Appendix 1
MU Faculty Council on University Policy
Ad Hoc Committee on Faculty Council Election Procedures

Proposed Changes in Rule 5. Elections

Draft for Discussion by Faculty Council on 3-10-05

5. Nominations and Elections for Officers of Faculty Council

The nomination process and the elections for officers are governed by the principles of (a) fairness, so that all eligible members have the same opportunity to be considered; (b) anonymity of nominators in early stages of the process; (c) confidentiality of prospective nominees who elect not to run for office; and (d) transparency of procedures at every stage of the process.

General Calendar of Events

Nomination Form #2. To Council members by April 1. Returned to Council office by April 10.
The Slate. Reported to Council by Nominating Committee at the last April meeting.
Nominees’ Statements. From nominees to Council office before the last April meeting.
Slate and Nominees’ Statements. From Nominating Committee to voting members one week before the first May meeting.
Planned Absence from the Elections Meeting. Declared one week before the meeting.
The Elections Meeting. First May meeting of Faculty Council.

Procedures for Nominations and Elections

Appointment of Nominating Committee. In January of each year, the Executive Committee shall appoint a Nominating Committee of three members who are completing a three-year term on Council and will not be members of Council during the next academic year. The Chair of Faculty Council is not eligible to serve on the Nominating Committee. The Chair of Faculty Council will appoint one member of the Nominating Committee to serve as Chair of the Nominating Committee. The Chair of Faculty Council will announce the membership of the Nominating Committee at the first February meeting of the Faculty Council.

Nomination Form #1. By March 1, the Nominating Committee shall send Nomination Form #1 to returning members of Council, asking for nominations (including self-nominations) for these offices for the next academic year: Chair, Vice-Chair, Editor of the Faculty Handbook and Council Website, Intercampus Faculty Council representative, Recorder, Observer to the Board of Curators Meetings, and Chairs of the five standing
committees: Academic Affairs, Faculty Affairs, Student Affairs, Fiscal Affairs, and Special Projects. The call for service shall include a brief description of each office, prepared by the Executive Committee in early fall of the preceding year and approved by Council prior to January 1. A list of returning Council members and their terms of office will be included. (The names of members whose terms expire at the end of the current academic year will be omitted.) Members of Council shall return Nomination Form #1 to the Faculty Council office within 2 weeks.

Nomination Form #2. Using the nomination forms returned by members, the Nominating Committee will prepare Nomination Form #2. Each office will be listed, and every person who has been nominated for that office will be listed. Every nominee for each office will sign one of two signature lines for that office: (a) I accept the nomination and (b) I decline the nomination.

Nomination Form #2 will also include an invitation for additional nominations (including self-nominations) of (a) returning FC members and (b) newly elected representatives to Faculty Council who have served at least one year on Council previously. All newly elected representatives who are so qualified will be informed by the Nominating Committee. Their eligibility for service as officers will be stated on Nomination Form #2.

Members will return Nomination Form #2 to the Faculty Council office by the date designated.

Preparing the Slate. Using the Nomination Forms returned by members, the Nominating Committee will prepare the slate. The Nominating Committee is responsible for ensuring that there is at least one nominee for every office, but having two nominees per office is the goal. If a given office does not have enough nominees, the Nominating Committee will contact eligible persons to solicit volunteers. Those who agree to be nominated will be asked to sign Nomination Form #2. The Nominating Committee will prepare the slate (listing the offices in the order stated above in the section Nomination Form #1). The Nominations Committee will present the slate as a report at the last April meeting of Faculty Council. Once the report on the final slate is received by Faculty Council, no changes can be made to the slate.

Nominees’ Statements. The Nominating Committee will ask all nominees to prepare a written statement of 100 words or less explaining their interest in the position and reviewing prior relevant experience. Nominees will submit their statements to the Faculty Council office before the last April meeting of Faculty Council. The Nominating Committee will prepare a document including the statements of all nominees for each office.

Slate and Nominees’ Statements to Council members. The Executive Committee will set a date, at least one week before the first May meeting of Faculty Council (the “elections meeting”), by which the Nominating Committee will send the slate and the nominees’ statements to all voting members of Council.
**Planned Absence from the Elections Meeting.** Nomination Form #2 will specify a date (one week before the elections meeting) by which members who plan to be absent are to inform the Faculty Council office that they will either (a) send a proxy to vote per their Division's bylaws or (b) vote in person at the Faculty Council office earlier in the week of the elections meeting. Members who vote in person at the Faculty Council office will sign their names across the seal of the envelope in which the ballot is placed. The Council secretary will record the names of all members who either (a) plan to send a proxy or (b) cast their ballots in the Faculty Council office. The Council secretary will bring all sealed ballots to the elections meeting.

**The Election.** At the first May meeting of Faculty Council, elections will take place in a closed session. The Chair of the Nominating Committee will call for a vote on each office in the order listed on the slate. Nominations may be made from the floor if the person to be nominated is present, accepts the nomination, and signs Nomination Form #2. Nominees who were not elected to an office on an earlier ballot can be nominated for other offices.

All persons nominated from the floor will have the opportunity to make a brief speech about their interest in the office and their relevant experience. Nominees who submitted written statements about their candidacy will not make speeches. The Chair of the Nominating Committee will call for the members’ questions of candidates based on their written statements. The Chair of the Nominating Committee will establish the parameters for members’ discussion of the candidates when they leave the room for the vote.

The vote for each office will be cast by secret paper ballot, unless there is a call for suspension of the rules to allow for a voice vote. The Chair of Faculty Council will manage all voice votes and announce those results. The nominee who receives a majority of the votes will be elected. The potential for numerous paper ballots for each office will be obviated by this rule: If there are more than two nominees on the first ballot for any office, but no one gets a majority, only the two nominees with the most votes will be on the second ballot.

The paper ballots for each office, including any ballots cast earlier at the Faculty Council office, will be counted at the meeting by the Faculty Council secretary and a panel of three non-voting members of the Faculty Council appointed by the Chair of Faculty Council.

The panel will inform the Chair of Faculty Council of the results of each ballot for each office, and the Chair will announce the results to Council.

**Commencement of Service.** The new officers will begin their terms of service at the first August meeting of Faculty Council.

N.B. This draft does not include the topics now mentioned in Rule 5., Section C., pertaining to appointment of persons to standing committees of the faculty. I suggest that this information be included in a separate rule. E. J. Porter