KENTUCKY STATE UNIVERSITY
FACULTY SENATE
ACTION TRACKING DOCUMENT

EFFECTIVE DATE: 2-25-13

Code: PCC 12-13-03

Origin: □ Academic Policies Committee
□ Budget and Academic Support Committee
□ Curriculum Committee
□ Executive Committee
x□x Professional Concerns Committee
□ Senate Resolution
□ Other (specify)

Date Introduced: 2/25/13
Date Last Revised:

Description:

Key Words: Faculty Election Procedures, Elections.

I. Committee Approval: ☐ Date: 2/25/13

Chairperson: [Signature] Date 2/25/13

II. Senate Action: ☑ Approved □ Disapproved □ Returned

Senate President: [Signature] Date 3/4/13

III. Provost/Vice President Academic Affairs: □ Approved □ Disapproved □ Returned

Provost/VPAA Signature: [Signature] Date 3/4/13

On approval, please forward the original to the President and send the attached notification to the Faculty Senate Office

IV. President: ☑ Approved : □ Disapproved : □ Returned

President: [Signature] Date: 3-26-13

Distribution:
□ President
□ Vice President for Academic Affairs
□ Registrar
□ Faculty Senate President for Distribution to:
□ Committee Chair
□ Senate Office Records
□ Faculty Handbook
□ Other: ______________________
Rationale: PCC proposes the current changes to the Faculty Handbook to create procedures for electronic voting in faculty elections.

1.7.1.3 Faculty Senate Operational Structure

Membership, elections, officers, committee structure, and other operational rules of the Faculty Senate appear in the *Faculty Senate Constitution* in Appendix A of this *Handbook*.

1.7.1.4 Faculty Election Procedures

a. Eligibility Criteria

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d. Elections

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6. Reconciling the number of used and unused ballots with the total number printed.

All University-wide and College-wide elections shall be conducted in the Office of the Registrar between the hours of 8:00 A.M. and 4:30 P.M. no sooner than five working days after the meeting at which nominations were made. All elections shall be held online after 8:00 am on opening day, though all voting will end at 4:30pm on the second day, with eligible voters voting via secure electronic survey established by the Elections Committee.

The Provost/Vice President of Academic Affairs shall be responsible for preparing a list of eligible voters for each University-wide and College-wide election and, at least two days prior to the first day of voting, shall provide a copy to the Registrar, and to the Faculty Senate President. The latter shall give the copy to the Standing Elections Committee who shall certify its accuracy and contact the Registrar attesting its accuracy. In the event that the list is considered inaccurate, the Faculty Senate President shall contact the Provost/Vice President of Academic Affairs to resolve the matter. The Faculty Senate President shall immediately apprise the Standing Elections Committee of the resolution. The Standing Elections Committee shall then generate the survey that shall be used by all eligible faculty members.

Voters shall be required to present photo-bearing identification to the staff member in the Office of the Registrar handling the voting procedure. The Office of the Registrar will maintain the unmarked ballots in a secure location and will release the ballot to qualified voters after they have signed the voting register list. The voter shall write his or her signature beside his or her printed name in the presence of the above-noted staff member. Each voter shall be provided a
"private" area within the Office of the Registrar to mark the ballot. A secure ballot box shall be available into which the voter shall deposit the ballot.

Vote tabulation shall begin at 4:30 P.M. on the last day of voting. Prior to tabulation, the Registrar shall pick up any absentee ballots from the mail room. Tabulation shall be done by the Registrar and an assistant designated by the Registrar. Tabulation shall be verified by at least two members of the Standing Elections Committee. All results shall be printed and stored in a locked file in the Faculty Senate office for six months.

The results of the election, showing the number of votes received by each candidate, shall be distributed to all eligible voters, the University President, and the Provost/Vice President for Academic Affairs within three working days after the close of the election. This distribution shall be the responsibility of the Faculty Senate President for University-wide elections and the Dean of the appropriate College for College-wide elections.

e. Absentee Ballots

Absentee ballots shall be available, upon request, to any eligible voter unable to participate in the election because of absence due to annual, medical, or official leave during the election period. This privilege shall be extended to those on sabbatical leave or leave of absence who can be notified. A request for an absentee ballot and a copy of the approved leave request must be sent to the President of the Faculty Senate for University-wide elections or to the Dean for college-wide elections. The President of the Faculty Senate or the Dean of the College will notify the Registrar of the persons who are eligible to vote by absentee ballot. Ballots will be mailed by the Office of the Registrar to all eligible persons who have requested them as soon as that office receives the names of nominees and prepares the ballots. Ballots must be returned by 4:30 P.M. on the second day of the election. The absentee voter assumes all responsibility for returning the ballot to the Registrar.

Absentee ballots must be returned to the Office of the Registrar by university email in the double-envelopes which will have been provided with the ballot as per the designated timeframe. The marked ballot shall be placed in a sealed inner envelope which shall bear no identifying marks. This sealed envelope shall then be placed in a second envelope addressed to the Office of the Registrar, and shall bear the signature and return address of the absentee voter. To be counted, an absentee ballot, following the above procedures, must be received before 4:30 P.M. on the second day of voting. The Registrar will count the number of absentee ballots and record this number so the total votes cast will include the absentee votes.

f. Recount of Ballot