

Appendix F

Election Guidelines and Approval Voting

F.1. Approval Voting

All Elections Committee approved nominees are candidates for Senator and Alternate Senator. The number of votes a candidate receives determines the position to which the candidate is elected.

Approval voting is the voting process used for the Faculty Senate elections so that each voter votes for as many candidates as they want. Each vote is simply a yes vote for that candidate. The candidate with the most votes wins the election. The Senator positions are filled first then the candidates with the next highest votes serve as the Alternate Senator (s). All remaining nominees and number of votes received are next in line for service if the elected Senator and/or Alternate Senator are not able to complete their elected term of office.

F.2. Senate Elections Process

F.2.1. Elections cycle

Elections timeline	Task	Process overview
1st Monday of December	Get a current count of the number of faculty in each college, school, and libraries from HR; Review if adjustment of # of senators and alternates needs to occur. Information needs to be reported to FSEC within 1 month.	Performed by Associate Chair; Occurs every 3 rd December preceding election years (Election years 2022, 2025, 2028...)
Early/Mid-December	Create committee; plan 1st mtg for mid-January	Associate Chair creates Elections Committee and plans preparation period; drafts timeline
Mid-January	Planning Meeting of the Elections Committee	Election Committee plans process
Late-January	Preparation & testing of Nominations webpage	Senate Office Associate prepares nomination web page together with UAB IT; committee members review and test

Beginning in February, minimum of three weeks nomination period, ending prior to UAB's official Spring Break	Nomination period	Send out call for nominations Schedule 2 all campus gatherings to provide information about Senate and garner nominations
Late February or early March	Last day of nominations	End on a non-Friday weekday, for Senate Office Associate to assist faculty if needed
	Nominees accept or reject	Five business day period for nominees to accept or reject their nomination
Early March (at completion of acceptance/rejection period)	Preparation for voting	Eligibility tasks, including Associate Chair to ask HR to review all candidates and address issues and communicate to ineligible nominees
Mid-March,	Elections Committee meets to prepare for voting	Election committee approval of ballot & test web voting system
Mid to Late March; ends no later than the first Thursday in April	Voting Period	After voting prep meeting, two week voting period End on a non-Friday weekday, for Senate Office Associate to assist faculty if needed
Before graduation	Process of filling unfilled seats	Associate Chair requests appropriate committee in schools, colleges, and libraries without full representation to identify individuals who may represent unfilled seats
By second Friday in April	Vote Tally Meeting by Election Committee	Certify election results
Third week in April	Inform candidates	Immediately after election results are certified
Third week in April	Inform schools, colleges, and libraries	After informing candidates

May Senate meeting	Announce & introduce new Senators, Chair, and Associate Chair	Newly elected Senators invited to May Senate meeting; begin onboarding process
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F.2.2. Chair-Elect and Associate Chair Positions

Every other year, in accordance with Faculty Senate Constitution and Bylaws, the Chair-Elect nominees shall come from health-related units. The nominees shall agree to accept the nomination via the online process.

The nominees for Associate Chair may be affiliated with any of the college, school, and libraries. The nominees shall agree to accept the nomination via the online process.

Faculty in each college, school, and libraries are encouraged to nominate individuals for the position of Chair-Elect of the Faculty and the position of Associate Chair of the Faculty. You may nominate as many persons as you like for either of these offices. The job description for each of the officer positions can be viewed on the Faculty Senate webpage.

If the nominee does not approve their nomination via the online process, the nominee will not be approved by the Elections Committee and not placed on the ballot.

F.2.3. Senator and Alternate Senator Positions

For vacant Senators and Alternate Senators positions from an college, school, and libraries there should be at least twice as many nominees as the number of positions to be filled per college, school, and libraries.

All Elections Committee approved nominees are candidates for Senator and Alternate Senator. Each nominee must agree to accept the nomination via the online process. If they do not, a nominee’s name will not appear on the ballot.

The roles and responsibilities descriptions for Senators and Alternates can be reviewed on the Faculty Senate webpage.

F.2.4. Voting Process

The Senate will conduct the voting process electronically. A voter has to log-in with their Blazer ID and password. All faculty members should be assured that privacy and confidentiality have been addressed. Voting remains anonymous, as the website only tracks if a faculty person voted to assure that no one is able to vote more than one time but it doesn’t track who voted for whom.

<https://uabweb.ad.uab.edu/senate/Pages/FacultySenateVoting.aspx>

For assistance with the nomination process, please contact the Faculty Senate Associate Chair.

F.3. Files to be maintained – I drive official files for Senate

1. Terms Expiring and Eligibility Table

2. Official roster of candidates (list of approved nomination and approved by Elections Committee as eligible)
3. Senator and alternate senator notification letters
4. Officer notification letters
5. Tally records – ballot counting results
6. Results reports: by unit for each nominee/# votes [used to fill vacancies]; response rates by unit and total including rates for officer voting

Last revised : July 2019