Appendix F

Election Guidelines and Approval Voting

F.1. Approval Voting

All Elections Committee approved nominees are candidates for Senator and Alternate Senator. The number of votes a candidate receives determines the position to which the candidate is elected. **Approval voting** is the voting process used for the Faculty Senate elections so that each voter votes for as many candidates as they want. Each vote is simply a yes vote for that candidate. The candidate with the most votes wins the election. The Senator positions are filled first then the candidates with the next highest votes serve as the Alternate Senator(s). All remaining nominees and number of votes received are next in line for service if the elected Senator and/or Alternate Senator are not able to complete their elected term of office.

F.2. Senate Elections Process

F.2.1. Elections cycle

<table>
<thead>
<tr>
<th>Elections timeline</th>
<th>Example dates</th>
<th>Template Timeline</th>
<th>Process overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Jan</td>
<td>1/15</td>
<td>Create committee; plan 1st mtg</td>
<td>Associate Chair creates Elections Committee and plan preparation period</td>
</tr>
<tr>
<td>Mid-Feb-mid-March</td>
<td>2/16-3/9</td>
<td>Nomination period (Before Spring Break) Senate members decided by end of April to enable adjustment of internal committees/elections nominees</td>
<td>3 week nomination period, not including Spring Break. Schedule 2 All Campus Gatherings to provide information about Senate and garner nominations.</td>
</tr>
<tr>
<td>Week before Spring Break</td>
<td>9-Mar</td>
<td>Nomination due date</td>
<td>End at noon on a weekday</td>
</tr>
<tr>
<td>March 10-18</td>
<td>Spring Break</td>
<td></td>
<td>No actions</td>
</tr>
<tr>
<td>March 17-22</td>
<td>Acceptance of Nominations time period</td>
<td>Five day period for nominees to accept their nomination and HR approval</td>
<td></td>
</tr>
<tr>
<td>Date Range</td>
<td>Event Description</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>March 23-29</td>
<td>5 business day to prepare for voting</td>
<td>Preparation, eligibility tasks, and address issues</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Election committee approval of ballot</td>
<td></td>
</tr>
<tr>
<td>March 30-April 2</td>
<td>Elections Committee meet to prepare for voting</td>
<td>Test web voting system</td>
<td></td>
</tr>
<tr>
<td>1st 2 weeks of April</td>
<td>Voting Period</td>
<td>Two week voting period</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>End voting at 11:59pm of final day</td>
<td></td>
</tr>
<tr>
<td>2-3 wks before May Senate</td>
<td>Vote Tally Meeting by Election Committee</td>
<td>1-2 days after voting</td>
<td></td>
</tr>
<tr>
<td>meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th week of April</td>
<td>Inform candidates</td>
<td>Immediately after election results are certified</td>
<td></td>
</tr>
<tr>
<td>May Senate meeting</td>
<td>Announce-introduce new Senators, Chair, and Associate Chair</td>
<td>Answer questions new Senators may have about committees etc.</td>
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</tbody>
</table>

F.2.2. **Chair-Elect and Associate Chair Positions**

Every other year, in accordance with Faculty Senate Constitution and Bylaws, the Chair-Elect nominees shall come from the Health Affairs units. The nominees shall agree to accept the nomination via the online process.

The nominees for Associate Chair may be affiliated with any of the academic units. The nominees shall agree to accept the nomination via the online process.

Faculty in each academic unit are encouraged to nominate individuals for the position of Chair-Elect of the Faculty and the position of Associate Chair of the Faculty. You may nominate as many persons as you like for either of these offices. The job description for each of the officer positions can be viewed on the Faculty Senate webpage.

If the nominee does not approve their nomination via the online process, the nominee will not be approved by the Elections Committee and placed on the ballot.

F.2.3. **Senator and Alternate Senator Positions**

For vacant Senators and Alternate Senators positions from an academic unit there should be at least twice as many nominees as the number of positions to be filled per academic unit.
All Elections Committee approved nominees are candidates for Senator and Alternate Senator. Each nominee must agree to accept the nomination via the online process. If they do not, a nominee’s name will not appear on the ballot.

The roles and responsibilities descriptions for Senators and Alternates can be reviewed on the Faculty Senate webpage.

**F.2.4. Voting Process**

The Senate will conduct the voting process electronically. All faculty members should be assured that privacy and confidentiality have been addressed by implementation of procedures that allow tracking of an individual’s voting to assure that no one is able to vote more than one time. A voter has to log-in with their Blazer ID and password. Voting remains anonymous as the website only tracks if a faculty person voted, it doesn’t track who voted for whom.

[https://uabweb.ad.uab.edu/senate/Pages/FacultySenateVoting.aspx](https://uabweb.ad.uab.edu/senate/Pages/FacultySenateVoting.aspx)

For assistance with the nomination process, please contact the Faculty Senate Associate Chair.

**F.3. Files to be maintained – I drive official files for Senate**

1. Terms Expiring and Eligibility Table
2. Official roster of candidates (list of approved nomination and approved by Elections Committee as eligible)
3. Senator and alternate senator notification letters
4. Officer notification letters
5. Tally records – ballot counting results
6. Results reports: by unit for each nominee/# votes [used to fill vacancies]; response rates by unit and total including rates for officer voting

**Last updated** : February 2018