

<b>BGSU Firelands</b> Governance Document Procedure	Dean and Faculty Organization	Election Procedures
Approved by:	Date Revised 12/7/07	<b>FC 2121</b>

**PURPOSE**

Define procedures for electing officers of the Faculty Organization (Faculty Chair, Faculty Secretary, College Council) and a representative to Undergraduate Council.

Election of Faculty Senators will be conducted in the same manner, but at a time designated by Faculty Senate.

Special elections will also follow this procedure when necessary to fill an unexpired term or to fill a newly created position.

**PROCEDURE**

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| Departments         | 1. Elect one member from each department to serve on Elections Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Elections Committee | 2. Solicits and accepts nominations from the faculty for a period of no less than 10 days in April and allowing the election to be completed by April 30.<br><br>3. Confirms eligibility and willingness to serve for each nominee. (See instruction on Membership for qualifications.)<br><br>4. Reviews election slate to ensure that members-at-large includes one nominee from each department.<br><br>4a. If criteria are not met, committee shall structure the elections for the at-large members so that one representative is from the department(s) without representation. |
| Faculty Chair       | 5. Provides opportunity to add or rescind nominations at a faculty meeting in April before the election.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Elections Committee | 6. Prepares, submits and receives secret ballots from all eligible voters.<br><br>7. Counts the votes. Candidates receiving the highest number of votes shall be declared elected; however, in a tie, a runoff election between the top candidates will be held. The Faculty Chair shall not vote except in the case of a tie.<br><br>8. Announces the results. Publishes the voting results after the positions have been filled.                                                                                                                                                    |

**REFERENCES**

BGSU Firelands Governance Document:  
Section 3011 College Council. See section on number of voting members.  
Academic Charter Article IV.A. and IV.B.