to the appropriate college committee at the same time as the other ballots and the tally sheets are delivered. The college committee will decide whether the member is or is not entitled to vote. If the person is so entitled, the chair of the committee will add that vote to the tally sheet of the voting unit.

14. Resignations and Vacancies

14.1 *No Nominations.* If no person is nominated for a Senate seat during the general election, then the college shall have the option of electing an eligible member of the faculty electorate to that seat in the fall. Election procedures shall be developed by each college elections and credentials committee and shall be subject to approval by the USSP.

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

14.3 *Review of Status.* The Senate Clerk will review official records each semester, and will report to the USSP the names of all those senators no longer in the employ of the University. A tenured faculty member who is on leave for a period of no more than one year, whether or not on the University payroll, may retain membership in the electorate at the request of his or her department.

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

14.5 *Change of Unit.* If a senator changes voting units after the election, the senator will continue to represent the original unit unless the Senate determines otherwise.