ELECTION RULES AND PROCEDURES

For Elections of:
- Academic Senate
- Senate Officers
- Academic Senate Standing Committee Members
- Senate Parliamentarian
- Statewide Academic Senators

I. PREPARATION OF ELECTION BALLOTS

A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election Announcement to all eligible faculty (as defined by the Constitution and Bylaws).

1. The Election Announcement shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate, Academic Senate Standing Committees, and some university committees.

2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the Academic Senate and Academic Senate Standing Committees.

3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.

4. Faculty members are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.

B. NEAC shall use the responses to prepare a sample ballot.

1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).

2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC.
3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative, the request for such a change must be submitted to NEAC.

4. If the request for a name deletion or a move between unit and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified of the vacancy.

II. GENERAL PROCEDURES FOR ELECTIONS

A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will be held annually in the Spring, except in the case of Statewide Academic Senator elections, which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the Spring semester.

1. The date of election shall be the date the poll closes.
2. Polls shall be open for one week unless otherwise stated.

B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and abstentions shall be allowed.

C. Election shall be by plurality of votes cast.

1. NEAC shall certify the election results.
2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.

D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.

E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result.

1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the challenge.
2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate.

   1. The recall may be initiated by any eligible faculty member.
   2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee.
   3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election.
   4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
   5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS

A. Election and balloting for Senate seats shall be by academic unit.

   1. The Senate shall be representative of the full-time faculty.
   2. The number of Senators from each academic unit shall be determined by NEAC each Spring, prior to Spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
   3. Based on the response to the election announcement, NEAC shall conduct an election in accordance with these Rules.
   4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the academic unit (e.g., if an academic unit may elect six representatives, the ballot will read "Vote for up to six persons").
   5. Any business that must be addressed before the academic year ends will be conducted by the extant Academic Senate and Executive Committee.

B. NEAC shall be responsible for filling vacancies on the Academic Senate.

   1. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as “Vacant.” Vacant seats shall be filled by implementing the previous rule.
   2. When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call for a volunteer replacement to serve during the vacancy.
IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS

A. Nominees for Senate Chair, Vice Chair and Secretary of the Senate must be either a current voting member of the Senate or eligible faculty who have served as a Senator or in any capacity on a Senate Standing Committee for two of the past five years. Nominees for Chair, Vice Chair and Secretary must be tenured at the time of nomination.

B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and temporary) faculty.

1. The Call will request that nominations for the Secretary, Vice Chair and Chair of the Senate be sent to the Senate Office. (In the case of Vice Chair and Chair, placement on the Call is dependent on end dates of two-year, staggered terms.)
2. The Call will request that faculty obtain permission of nominees prior to submitting their names.

C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make additional nominations or may request that their name be removed from the ballot.

D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and Senators will have one week to vote.

E. Senate Officers will be announced at the penultimate Senate meeting of the Spring semester.

F. In the event that the Chair becomes unable to serve, the Vice Chair shall assume the position of Chair.

G. In the event that the Vice Chair becomes unable to serve, NEAC shall conduct an election for Vice Chair.

V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES

A. Standing Committee membership is of two types: academic unit representatives and at-large representatives.

B. The members of the various committees serve staggered two-year terms.

C. Specific academic unit representatives shall be elected by eligible faculty within that unit. At-large representatives shall be elected by all eligible faculty.
D. Elections for Promotion and Tenure Committee (PTC)

1. Only tenured full professors may serve on the PTC.
2. Elections for PTC seats must be contested (at least two candidates per seat).
3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election once a minimum of two candidates per seat is secured. This special election does not require a sample ballot.

E. A person may be elected to serve on no more than two committees.

F. No person shall be elected chair of more than one standing committee.

G. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year from among the members of the committee who are ranked at associate level or above.

1. Each current committee chair shall notify the Academic Senate Office of their committee’s newly elected chair.
2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate Officers will constitute part of the Executive Committee for the following academic year.

H. The terms of those standing committee members whose terms are expiring shall end on the last day of the Spring semester; however, they may be called upon to respond to urgent matters during the summer following their term’s expiration.

1. Any business that must be addressed before the academic year ends will be conducted by the extant standing committees.
2. Newly elected members’ terms begin with the start of the fall semester; however, they may be called upon to respond to urgent matters during the summer prior to their term’s commencement.

I. Vacancies

1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member’s resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member’s absence.
a. NEAC will review the volunteers and make recommendations for Senate confirmation.
b. PTC vacancies may not be filled through NEAC’s recommendation process. These seats may only be filled by an election, in accordance with item V.C. above.

2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as “Vacant”. Vacant seats shall be filled by implementing the previous rule, with the exception of PTC vacancies. These may only be filled by an election, in accordance with item V.C. above.

VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN

A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the Spring election results.

B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select the Parliamentarian by the last EC meeting of the academic year.

C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees and the EC takes action. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.

VII. PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic Senate) who serve staggered three-year terms.

B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator whose term is expiring.

C. The statewide academic senator shall be elected during NEAC’s annual spring Senate election process.

1. Election and balloting for statewide academic senators shall be by all eligible faculty.

2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.