



WESTERN MICHIGAN UNIVERSITY

Faculty Senate

Council and Committee Officer Elections

Purpose: In order to facilitate timely and fair elections, the Faculty Senate adopts the following practice for annual elections of council and committee officers.

Goals:

1. facilitate equitable and neutral elections so that all eligible members have an opportunity to run for office
2. develop future leaders and a succession plan for council/committee leadership
3. ensure leadership positions are not “passed between” a small group of individuals on the council/committee

Mid-end April (annually): The designated liaison will determine if the current leadership is eligible for re-election.

According to Article VI, Section 8, of the Faculty Senate bylaws: *council chairpersons may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, the person relinquishing the chair may not be elected again as chair of the council for an interval of two years*

The designated liaison will survey the sitting leadership to determine interest in running for another term.

May 1 (annually): New council/committee members begin term.

September (annually): Once the newly elected council/committee members are in attendance. The designated liaison shall conduct the elections. Those interested in running for election shall be nominated from the floor. Those running shall offer verbal consent at the meeting to run for office. Nominees not present, during the elections, are not eligible to be elected at that meeting but should be considered at the next meeting they are present.

- Council chairpersons are elected from the board-appointed faculty in the body of council/committee members.
- Council Vice Chairpersons, Secretaries, are elected from the members of the council/committee and may be board-appointed faculty, or professional staff, or academic administrators.
- Recording secretaries (administrative support personnel) may be assigned to take meeting minutes in place of the elected secretary.
- **Note:** Representatives of the Provost or other University Executive Officials are not eligible to hold the leadership roles of a council/committee.

Elections shall be conducted in the following order:

- Chairperson
- Vice chairperson
- Secretary

The liaison will be available to answer questions regarding the positions, including but not limited to time commitment, responsibilities, collaboration, and meeting attendance. The elections are conducted one office at a time. If a member does not get elected chairperson, the member may then be nominated from the floor to run for vice chairperson or secretary.

- If only one candidate runs for an office, a motion/second to elect the officer may be made.
- If multiple candidates emerge for an office, the vote shall be conducted by secret ballot. All eligible members may cast a vote, including the candidates and the incumbent.

If elections are conducted at an in-person meeting, once all elections are conducted the ballots are collected and certified by the designated liaison and the council/committee secretary. If elections are conducted at a virtual meeting, all votes will be cast through private chat messages to the liaison running the elections. The liaison will count the ballots, certified them as accurate and announce the results. After the meeting, the secretary will verify the outcomes of the election.