

BGSU Firelands Governance Document Procedure	Dean and Faculty Organization	Election Procedures
Approved by:	Date Revised 3/6/2020	FC 2121

PURPOSE

Define procedures for electing officers of the Faculty Organization (Faculty Chair, Faculty Secretary, College Council), administrative staff representative, classified staff representative and a representative to Undergraduate Council.

Election of Faculty Senators will be conducted in the same manner, but at a time designated by Faculty Senate.

Special elections will also follow this procedure when necessary to fill an unexpired term or to fill a newly created position.

PROCEDURE

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| Units | 1. Elect one member from each department and one member each from the administrative and classified staff to serve on Elections Committee. |
| Elections Committee | 2. Solicits and accepts nominations from the faculty and staff for a period of no less than 10 days in April and allowing the election to be completed by April 30.

3. Confirms eligibility and willingness to serve for each nominee. (See instruction on Membership for qualifications.)

4. Reviews election slate to ensure that members-at-large includes one nominee from each department.

4a. If criteria are not met, committee shall structure the elections for the at-large members so that one representative is from the department(s) without representation. |
| Faculty Chair | 5. Provides opportunity to add or rescind nominations at a faculty meeting in April before the election. |
| Elections Committee | 6. Prepares, submits and receives secret ballots from all eligible voters.

7. Counts the votes. Candidates receiving the highest number of votes shall be declared elected; however, in a tie, a runoff election between the top candidates will be held. The Faculty Chair shall not vote except in the case of a tie.

8. Announces the results. Publishes the voting results after the positions have been filled. |

REFERENCESBGSU Firelands Governance Document:

Section 3011	College Council. See section on number of voting members.
Academic Charter	Article IV.A. and IV.B.

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Andrew James Kurtz

Approved by:

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