

## **Election Guidelines**

Procedures for determining faculty governance ballots and conducting elections are as follows:

1. Determine the timeline needed to have election results no later than April 20 as required by the Faculty Bylaws. This timeline should include verification of constituency election results by the Organization Committee (OC) prior to April 20.
2. Determine upcoming vacancies from the list of committees on the Governance Website. The OC may assist in this process if needed.
3. Circulate a call for nominations for upcoming vacant seats and indicate the term of service required of new candidates.
4. Solicit written consent from all candidates except those who self-nominate.
5. Include a line for a write-in nomination for each committee.
6. Verify the term limit for candidates under consideration with no more than two consecutive two-year terms (4 total years) as per the Faculty Bylaws.
7. Indicate a deadline for receiving ballots.
8. Send the ballot to eligible voters as defined in the Faculty Bylaws. Human Resources and the OC will assist with eligibility lists when needed.
9. Tally the valid ballots by the election committee. Retain ballots for the record.
10. Provide election results to the OC in time for verification prior to April 20.
11. Provide election results to the Presiding Officer by May 1.