CSN FACULTY SENATE ELECTION POLICY

1. Policy Purpose:
   A. Create a uniform and impartial system of conducting elections for faculty officers.
   B. It is recommended that this policy be reviewed at least every two years by the Faculty Senate’s Election Committee.
   C. It is recommended that elections procedures for any newly created faculty offices requiring a secret ballot be incorporated into future versions of this document.

2. Policy Statement:
   A. Definitions:
      1. Electronic Voting Groups
         a. Computer-assisted or online groups created to manage elections governed by this policy.
         b. The electronic voting groups must meet the following criteria:
            i. Voting is limited to a secure list of eligible faculty
            ii. Faculty members have easy access to the voting portal
            iii. Multiple votes from a single voter are not possible
            iv. Access to voting records is limited and controlled
            v. Vote results are automatically tabulated
         c. At the discretion of the Elections Committee, Election Voting Groups for different offices may be combined to streamline the process. For example, one large group may be created to manage both Faculty Senate Chair-elect and Senator elections where the Chair-elect voting is open to all and Senator elections are limited by dividing voters into appropriate subgroups using selective access features of the system (called “team” access in the Angel LMS).
         d. At the time this policy was written, CSN’s Learning Management System (LMS) met these criteria. So long as the LMS meets these criteria, it should be used for elections.
      2. Faculty List – List of faculty noting department membership supplied by HR. This will serve as the master list of eligible voters.

   B. Voting for Department Chairs
      All procedures for voting for Department Chairs are contained within the Faculty Senate’s policy on Department Chair Selection. The Department Chair Selection Policy shall control in the event any conflict exists between it and this policy.

   C. Voting for Faculty Senators
      1. The apportionment of Senators, criteria for serving as a Senator, terms for Senators and eligibility for voting for Senators are established by the Faculty Senate Bylaws. The Faculty Senate Bylaws shall control in the event any conflict exists between it and this policy.
      2. Process
         a. After making any adjustments of representation according to the apportionment of Senators provide for by the Senate Bylaws, The Faculty Senate Chair will notify the faculty within the division, unit or school that will need to hold Senator elections no later than 01 February. Any CSN faculty or staff member may nominate an eligible faculty member to serve as a Senator. The nominee must confirm willingness to serve in writing to Faculty Senate
Chair and Elections Committee chair by 01 Mar. Nominations must be sent to Faculty Senate Chair and Chair of the Elections Committee no later than 01 March.

b. The Faculty Senate Chair will notify the Office of E-Learning (or appropriate College office) of the need to create online voting groups for Senator elections (to be completed by 3/7). The Elections Committee will be responsible for verifying the eligibility of the members of each voting group exactly match the lists provided by HR (by 3/21).

c. The Election Committee will accept candidate statements for placement in Angel prior to 30 Mar.

d. Electronic voting groups will be available for voting from 4/1-4/14. The ballot will include a “none of the above” option.

e. The candidate receiving the highest number of votes in the election will be elected as Senator for that unit or school.

f. Two members of the Elections Committee (from different departments and schools) will meet on the first weekday following the close of the election to tabulate the votes, at a time and place announced to all eligible voters before the start of the election. The Faculty Senate Chair will announce the results of the election to all eligible voters that day.

g. Some units or schools may have more than one Senator seat up for election at any one time. In such cases, a single electronic voting group and ballot shall be produced including all candidates. Each voter should receive votes equal to the number of open seats, e.g., three seats = three votes. The number of candidates matching the number of open seats receiving the highest number of votes in the election will be elected as Senators for that unit or school. For example, in a unit or school with two open seats, the candidates with the 1st and 2nd highest vote totals will be elected.

h. In an election for a single seat where the voting results in a tie between candidates, a run-off election will be held between the tied candidates. The balloting for this purpose will begin immediately following the tabulation of the initial balloting and run for seven (7) calendar days.

i. In an election for multiple seats where voting for the final seat results in a tie a run-off election will be held between the tied candidates. The balloting for only the final seat will begin immediately following the tabulation of the initial balloting and run for seven (7) calendar days. However, in an election for multiple seats where voting results in a tie but not in a determining position no run-off is needed; all three candidates would be elected. Similarly, if there was a tie between the top two candidates or a tie between the second and third place candidates, no run-off is needed; all three candidates would be elected.

D. Voting for Faculty Senate Chair-Elect

1. The duties of the Chair-Elect, criteria for serving in the position, its term of office and eligibility for voting in the Chair-Elect elections are established by the Faculty Senate Bylaws. The Faculty Senate Bylaws shall control in the event any conflict exists between it and this policy.

2. Process
   a. The Faculty Senate Chair will issue a call for nominations no later than 01 February. Any faculty or staff member may nominate an eligible academic faculty member for Faculty Senate Chair-Elect. The nominee must confirm
willingness to serve in writing to Faculty Senate Chair and Elections Committee chair by 01 Mar. Nominations must be sent to the Faculty Senate Chair and Chair of the Elections Committee no later than 01 March.

b. Candidates will be invited to address the Senate during its March meeting. Candidates will also be invited to send a campaign statement to the Election Committee Chair for placement in the Angel election shell prior to 30 Mar.

c. The Faculty Senate Chair will notify the Office of E-Learning (or appropriate College office) of the need to create online voting groups for Senator elections (to be completed by 3/7). The Elections Committee will be responsible for verifying the eligibility of the members of each voting group exactly match the lists provided by HR (by 3/21).

d. Two members of the Elections Committee (from different departments and schools) will meet on the first weekday following the close of the election to tabulate the votes, at a time and place announced to all eligible voters before the start of the election. The Faculty Senate Chair will announce the results of the election to all eligible voters that day.

e. Electronic voting groups will be available for voting from 4/1-4/14. The ballot will include a “none of the above” option.

f. The candidate receiving the majority of votes in the election will be elected Faculty Senate Chair-Elect. Ballots marked “none of the above” or left blank are not counted as among votes casts for determining a majority.

g. If no person receives a majority of the total number of votes cast in the initial balloting, a run-off election will be held between the two (2) persons receiving the most votes. The balloting for this purpose will begin immediately following the tabulation of the initial balloting and run for seven (7) calendar days. If the result of the initial round of balloting should result in a tie vote for most votes, only those tied candidates are eligible for the second round of balloting. The individual receiving the highest number of votes during the run-off will be elected Faculty Senate Chair-Elect.

E. Contesting An Election

1. Only candidates and eligible voters in an election have standing to contest that election.

2. A candidate or eligible voter wishing to contest election results must do so in writing to the Chair of the Election Committee and the Faculty Senate Chair within five (5) business days of the official announcement of the election results. In his/her petition contesting the election, he candidate must expressly state the grounds on which he/she is contesting the election.

   a. Elections may only be contested on the basis of:

      i. Technical error
      ii. Clerical error in recording or announcing the vote
      iii. Voting by ineligible voters
      iv. Conflict of interest

3. Within five (5) business days of receiving a petition contesting an election, the Chair of the Elections Committee shall call a meeting of the Elections Committee and conduct a public recount of the vote before the Committee. All candidates from the contested election shall be invited to attend or send a representative in their place.

4. If the recount confirms the initial results and candidate bringing the challenge is satisfied, the matter will be deemed closed.

5. If the recount changes the original announced results or the candidate bringing the challenge is unsatisfied, the election’s original winning candidate will have five (5)
business days to send the Chair of the Election Committee and the Faculty Senate Chair a written response to the petition contesting the election. Within five (5) business days the Election Committee shall consider the contest petition and response and make a recommendation for disposition and/or any further action. The Elections Committee may draw upon the resources of OTS and/or Office of E-Learning to investigate any suspected technical problems. Election Officer(s) for contested election may take part in the discussion of the contested election but cannot vote on the Committee’s recommendations. The Committee’s recommendations shall be sent to the Faculty Senate Chair for distribution to the candidates and the Senate. The Faculty Senate will decide the matter by majority vote. The decision of the Senate shall be final.