Faculty Forum Electronic Voting Procedures

Periodically, forum business requires that a vote be conducted outside of the normally scheduled Forum meeting time. An example of this would be items from the Curriculum or Personnel Committees that must be voted on due to University deadlines.

Current UAS Bylaws state

C. Rules for Action Items presented at the Faculty Forum.
   1. Normal action items must be introduced at the Faculty Forum Meeting one month prior to a formal vote for approval.

   2. Determination of what constitutes a time-sensitive, or emergency, action item is made by the Faculty Forum President in consultation with Committee Chairs.

   3. At a meeting in which a time-sensitive or emergency action item is presented, the Faculty Forum must accept the item as an emergency item with a majority vote (50% plus 1 of those present at the meeting). If the vote is “no,” then the item will be placed on the Forum agenda for the following month.

This document describes the process to be followed when conducting an electronic vote outside of regularly scheduled Forum meetings. It also clarifies the procedures for electronic voting for elections.

Electronic Voting Process - Time Sensitive or Emergency Action Item

The normal procedure for voting in the Forum on an Action Item is to put forward a motion, have a discussion period, and then call the vote. To mimic this process electronically, the Forum President shall be responsible for creating and conducting the electronic vote.

The President (or chosen designee) will create a “motion” and post the motion to the Faculty Forum via mass communication (currently the Faculty Forum Listserv). Faculty may then respond to the Forum or contact the President directly.

The President (or chosen designee) will open a “discussion period” for comments and questions. The due date is no later than three days after the motion is posted. If a large number of questions/concerns are expressed in the general Forum communication or via direct communication, the President can decide to 1) extend the discussion period or 2) table the vote until a regularly scheduled meeting.

If there are no comments or questions, the President (or designee) will create a secure online ballot and distribute the link to the ballot to the Faculty Forum electronically. Faculty will have three days to vote. After the voting period the President (or his/her designee) will post the results to the Listserv.
Consent Agenda Item

If multiple items are proposed and the President feels they are non-controversial or a routine matter, they may be grouped into a Consent Agenda Item.

If a faculty member indicates to the president that they wish an item(s) be withdrawn from the consent agenda, it will be considered a separate voting item for the next Faculty Forum meeting.

Voting shall be limited to one vote per person. Unless it is determined by the President, President-elect, and Past-president that identifying information is needed, voting shall be anonymous.

Faculty Forum Electronic Voting Procedures for Elections

Elections for Faculty Forum leadership (President and President-Elect) and committees (Chairs and committee members) will be conducted electronically.

The President-Elect is responsible for conducting Forum elections.

The President-Elect shall solicit nominations for the various positions either electronically or in person.

If a person is nominated, other than self-nominations, the President-Elect will confirm that the person is willing and eligible to serve (see Forum Bylaws for eligibility)

Once the ballot is created, the President-Elect will develop a secure online ballot and distribute the link to the ballot to the Faculty Forum via electronic communication.

Faculty will have five (5) days to vote.

The President-Elect will send out a reminder on the last day of voting.

Voting shall be anonymous and limited to one vote per person.