Faculty Council Election Process

Self-Nomination (Bylaws Article VI, Section 1)

1. Create list of all eligible to serve on Faculty Council
   a. Tenure or Tenure-Track faculty who have **not** served on the council during 2014/2015
      (Constitution Article II, Section 2)
2. Distribute list by March 31, 2015
   a. Recommend sending email to constituents to let them know ballot has been sent and deadline
      for nominations to be received by the committee.
3. Return to Election Committee by 5th business day after distribution. Late submissions may not be
   considered.
4. Only self-nominations are considered.
5. If more than 2 nominations are received per available position, go to Nomination Ballot (“primary”),
   otherwise, proceed to Election Ballot.
6. Note: Envelopes are not needed for the self-nomination process and self-nominees return the form to
   the election committee.

Nomination Ballot (“primary”) (Bylaws Article VI, Section 2)

1. Complete this step if you have more than 2 nominations per available position.
2. List all self-nominees, list number of available positions, indicate that number of vacant positions is
   number of votes to be cast per ballot, indicate deadline date/time to be received by FC Secretary
3. Distribute (by April 3) with envelopes addressed for return to FC Secretary
4. Make appointment with FC Secretary to count ballots shortly after the nomination ballots are due.

Election Ballot (Bylaws Article VI, Section 3)

1. If no more than 2 per position self-nominated, list self-nominees on ballot. If Nomination Ballot was
   needed, list those who received highest number of votes on nomination ballot that provide for 2
   candidates per available position. This can be exceeded only when there is a tie vote for any of the
   possible slots in which case both tie names are included.
2. List the candidate names, number of available positions, indicate that the number of positions is number
   of votes to be cast per ballot, indicate deadline date/time to be received by FC Secretary (5 business days
   is traditional, but not specified in FC Bylaws)
3. Distribute (by April 10) with envelopes addressed for return to FC Secretary. If a
   nomination ballot was not needed, you may conduct the election earlier (as early as April 3, if you like).
4. Make appointment with FC Secretary to count ballots shortly after the election ballots are due.

Run-off (Bylaws Article VI, Section 4)

1. If there is a tie for any position, including alternate, there shall be a run-off election
2. List names for run-off and indicate deadline date/time to be received by FC Secretary
3. Distribute (by April 22) with envelopes addressed for return to FC Secretary
4. Make appointment with FC Secretary to count ballots shortly after the run-off ballots are due.

Results

- All results are recorded in FC minutes and all self-nominations and ballots are retained in FC Archives for
  one year.

**Note:** You have been given four sets of address labels and enough envelopes to conduct two elections
since that is the normal election process. You should not need additional labels, but if you need more
envelopes, contact Sara Kaplan. The Provost’s office graciously provides us with these supplies.