

In a separate attachment is a list of senators whose seats are coming up for re-election in the spring, as well as a note indicating the senator whom I would ask to conduct the election in each department. (If there is only one senator in a department or if other issues exist, the Nominations and Elections Committee can be asked to conduct the election for a department. In either case, please contact Pierre Titard at ptitard.)

If you have been asked to conduct the election but do not wish to do so, please let me know as soon as possible so that I can ask another senator in your department or contact Pierre and the Nom/Elec Comm.

**THE DEADLINE FOR THE ELECTIONS TO BE HELD IS MARCH 15. ANY SENATOR WISHING TO RUN FOR A SENATE OFFICE MUST EITHER BE A CONTINUING SENATOR OR BE RE-ELECTED BEFORE THE SENATE OFFICER ELECTION ON APRIL 2.**

The FS constitution mentions email elections as an option, but the kinks of that system, including guaranteeing anonymity, have not been worked out. Thus, this is the procedure to follow:

1. The senator conducting the election in the department (or the representative of the Nom/Elec Comm.) calls for nominations to be sent to him/her. The nominations can come from another member of the general faculty of the department, or faculty can self-nominate. The senator sets a deadline for such nominations prior to March 15 (perhaps March 7).
2. The FS constitution defines the general faculty as follows: “The General Faculty shall include all full-time faculty with academic rank of instructor or above who do not have a twelve-month contract and may not claim compensatory time. All full-time permanent faculty of the Library are included in the general faculty with the exception of the Library administrators” (as approved in senate resolution 07-08-03, November 2007). Thus, department heads and administrators at higher levels who have faculty rank in a department are not eligible to run or to vote. The constitution does not exclude temporary instructors from voting. If there are any other questions about which faculty are qualified to run or to vote (e.g., faculty on leave), please contact the senate's parliamentarian, John Yeargain at jyeargain.
3. If the number of nominees equals the number of seats to be filled, then those nominees are automatically elected.
4. If the number of nominees is more than the number of seats, then the senator conducting the election will first offer the candidates an opportunity to explain their reasons for running and goals for serving, etc., either in a faculty department meeting or via email to the full-time faculty.
5. In a department where an election must be held, the senator conducting the election prepares a ballot listing the candidates' names and instructing voters to **vote for as many**

**candidates as there are seats** (e.g., vote for two candidates in a department with two seats up for election). The ballot should also note the deadline for submitting votes (perhaps March 15), allowing adequate time for faculty who are primarily MWF or TT to submit a ballot. The senator places a ballot in each eligible voter's mailbox.

6. The senator places in the departmental office (not the mailroom or other nonsecure area) a ballot box or envelope and a sign-in sheet. When the voter casts his/her vote, he/she must sign that sheet. The number of votes cast must equal the number of signatures.
7. The senator asks the departmental secretary to lock the ballot box/envelope away in a secure location (to which only he/she has the key) each evening and to put it back out the next morning.
8. When the deadline for the ballots to be submitted is reached, the senator, along with another senator not up for re-election or another member of the department, counts the votes.
9. To be elected, a candidate must receive  $50\% + 1$  of the total number of ballots cast (e.g., if 25 ballots were cast, then 13 votes are necessary to elect; if 26 ballots, then 14 votes). If a run-off is necessary for one or more of the seats, then it would be conducted in the same fashion, with the deadline of April 2. If you have questions about how to conduct the run-off, contact Pierre Titard, John Yeargain, or me.
10. Please inform me of the names of the elected senators by April 2.

Many thanks for senators' willingness to help with this function and for faculty members' willingness to serve in the senate!

msh