

GUIDELINES FOR BALLOT ELECTIONS

Inclusive of elections of SOE standing committees and ad-hoc committees.

1. In order to facilitate the process, a nomination form listing the standing committees with the names of continuing members and identifying all vacant seats for each committee to all faculty will be posted by the Community Council (CC) co-chairs. The nomination form shall solicit self-nomination by interested faculty for all vacant seats in the election. The CC co-chairs shall use the responses to prepare a ballot that includes at least two candidates for each vacant seat assuming there is enough eligible and willing faculty to achieve this.
2. Elections for the SOE committees shall be by an e-ballot prepared with support from the Director's office. The date of election shall be the date ballots are due. Generally ballots will be due 5 working days from the date of distribution. The CC co-chairs shall have the option to establish a different due date if deemed necessary.
3. Eligible voters shall be permitted to vote for one candidate for each vacant position. Election will be by plurality of votes cast. In the event that there is a tie among more candidates than there are seats available, the CC co-chairs shall conduct a re-election for the seats in which there is a tie.
4. In cases of write-in candidates:
 - If there is an insufficient number of candidates running for a seat, a write-in candidate may be elected to that seat if he or she receives at least two (2) write-in votes cast by eligible voters. In the event of a tie, the CC co-chairs shall conduct a re-election for that seat.
 - If there is a sufficient number of candidates running for a seat, a write-in candidate may be elected to that seat if he or she receives a plurality of votes cast by eligible voters. In the event of a tie, the CC co-chairs shall conduct a re-election for that seat.
5. A person may serve on more than one committee.
6. Any eligible voter has ten (10) instructional days after the CC co-chairs certify the results of an election to challenge the result. Challenges must be submitted in writing to the CC co-chairs and must specify the nature of the challenge. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
7. If balloting is related to personnel issues, or areas defined by the CBA, only eligible members of the Community Council will receive a ballot.
8. If balloting is not related to personnel issues, or to areas defined by the CBA, all members of the Community Council will receive a ballot.