

<b>BGSU Firelands</b> Governance Document Procedure	Dean and Faculty Organization	Committees Election timeline
Approved by:	Date Revised 3/6/2020	<b>FC 2123</b>

**PURPOSE**

Define timelines for electing faculty and staff to serve on University, College and Department committees.

Establish timeline to elect committee chairs.

Elections for the University and College level committees will be conducted by the Election committee. Elections for Department committees will be conducted by Department chair.

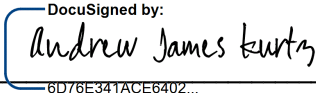
**PROCEDURE**

Election Committee and  
Department Chair

1. Sends out a list of all openings with appropriate timelines to all faculty and staff by March 31st.
2. Solicits and accepts nominations from faculty and staff for all open slots on committees for a period of no less than 10 days in April.
3. Provides an opportunity to rescind nominations before the elections.
4. Prepares, submits and receives secret ballots from all eligible voters before April 24.
5. Announces the results. Publishes a new committee list for the upcoming academic year by April 30.

Committee chairs

6. The outgoing chair of each committee shall call a committee meeting with the newly elected members before the end of spring semester to elect a new chair.

Approved by:  DocuSigned by:  
Andrew James Kurtz  
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