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The Elections Committee shall devise practical election procedures and supervise and administer all elections involving the Senate. It shall further devise and implement procedures to maximize the constituency's participation in Senate elections.

This standing committee shall ordinarily consist of five (5) members, including at least one faculty member, one student and at least one member of the professional staff.

It shall not have more than one faculty or professional staff member from any one department at any time.

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Last Week of March—Prepare for the senator at-large elections, communicate with IT and Senate Office. These elections are run in April through GothicNet before the May meeting.

April—Departments run elections for department senator, notify Senate office of senator and senator at large by the end of the month.

May Reorganization Meeting—Run elections for officers (president, vice president, and secretary), 3 executive committee members, and standing committee vacancies. This may take up a majority of the meeting time. Coordinate with senate office for committee vacancies.

As Needed During Year—Run elections for vacancies

Senate elections are primarily conducted with electronic voting equipment. Members of the Elections Committee should know how to work this technology. Work with IT and the Senate Office for training.

During the first ten days of May, the Senate shall hold its reorganization meeting and elect from its membership a president, a vice president, and a secretary for terms of two years, with the privilege of serving two consecutive terms. An individual may again be elected to the same office after an absence of one term. If a departmental senator is elected president, the alternate shall become senator and the department shall then elect a new alternate (p. 4, Senate Constitution).

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The Executive Committee shall consist of the president, the vice president, the secretary, and four senators, one of whom shall be a student...Each College of the University must be represented on the Executive Committee (p. 5 Senate Constitution).

The four non-officers shall be elected at the reorganization meeting and shall serve a one-year term with the privilege of re-election. If one of the non-officer members leaves the Executive Committee, that vacancy shall be filled by the person who received the next highest number of votes in the most recent election (p. 5 Senate Constitution).

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For all committee vacancies, coordinate with the Senate Office.

For committee composition, refer to the Senate Constitution pages 6-9.

Standing Committees

- Academic Standards Committee
- Academic Support & Services
- Committee on Instructional Technology
- Curriculum & Instruction Committee
- Elections Committee
- Faculty & Professional Staff
- Graduate Studies

In a recall election, a majority vote of the appropriate constituency shall constitute recall p. 3, Senate Constitution).

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If there is a contested election, the Elections Committee's supervisory role will follow Roberts Rules of Order.

Roberts Rules of Order (pp 444-446) gives the conditions for a contested election.

First, contesting an election should be timely, occurring at the time of the election. An election is contested by raising a point of order.

According to the Rules of Order, an election can be contested AFTER the time of the election when the elected individual is in office under one of the following conditions:

- If the individual member who is elected is unqualified for the office

- If there was a previously valid election

- If the vote of nonmembers or absentees affected the vote (contradicting the principle that voting is limited to eligible members who are physically present)

- If the election is an unanticipated vacancy and no notice is given.

- If a significant number of members are prevented from voting. (Roberts Rules of Order, pp. 445-446)