

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN SENATE

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

SP.10.09-A *Senate Election Rules* for the Other Academic Staff ABC 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.

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 ABC

For Group ABC, the additional criteria are that the person (these are the criteria from Article III, Section a, b, c of the *Constitution*):

- a) Hold the academic rank or title of professor, associate professor, or assistant professor modified by the terms “research,” “adjunct,” or “clinical;” or
- b) Hold the academic rank or title of instructor or lecturer and are not included in the faculty electorate by designation of their voting unit; or
- c) Hold the unmodified academic rank or title of teaching associate, research associate, or clinical associate.

These criteria for inclusion in the electorate for Group ABC are straightforward. These three groups together elect one senator. Because these three groups are drawn from all academic units, USSP believes it is appropriate that it act as the elections and credentials committee for this electorate.

RECOMMENDATIONS

The Senate Committee on University Statutes and Senate Procedures recommends approval of the following *Senate Election Rules for Other Academic Staff Group ABC Electorate*. All the text that follows is new.

2 PROPOSED REVISIONS TO THE *Senate Election Rules*

3 **Senate Election Rules for the Other Academic Staff Electorate Group ABC**

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 ABC.

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 ABC 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, Section 1, 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 a. Hold the academic rank or title of professor, associate professor, or assistant professor modified by
21 the terms “research,” “adjunct,” or “clinical;” or

22 b. Hold the academic rank or title of instructor or lecturer and are not included in the faculty electorate
23 by designation of their voting unit; or

24 c. Hold the unmodified academic rank or title of teaching associate, research associate, or clinical
25 associate; . . .

26 2.2 *Time of Determining Status*. Eligibility to vote, and membership in a particular
27 department or college, will be determined by the person's status at the time the ballot is cast.

28 **3. Election and Credential Committee**

29 3.1 *Specific Powers*. The Senate Committee on University Statutes and Senate Procedures
30 (USSP), as per the *Senate Bylaws*, Part C, paragraph 2, shall act as the Election and
31 Credential Committee for this electorate. The Clerk of the Senate, under the supervision of
32 USSP, will conduct nomination and election procedures.

33 3.2 *Restriction of Power*. All activities of the USSP shall conform to the relevant provisions
34 of the *Constitution* and *Bylaws* adopted by the Senate.

35 **4. Election Unit**

36 4.1 *Election Unit*. As per the *Constitution*, the Other Academic Staff electorate defined in
37 Article III, Section 1a, b, c (Group ABC) is composed of all those members of the other
38 academic staff who satisfy the qualifications in Section 2. The group of those eligible
39 comprises a single voting unit. Each member of the electorate is entitled to cast one vote.

40 **5. Time and Duration of Elections**

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42 5.1 *Duration*. The final election shall be held on seven calendar days, at a time starting as
43 specified by USSP in the Timetable issued to the voting unit.

44 5.2 *Time*. Nominating elections and final elections shall be held at such times as shall be
45 specified by the USSP.

46 **6. Candidate Qualifications**

47 6.1 *General Qualifications*. All persons included in the Other Academic Staff electorate
48 Group ABC shall be eligible for election to the Senate, without distinction on the basis of
49 rank or other criteria.

50 6.2 *Single Seat Limitation*. No person can be a candidate for more than one Senate seat.

51 6.3 *Limited Terms*. The terms of senators elected from the Other Academic Staff electorate
52 Group ABC shall be two years, with a maximum of three consecutive terms. The election of
53 an Other Academic Staff electorate Group ABC senator in a regular election constitutes a full
54 term unless the senator resigns prior to the Organizational Meeting of the Senate. A
55 replacement senator who is elected prior to January 1 of the first year of the term of a vacant
56 seat shall be considered to have served a full term.

57

58 **7. Notice of Election; Publicity**

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60 7.1 *Requirement of Notice*. The Clerk of the Senate shall distribute information concerning
61 elections to members of the electorate. Election information includes the location of the
62 polling place for the voting unit, the hours during which the polls will be open, and the
63 names of the candidates in the voting unit as well as the name of their department or
64 equivalent unit designation.

65 7.2 *Method of Notice*. A recommended method of informing persons about the elections is a
66 mailing via hardcopy or electronic means to the constituent members of the voting unit
67 telling them which voting unit they are in, who the candidates in that unit are, and where and
68 when they may vote.

69 7.3 *Use of University Funds*. No University funds shall be spent for production or
70 distribution of any campaign statements.

71 7.4 *Methods of Voting*. The Notice of Election (Section 7), Publicity (Section 7), Nomination
72 Process (Section 8) and Election Procedures (Section 9) are detailed as indicated. These
73 activities can be carried out either via hardcopy (requiring mail or hand delivery to the
74 polling place as described below) or via electronic means. Whichever method is used, there
75 must be: a) a reasonable time frame observed for the vote to occur, b) a confidentiality about
76 voting and authentication, c) a stated process by which ties are resolved, and d) a reasonable
77 retention period for the relevant records.

78 **8. Nomination Process**

79 8.1 *By Election*. Nominations of Other Academic Staff Group ABC senators shall be by
80 election in accordance with Article III, Section 4 of the Senate *Constitution*:

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82 Those eligible to vote in each Other Academic Staff voting unit shall be notified that an election is to be
83 held. Any member of the Other Academic Staff electorate who desires to run for election from their
84 electorate unit shall submit a statement to that effect and a short biography to the appropriate Other
85 Academic Staff voting unit elections and credentials committee. The nominee receiving the highest
86 number of votes shall be deemed elected.
87

88 During the nomination process, the number of nominations that can go forward for the
89 election is a maximum of two, as one at-large seat will be elected by those described in these
90 Election Rules. If more than two names are placed in nomination, a nomination election
91 must be held.

92 8.2 *Casting Ballots*. Ballots shall be cast in person or returned by mail to the Clerk of the
93 Senate or via electronic means approved by USSP.

94 8.3 *Time of Balloting*. Completed nominating ballots must be received in the Senate Office
95 no later than 5:00 p.m. on the seventh day (inclusive) following the day upon which the
96 ballots are first made available to Other Academic Staff Group ABC members.

97 8.4 *Nominating Ballots*.

98 (a.) *Willingness to Serve*. The Clerk of the Senate shall send an announcement to all
99 those eligible to vote that an election is to be held. Any member of the Other
100 Academic Staff Group ABC electorate who desires to run for election from their
101 electorate unit shall submit a statement to that effect and a short biography to the Clerk
102 of the Senate.

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

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

107 (1.) the names, unit designation, and a short biography of all those who have
108 fulfilled the requirements in section 8.4(a), and

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

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

113 8.5 *Notice*. The Clerk of the Senate is responsible for notifying the winning nominees and
114 shall forward a list of those nominees, their email address, and their campus address to the
115 USSP chair.

116 9. Election Procedures

117 9.1 *Ballot Contents*. The names on the final election ballot shall be a maximum of two and a
118 minimum of one as only one seat is up for election.

119 9.2 *Order of Names*. Names of candidates shall be placed on the election ballot in random
120 order.

121 9.3 *Withdrawal*. Before the election ballot is prepared, any Other Academic Staff Group
122 ABC member who has received nominating votes may withdraw by delivering a signed
123 notice of withdrawal to the Clerk of the Senate.

124 9.5 *Conducting the Polling*.

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

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

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

138 9.6 *Election Supervision.* The Clerk of the Senate shall be responsible for ensuring that the
139 Other Academic Staff Group ABC election is carried on in accordance with these Rules.

140 9.7 *Requirements for Election.*

141 (a.) *Automatic Election.* If the number of Other Academic Staff Group ABC members
142 nominated and willing to serve is one an election need not be held; that person,
143 nominated and willing to serve, may be declared automatically elected.

144 (b.) *Plurality Required.* The nominee receiving the highest number of votes in the
145 final election shall be deemed elected.

146 (c.) *Ties in the Final Election.* Ties in the final election will be resolved by a coin flip
147 by the Clerk of the Senate.

148 9.8 *Returns; Counting; Certification.*

149 (a.) *Removal of Ballots from Boxes.* If hardcopy methods are used, ballots may be
150 removed from the ballot box only at the end of the voting period or when the box is
151 filled to capacity. Ballots shall be removed from the ballot box only by an election
152 official. Ballots shall be transferred immediately to some sealed container, such as a
153 paper bag or envelope. The sealed container shall be signed by the election officer
154 who transferred the ballots. The sealed container also shall be marked with
155 information showing the date and time of the ballot transfer, the number of ballots
156 transferred (to be determined by reference to the signature sheet), and the election
157 unit in which the ballots are cast. The sealed container shall be stored in a safe place.
158 If electronic means are used, the report of the election shall be obtained at the end of
159 the voting period and the file stored in a safe place.

160 (b.) *Counting.* The Clerk of the Senate shall provide for the counting of the ballots
161 immediately following the deadline for casting ballots. No interested party shall
162 participate in the counting process. If hardcopy methods are used, any member of the
163 Other Academic Staff Group ABC electorate may be present during the counting
164 process within reasonable limits of space. The results of the count shall be entered on
165 a tally sheet signed by those who counted the ballots. If electronic means are used,
166 there shall be a process by which the results can be certified if challenged.

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

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

172 (e.) *Certification by USSP*. If hardcopy methods are used, the tally sheet and all
173 ballots shall be delivered or made available immediately to the USSP. If electronic
174 means are used, the report of the election shall be obtained at the end of the voting
175 period and the file stored in a safe place. The USSP, after satisfying itself that the
176 vote shown on the tally sheet is correct, shall so certify by signing certification cards
177 provided by the Senate Office, and shall deliver the cards immediately to the Senate
178 Office. The Senate Office shall arrange for the preservation of all ballots, tally sheets,
179 or electronic files for a period of six months.

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181 **10. Election Certification by Senate Committee**

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

186 **11. Formal Reports**

187 All reports from USSP shall be addressed to the Senate Clerk.

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

189 12.1 *Identification Statement*. If using hardcopy methods, each absentee voter shall be
190 required to sign and return an identification form (prepared by the department), in lieu of
191 signing the voter list as required of voters on campus.

192 12.2 *By Request Only*. An absentee ballot can be obtained only by requesting it from the
193 administrative office of the voting unit.

194 12.3 *Time Limit*. To be valid an absentee ballot must be received no later than 5:00 p.m. of
195 the last day of the election in the administrative office of the voting unit.

196 12.4 *Mailing*. Absentee ballots must be mailed early enough to allow ample time for their
197 return before the deadline.

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199 **13. Grievances and Appeals**

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201 13.1 *USSP Jurisdiction*. USSP shall have original jurisdiction over the following:

202 (a.) addition of names of qualified voters to the electorate lists;

203 (b.) certification of successful election of candidates.

204 13.2 *Appeal to Senate Executive Committee (SEC)* Any aggrieved person may appeal a
205 decision to the Senate Executive Committee, and actions and decisions of the SEC may be
206 appealed to the Senate by any senator.

207 13.3 *Procedure for Unlisted Persons Claiming Electorate Status*. If any Other Academic
208 Staff Group ABC member whose name does not appear on the official listing desires to vote
209 and claims entitlement to do so, the validity of that claim shall be decided by the chair of
210 USSP before termination of the voting period. If the claim cannot be so decided, the member
211 shall be provided a ballot after signing a statement that he/she is a qualified member of the
212 electorate. The voter's signed statement and vote shall be kept separate and shall not be

213 counted with the other votes; they shall be delivered to the USSP at the same time as the
214 other ballots and the tally sheets are delivered. The USSP will decide whether the member is
215 or is not entitled to vote. If the person is so entitled, the chair of USSP will add that vote to
216 the tally sheet.

217

218 **14. Resignations and Vacancies**

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220 14.1 *No Nominations*. If no person is nominated for a Senate seat during the general election,
221 then the Other Academic Staff Group ABC electorate shall have the option of electing an
222 eligible member of the electorate to that seat in the fall. Election procedures shall be
223 developed by USSP.

224 14.2 *Disqualification from Electorate*. If a senator fails to satisfy the requirements for
225 membership in the electorate during their term of office, the Senate shall determine whether
226 the senator may remain seated.

227 14.3 *Review of Status*. The Clerk of the Senate will review official records each semester, and
228 will report to the USSP the names of all those senators no longer in the employ of the
229 University.

230 14.4 *Vacancies*. Vacancies shall be filled by election of a member of the voting unit for the
231 remainder of the vacant term in accordance with the nomination and election procedures
232 prescribed in Article III of the Senate *Constitution*.

UNIVERSITY STATUTES AND SENATE PROCEDURES

William Maher, Chair

H. George Friedman

Karen Hogenboom

Christopher Kunzweiler

Melissa Madsen

Anna-Maria Marshall

Alec Meyerholz

Ann Reisner

Kristine Campbell, *Observer*

Robert C. Damrau, *Ex officio*

Sandy Jones, *Ex officio (designee)*