

Arts & Sciences Senate Elections Procedures  
December 20, 2021  
Revised:  
March 11, 2022

Under section section *B. Elections of the Arts & Sciences Senate By-laws* (see link here: <https://www.stonybrook.edu/commcms/senatecas/records/key-senate-documents/bylaws.php#view-B>), elections will take place in keeping with parliamentary authority and procedures outlined within the respective section of the bylaws stated above, and the *Arts & Science Senate Constitution* (see link here: <https://www.stonybrook.edu/commcms/senatecas/records/key-senate-documents/constitution.php>). When in conflict, or in the event that a change to the structure(s) to the affiliate bodies occurs between revisions to both the *Constitution* and the *By-laws, Roberts' Rules of Order, Newly Revised*, or other subsequent edition, shall be reviewed and a determination made by the A&S Secretary in consultation with the A&S Senate Executive Committee.

The relevant section *B. Elections* have been excerpted for reference in the proceeding section below:

***B. Elections***

*1. Election of at-large Senate academic members shall be held in April for the coming academic year, together with election of faculty representatives to the Arts and Sciences Senate Standing Committees. At-large Senators shall be elected proportionate to constituency representation. The election will be organized by the Arts and Sciences Senate Executive Committee, which shall secure candidates from the appropriate Senate constituencies, as described in the Constitution of the Arts and Sciences Senate.*

*All procedures and deadlines for nominations and elections must be circulated to all constituent faculty members no later than two weeks before, and no earlier than four weeks before the close of the nominating period.*

*2. Nominations for At-Large Academic Senator or faculty representative to the Arts and Sciences Senate may also be made by petition of 10 academic faculty from at least three departments. Petitions should be presented to the Executive Committee of the Senate, through the Secretary. All nominees by petition must appear on the ballot if eligible to serve.*

*3. Election and replacement of all professional employee representatives to the Arts and Sciences Senate, its Standing Committees, and those of the University Senate, will be conducted by the Committee on Appointments and Elections of the Professional Employees Governing Board, using procedures fixed there for that purpose.*

*4. Arts and Sciences Senate officers will be elected by vote of Arts and Sciences Senate members only. The at-large faculty representative to the Executive Committee will be elected by*

*vote of the faculty members of the Arts and Sciences Senate from among the current faculty membership.*

*4.B. Voting will be by confidential ballot in April of each year for officers whose terms expire prior to the start of the following academic year.*

*5. The Arts and Sciences Senate Executive Committee shall present a slate of officers to the Arts and Sciences Senate at the penultimate regularly scheduled Senate meeting of the Spring semester. Thereafter there shall be a ten-day period during which additional nominations of officers, submitted with the signatures of ten Arts and Sciences Senate members in support of each nomination, may be directed to the Executive Committee, through the Senate Secretary, for addition to the ballot. All nominees by petition must appear on the ballot if eligible to serve. Within ten days of the end of the nominations period, a ballot will be sent to all Arts and Sciences Senate members for election of officers.*

*6. The President elect will serve a one-year term as Vice –President followed by a one-year term as President. The President will serve a one-year term followed by a one-year term as Past President. The Secretary will serve a two-year term.*

*7. Those elected to at-large membership in the Arts and Sciences Senate, and to its Standing Committees, will serve three-year terms, except for the untenured member [PTC-J] and the tenured Associate member [PTC-S] of the Promotion and Tenure Committees, who shall serve a one-year term. Terms will be staggered so that no more than one third of at-large senators from each Constituency defined in A.2 shall be subject to election at one time, and not all representatives from an area on a Standing Committee shall be elected at one time. In the event that circumstances result in a standing committee having two vacancies from the same Constituency, a single election will be held to fill both. The candidate receiving the largest number of votes will be elected to a three-year term, the candidate with the next largest number of votes to a two-year term.*

*8. The terms of all officers and elected committee members shall begin at the start of the academic year following their election.*

*9. Elected officers serve at the Arts and Sciences Senate's pleasure. The Arts and Sciences Senate may remove an officer by two-thirds vote of Arts and Sciences Senators present and voting, at a meeting of the Arts and Science Senate, provided that notice of such consideration is put on the agenda and distributed one week in advance of the meeting.*

*10. Should an elected officer be unable to serve for any reason, a replacement shall be elected at the next Arts and Sciences Senate meeting by a majority of those present and voting, provided that notice of such election is put on the agenda and distributed one week in advance of the meeting. The person elected will serve until the next regularly scheduled general election, at which time an election will be held to fill any remaining unexpired term of the originally elected officer, according to the procedures described in B.5 above.*

11. *Between elections, any vacancy of a representative to an Arts and Science Senate Standing Committee shall be filled by appointment of the Arts and Science Senate President in consultation with the Arts and Sciences Executive Committee. Any such appointment shall run until the next regularly scheduled election, at which time an election will be held to fill any remaining unexpired term of the originally elected Committee member, according to the procedures described in B.1 above.*

## **Nominations & Standing Procedures**

*\*Special Note: As per the resolution presented to the body, and accepted at the September 13, 2021 meeting of the Arts & Science Senate, all serving member of Standing Committees will automatically be nominated by the A&S Senate President, and their names added to the ballot unless they notify the A&S Secretary in writing of their wish to not be nominated.*

Nominations and balloting shall follow the following procedures:

1. Secretary(s) of the A&S Senate in conjunction with the Administrative Assistant to the Senate, shall develop and distribute a call for nominations ahead of the prescribed period based on the standing list of positions.
2. A nominations call and form shall be developed including but not limited to that information needed to carry out the elections process.
  - a. The call shall request the name, academic rank, academic department, contact information, employee information, corresponding category of representation and nominations/self-nominations notice has been made.
3. Nominations announcement will be sent out to the campus community.
  - a. The responses will be checked against anticipated or current openings on Standing Committees and the relevant sections of the By-Laws.
  - b. Nominations will be confirmed for all nominees, and the list updated based on responses received.
4. Ballot is developed, and distributed via the appropriate channels and systems.
5. Ballots will be received by a set date.
6. Ballots are counted and tabulated.
7. Elected members are notified and their willingness to serve is confirmed; in the event that multiple nominations were received, and the elected member is unable to serve, the next member receiving the next highest number of votes is declared the winner, and will be notified.
8. Final Results are posted once tabulation and confirmation is completed.
9. Standing Committee chairs are notified of the newly elected committee members' names.
10. Standing Committee chairs contact the new members; in the event that a committee chair is vacated the Secretary will coordinate convening the committee and contacting the newly elected members prior to the academic years' commencement.