School of Allied Health

Elections Committee

Policies and Procedures

Updated July 2009

I. Membership

A. The Elections Committee consists of three elected members of the School of Allied Health Faculty.
B. Each member serves a three-year staggered term.
C. Each member has a vote.
D. The member shall not serve two consecutive terms.

II. Selection of the Chairperson

A. The Chairperson shall be an elected member of the committee serving the second year of his/her three-year term.

III. Function of the Chairperson

A. To be a representative to the SAH Steering Committee.
B. To be knowledgeable concerning the SAH Bylaws.
C. To call the Elections Committee meetings when necessary.
D. To submit meeting minutes to Dean's Office for Web site posting, either by e-mailing the document to the Webmaster or storing minutes documents on the SAH file server.
E. To communicate with the SAH Faculty and other SAH committees as necessary.
F. To request a list of SAH Faculty who possess voting eligibility as of September 1. This request must be made after September 1 by contacting the SAH Webmaster.
G. To report the number of faculty on the list to the SAH Steering Committee to determine a quorum for conducting business.
H. To make two reports per year to the SAH Faculty.

IV. Function of the Committee as established by SAH Bylaws

A. To annually conduct elections for open seats of the SAH Faculty standing committees.
B. To conduct special elections as requested by the SAH Steering Committee.
C. To conduct the balloting for any special ballots initiated by the SAH Steering Committee.

V. Procedures of the Committee

A. Nominations

1. Nominations will be sought for the following committees:

   a) Elections Committee
   The members shall not serve two consecutive terms

b) Steering Committee
   Eligible are members who have been full time SAH faculty for the most recent five years
c) Academic Affairs Committee
d) Research Committee
e) Professional Development Committee
f) Diversity Committee
g) Faculty Practice Committee
   It is recommended that the three members be from different departments within the school

2. Before February 1, the Chairperson requests an update on the number of faculty members currently serving on each SAH committee from the respective committee chairpersons.
3. The number of open seats for the committees will be determined by the Chairperson. This number will be calculated for each committee by subtracting the number of members in their first and second years from the committee member total.
4. The Elections Committee shall issue a call for nominations to all necessary committee positions at 8:00 a. m. on February 1. Call for nominations shall be conducted via e-mail with a link to the electronic nomination form. The Chairperson will contact the SAH Webmaster no later than 2 weeks before February 1 to provide information for the electronic nomination form. This is required to allow time for review and testing of the electronic form.
5. Eligible nominees include all SAH faculty members who will be eligible to vote the next year, with the exception of the Steering Committee which requires members who have been full time SAH faculty for the most recent five years.
6. Self-nomination is encouraged.
7. Even representation by SAH departments is encouraged.
8. No nomination shall be accepted after 11:59 p. m. on March 1.
9. The Elections Committee will receive nominations via electronic nomination report requested from the SAH Webmaster. The Chairperson will confirm candidates' eligibility and willingness to serve. Agreement to serve should be received in writing or via e-mail.
10. All committee members shall be elected for a three-year term beginning July 1.

B. Voting Ballot

1. Elections shall be conducted by electronic ballot. Ballots shall be forwarded to members at 8:00 a. m. on April 1. The Chairperson will contact the SAH Webmaster no later than 2 weeks before April 1 to provide information for the electronic ballot.
2. Ballots shall be received by 11:59 p. m. on May 1.
3. The Chairperson shall request a report document, generated by the software used to deliver and count ballots, with the voting results from the SAH Webmaster.
4. A plurality vote shall elect to each position.
5. An election will be deemed valid when the number of valid ballots received is equal to or exceeds one-fourth of the voting members of the SAH Faculty.
6. Approximately one-third of the members shall be elected each year.
7. Members may succeed themselves on committees for one additional term, with the exception of the Elections Committee.
8. Should vacancies occur in a committee, all nominees shall be candidates for these positions; and the candidates with the largest number of votes shall be elected.
9. Should a tie occur, the Steering Committee shall cast the deciding vote, the decision being made by secret ballot.
10. The results of the elections shall be announced to the SAH Faculty through a broadcast e-mail shortly after May 1. A complete roster of the membership of the SAH standing committees shall be

communicated to the SAH Webmaster by June 1 for posting on the SAH Web site. The complete rosters will be available to each member by July 1.

11. The electronic tallies from each call for nominations and each election shall be kept on the SAH file server in the SAH Dean's Office directory for at least three years from the close of voting on May 1. No information which identifies individual voters, matches a voter with their ballot, or tracks their voting actions may be retained.

C. Faculty Voting Eligibility

1. Members of the SAH Faculty are eligible to vote if they occupy a permanent SAH position at 0.5 FTE or greater and have their primary faculty appointment in the SAH. Voting eligibility is not subject to the source of funding for a faculty member's position. Members must also have the title of Professor, Associate Professor, Assistant Professor, or Instructor unmodified or modified by the terms, "clinical" or "research."
2. Each year, the Office of the Dean of the SAH shall compile a list of all qualifying members based on the criteria specified above. This list will be submitted by the Office of the Dean to the Steering Committee Chairperson and the Elections Committee Chairperson shortly after September 1st annually. It will serve as the official list of voting assembly members for all elections for the entire year.

D. Special Considerations

1. If vacancies should arise after the annual elections they shall be filled by appointment by the Steering Committee upon advice of the Elections Committee. The Steering Committee shall determine the term length for newly appointed members that do not follow the normal three-year sequence.