

# Senate Elections Committee Bylaws

Adopted 11/11/2020

## Purpose of the Committee

- Organize and hold free and fair elections to fill vacant seats on the CSU Faculty Senate.
- Maintain accurate records of the Senate Roster and each Senator's term, and take action to correct errors in term rotation if they arise.
- Support the Senate Executive Council in matters pertaining to elections and Senate membership.

## Faculty Senate Terms Defined

As outlined in the Faculty Handbook (pending Faculty Senate Bylaws), Faculty Senators are elected for three-year terms. Senators may not serve consecutive terms; however, if the Senator fills a mid-term vacated seat, they may run for re-election at the conclusion of their initial partial term. Senators completing a full term may serve again after one year.

In the process of filling vacant Senate seats, election results yield the new Senator(s) as well as the Alternate Senator. The Alternate Senator will be elected as the candidate with the next highest vote total who was not elected to a vacant Senate seat (e.g., if two Senate seats need to be filled, the recipient of the third highest vote count will become Alternate). The Alternate Senator serves a one-year renewable term, dependent upon subsequent election results.

## Member Composition

The Senate Elections Committee should be composed of the following members:

- One representative from among currently serving Faculty Senators from each academic college: COA, COEHP, COLS, TCOB.
  - Members will serve one-year renewable terms. Each member may express their intent to renew their term in the Spring semester, and may do so for the entirety of their 3-year Senate term assuming they remain in good standing and fulfill member duties.
- An ad-hoc representative from among currently serving Faculty Senators from the Library to serve during the years in which an election for a Library Senator is required.

In the event of vacancies on the Committee, selections are made through the standard nominating procedures of the Faculty Senate.

## Committee Officers

At the start of each Academic Year, the Senate Elections Committee will elect by majority vote within the Committee a Chair to serve a one-year renewable term.

## Member Engagement

The Senate Elections Committee may conduct business electronically, in person, or by other means. The primary role of each member is to facilitate the elections within their College (or the Library).

## Meeting Calendar

The Senate Elections Committee shall aim to meet a minimum of two times per academic year. Additional meetings may be called at the discretion of the Chair to consider urgent items raised in the Faculty Senate or brought to the attention of the Faculty Senate Executive Committee: namely, when vacant Senate seats require snap elections. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.

## Meeting Content and Procedure

Fall Term: Elect the Chair, and address other items designated by the Faculty Senate (i.e., snap elections).

Spring Term: Organize and hold Senate elections, and ascertain which members wish to renew their term.

At the discretion of the Chair, a third meeting will be held to discuss the contents of the Annual Report.

In instances where the committee is addressing a specific charge of the Faculty Senate, they may determine the specific content and frequency of meetings necessary to effectively respond to the given charge.

## Meeting Visitors

Committee meetings are closed to visitors to uphold the confidentiality of voting records. Every effort will be made to maintain transparency through regular updates at Faculty Senate meetings.

## Revision to the Bylaws

All revisions to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be vetted by the Committee and Senate prior to a vote.

## Committees and Policy Review Process / Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies ([Link](#)), and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation ([Link](#)), each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

## Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

## Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

## Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

## Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

## Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines follow the Procedure for Faculty Senate Policy Review.

## Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

## Reporting

### Composition of Written Supplements - Presentation and Non-Presentation

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

### Mandatory Committee Chair Attendance for Report

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

### Timeline for Submitting Committee Reports Prior to Senate Meeting

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.