



University Senate
Professional Studies Building, 203A rm. 3; Extension 3459

University Senate Elections Committee Manual

Committee Charge

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.

Membership

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.

Calendar

- 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

Important Information

Voting

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 an election for a vacancy and during the reorganization meeting, the Committee should have a back-up system of paper ballots.

Beginning of Terms

The official year of the Senate, its members, officers and committees, unless otherwise designated, shall commence with the reorganization meeting which will be held during the first ten days of May (p. 3, Senate Constitution).

Department Elections

Department Elections should be in April, by secret ballot and new members will begin in May (p. 3, Senate Constitution).

At Large Elections: Faculty

Eleven at-large senators shall be elected by the faculty from their number. Each academic department shall be entitled to nominate two of its members for the at-large senator positions. The immediate past president of the Senate shall also be a senator-at-large (p. 2, Senate Constitution). These elections should occur in April (p. 3, Senate Constitution).

At Large Elections: Professional Staff

The professional staff shall elect four senators and four alternates from their number. They shall serve two-year terms. These elections should occur in April (p. 3, Senate Constitution).

Alumni

The alumni association shall elect one senator and one alternate from their number. They shall serve two-year terms (p. 3, Senate Constitution).

Student Senators

The election of student senators is conducted by the Student Government Organization.

The students shall elect two categories of senators: class and at-large senators. They shall serve one-year terms.(1) The freshman, sophomore, junior, and senior class presidents shall serve as senators. The vice president/secretary of each class shall serve as alternate.(2) Full-time undergraduate students shall elect four senators-at-large and four alternates from their number. (3) Part-time students shall elect one senator-at-large and one alternate from their number. (4) Graduate students shall elect one senator-at-large and one alternate from their number (p. 3, Senate Constitution).

Officers

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).

Executive Committee

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).

Senate Committees

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
- Planning, Development & Budget
- Student Affairs

For Standing Committees:

- All faculty and professional staff members of standing committees shall be elected for two-year terms.
- Members shall not be elected for more than two consecutive terms.
- No one shall concurrently serve on more than one standing committee.

- A standing committee shall not have more than one faculty or professional staff member from any one department at any time (p. 6, Senate Constitution).

General Education Committees

For the committee composition, refer to the General Education Program: General Education at NJCU.

- General Education Assessment Committee
- General Education Curriculum Committee

Vacancies

At Large, Students, and Alumni

Vacancies for at large, alumni, and students shall be filled by the constituency involved. In the case of senators-at large (faculty, professional staff, and students), the person who received the next highest number of votes in the most recent election will be selected to complete the remaining term. If there are none, then the Senate President shall appoint an appropriate person to complete the unexpired term. This appointment is subject to the approval of the full Senate (p. 3, Senate Constitution).

President

If the vice president succeeds to the position of president, a vacancy shall be declared by the Executive Committee. Nominations for the new vice president shall be submitted at the next full meeting of the Senate. The election shall occur at the following meeting (p. 4, Senate Constitution).

Senate Executive Committee.

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).

Other Officers

The Senate may elect additional officers as its work necessitates. (p. 4, Senate Constitution).

Recall of Senators

Recall of a faculty or professional staff senator shall be initiated by a petition containing the signatures of at least twenty-five per cent of that senator's constituency. Recall of a student senator shall be initiated by a petition containing signatures of at least ten per cent of that senator's constituency. Signatures shall be validated by the Elections Committee.

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

Contested Elections

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)