

4-2002

## Operating Procedures (Senate Elections Committee)

Georgia Southern University

Senate Elections Committee

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**Faculty Senate Elections Committee**  
Georgia Southern University

# Operating Procedures

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Last Revision Date: April 2002

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## PREFACE

The Faculty Senate approved a charge for the Senate Elections Committee at its November 28, 2001 meeting. The charge is as follows:

The Chair of the Senate Elections Committee shall

- remind Senate Elections Committee members of their duties relating to the elections procedure;
- submit the tabulation of the elections to the SEC and the Faculty Senate Librarian; and
- oversee the development and maintenance of an operating manual to guide the committee's actions in fulfilling its official charge from the SEC.

Senate Elections Committee faculty representatives shall

- work with their respective units to develop written election procedures (with copies to Elections Committee chair);
- serve as either elected or ex-officio members on a committee in their respective units whose duties shall include overseeing the election of new faculty Senators and faculty members of Senate standing committees;
- serve as liaison between their respective units and the Senate Elections Committee regarding any problems that may arise concerning elections and related matters; and
- report elections results in their respective units to the Senate Elections committee.

The exact manner in which the elections are conducted may depend on the needs and availability of resources of each individual college and the Library, provided the following recommendations are followed:

1. Each college and the Library shall have a committee responsible for administering Faculty Senate elections; the unit's faculty representative on the Senate Elections Committee shall serve as either an elected or ex-officio member of that committee.
2. The committees responsible for administering Faculty Senate elections in the colleges and library shall make available to the Senate Elections Committee a description of election procedures in their respective units, including methods of balloting.
3. All ballot methods should be developed so that no duplications and/or copies will be accepted. In addition, the committees responsible for administering Faculty Senate elections in the colleges and library shall consult faculty nominees in advance of the election in order to determine willingness to serve if elected.
4. The election of new faculty Senators, faculty representatives on Senate Standing Committees, and SEC members for the following year shall be completed before March 30.

The Senate Elections Committee will report elections results to the SEC, with detailed tabulation indicating all candidates and votes obtained.

Any amendments to the present document must be approved by the Senate before the end of the Fall semester of each year in order to be applicable during the Spring elections of the same academic year.

## SECTION 1. GENERAL

Paragraph 1. This section describes the entities involved in administering and monitoring Senate elections. It also describes the basic responsibilities of the university-level Senate Elections Committee and the committees in the colleges and library that administer elections.

### Senate Elections Committee

Paragraph 2. The Faculty Senate established the Senate Elections Committee to coordinate the election of faculty to the Senate according to the procedures set forth in the University *Statutes*. The committee also coordinates the election of faculty to the standing committees of the Senate and addresses other specific issues as requested by the Senate Executive Committee. The committee reports to the Senate Executive Committee, with copies of its minutes provided to the Senate Librarian as described in Article IV, Section 3 of the Senate Bylaws.

Paragraph 3. Voting membership shall be composed of one senator appointed by the Senate Executive Committee and six faculty members elected by and representing each college and the library (hereafter referred to as units). Non-voting membership shall be composed of the Secretary of the Senate, who shall vote in the case of a tie among the voting members of the committee. The Senate Representative appointed by the Senate Executive Committee shall chair the committee.

Paragraph 4. The responsibilities of the Chair of the Senate Elections Committee are as follows. The chair shall initiate an annual review process of all Senate elections procedures at both the university and unit level. The chair shall remind committee members of their responsibilities relating to the elections procedures. The chair is responsible for ensuring appropriate communication with the Senate Executive Committee, Faculty Senate Librarian, and the units. Finally, the chair shall oversee the development and maintenance of an operating manual to guide the committee's actions in fulfilling its responsibilities.

Paragraph 5. The responsibilities of the members of the Senate Elections Committee include the following. The faculty representatives shall work with their respective units to develop written election procedures; serve as either elected or ex-officio members on a committee in their respective units whose duties shall include overseeing the election of new faculty Senators and faculty members of Senate standing committees; serve as liaison between their respective units and the Senate Elections Committee regarding any problems that may arise concerning elections and related matters; and report elections results in their respective units to the Senate Elections committee.

Paragraph 6. Senate elections will be conducted electronically. The Senate Elections Committee will establish an Elections Helpdesk to be responsible for the hardware and software required to administer an electronic election and for technical support, including training. The Helpdesk will be composed of the Elections Administrator and a Support Specialist. The Elections Administrator will be the secretary of the Senate Office.

### **Unit Elections Committee**

Paragraph 7. The exact manner in which units conduct elections may depend on the needs and availability of resources. However, the guidelines provided in this section should be followed to the extent possible.

Paragraph 8. Each unit shall have an elected committee to oversee Senate elections (for Senators and for Senate Committees). A unit may choose to elect a committee whose sole responsibility is the administration of elections within the unit. Or election administration may be a duty assigned to a committee presently elected by the unit for other purposes (e.g., unit's governance committee) or a subgroup of such a committee. Hereafter in this document, the term "unit elections committee" is used to refer to the committee, group, or sub-group charged with administering the unit's elections.

Paragraph 9. Each unit shall determine the number of persons on the committee, the qualifications of such members, and their terms of service. However, the Faculty Senate Elections Committee recommends that no more than three committee members participate in tasks such as verification and approval of ballots, verification and approval of results, etc. and that one member be designated as the official contact person for the Elections Administrator and Support Specialist. The unit's faculty representative on the Senate Elections Committee shall be an elected or ex-officio member of the unit election committee and shall serve as liaison between the unit elections committee and the Senate Elections Committee.

Paragraph 10. At the beginning of each academic year, the unit elections committee shall provide the Senate Elections Committee with a copy of the unit's elections procedures.

### **Elections Administrator**

Paragraph 11. The Elections Administrator and a Support Specialist will constitute the Elections Helpdesk. The secretary of the Senate Office shall serve as Elections Administrator and shall be responsible for running all Senate-related elections in conjunction with unit committees and Senate Elections Committee representatives from each unit.

### **Support Specialist**

Paragraph 12. The Georgia Southern University Administration agreed to provide technical support for electronic elections. GSU Technical Support will designate one of its employees to assist the Elections Administrator with the hardware and software requirements of the election process.

## **Section 2. Pre-Election Procedures**

Paragraph 1. This section describes the procedures that must be completed prior to holding a Senate election.

### **Senate Elections Committee**

Paragraph 2. Annually, the Senate Elections Committee shall review election procedures, discuss responsibilities, and identify issues that need to be addressed or resolved.

Paragraph 3. During fall semester, the Senate Elections Committee will send a memo (See Exhibit A) to the Senate Executive Committee and unit elections committees requesting verification of the Senate and Senate Committee vacancies for the next academic year identified in an accompanying attachment, the Senate and Senate Committee Vacancy Report (See Exhibit B). Copies of the memo and attached list of vacancies should be provided to the Provost and the deans as a matter of information. The Senate Elections Committee will also work with the Office of Institutional Research to prepare an electronic list of eligible voters in each unit along with their e-mail addresses. The lists of voters with their e-mail addresses will also be attached to the memo so that the unit election committees may verify their accuracy.

Paragraph 4. The Senate Elections Committee will provide units with an electronic nomination form (See Exhibit C) for use in soliciting nominations in their units. Specific nomination procedures, including nomination eligibility requirements, are established by the units. The Senate Elections Committee will provide the nominating period closing date. Once nominations have been obtained the unit elections committees should prepare and submit a Ballot Creation Form (See Exhibit D).

Paragraph 5. Once the units submit their Ballot Creation Forms and eligible voter e-mail lists certifying their slate of candidates for vacant positions, the Senate Elections Administrator will prepare a sample ballot for each unit. The Elections Administrator will then send the units an electronic memo (See Exhibit E) providing a link to the unit's sample ballot (See Exhibit F). Unit elections committees will be asked to verify the accuracy of their unit's sample ballot.

Paragraph 6. Section 6 of this document provides a general timetable for election procedures. Annually, by November 1, the Senate Elections Committee will post the actual schedule for the current academic year. The Senate Elections Committee recommends that elections be held at the same time each year, for example, the last Friday in January. Furthermore, the University Administration and the units are encouraged to conduct their elections at the same time thereby creating an annual University Elections Day. Finally, the units are encouraged to refine their election procedures to reduce the number of potential runoffs so that the election period is not unduly prolonged.

## **Unit Elections Committee**

Paragraph 7. Annually, the unit elections committee shall provide the Senate Elections Committee with contact information and a written description of the unit's elections procedures. The procedures should document specific eligibility requirements, the method of nomination and balloting used in the unit, the method of declaring election winners and runoffs, the identity of the group responsible for communicating election results and the method in which results are communicated, and the unit's procedure for filling unexpected vacancies. The Senate Elections Committee recommends that each unit post its election procedures on the unit's website.

Paragraph 8. The unit elections committee will receive a memo (See Exhibit A) accompanied by a Senate and Senate Committee Vacancy Form (See Exhibit B) and list of eligible voters. The committee should verify the unit's vacancies and e-mail list of eligible voters and notify the Senate Elections Committee immediately of any errors or omissions.

Paragraph 9. The unit elections committee should solicit qualified nominations for each vacancy. An electronic nomination form (See Exhibit C) will be provided by the Senate Elections Helpdesk to facilitate the nomination process. [TO BE DEVELOPED FOR 2002-2003 ELECTIONS] If a particular vacancy has special voting requirements (e.g., only tenured faculty may vote), the unit elections committee must create a separate ballot for that vacancy with its own e-mail list of eligible voters.

Paragraph 10. Once the nomination period closes, the unit elections committee shall complete and submit to the Elections Administrator by the appropriate deadline a Ballot Creation Form (See Exhibit D) indicating the candidates running for each vacant position. The e-mail addresses of eligible voters for each election must also be entered on the form.

Paragraph 11. The unit elections committee will receive from the Senate Elections Administrator a memo (See Exhibit E) providing a link to the unit's sample ballot (See Exhibit F). The committee should verify the accuracy of sample ballot and notify the Elections Administrator immediately of any errors or omissions.

## **Elections Administrator**

Paragraph 12. The Senate Elections Administrator shall assist the Senate Elections Committee in promoting the election prior to the election via a variety of means including e-mail, campus mail, and other media and will make available detailed, easy-to-understand instructions for electronic voting.

Paragraph 13. Upon receipt of the Senate Elections Ballot Creation Forms from the unit elections committee, the Elections Administrator shall prepare a sample ballot for each unit. The Administrator will send to each unit's designated contacts a memo containing a link to the unit's sample ballot. The unit contacts should verify the ballot and request any necessary corrections.



### Section 3. Election Procedures

Paragraph 1. This section describes the procedures that must be completed during the election period itself.

#### **Senate Elections Committee**

Paragraph 2. The Senate Elections Administrator should promote the election during the voting period via a variety of means including e-mail, campus mail, and other media. As a minimum, the elections shall be promoted on the first day that the election polls are open and on the election period ending date reminding voters of the time that the election polls will close.

Paragraph 3: All elections and runoffs will start on a Friday at 12:00 noon and end the following Wednesday at 12:00 noon. The Elections Administrator will send an e-mail message (See Exhibit G) to every voter included on the ballot creation form providing voting instructions and a link to the voter's electronic voting booth.

Paragraph 4. Inevitably, some technical problems will occur during electronic voting. The Senate Elections Committee will address the following situations as described:

- a. **System Down**. If the electronic voting booth is unavailable for an extended period of time, the Senate Elections Committee may decide to extend the election period.
- b. **System Crash**. If a system crash occurs during the election that results in the loss of data, the Senate Elections Committee may decide to cancel that election and call for a new election. In that event, the new election must take place within 24 hours of the time the system is restored. If a catastrophic loss occurs, the Senate Elections Committee may cancel the electronic election and issue paper ballots.
- c. **Individual Machine Crashes**. When a voter notifies the elections helpdesk that he/she was unable to vote, the Elections Helpdesk will verify that the faculty member's vote was not received and will then assist the voter in completing his/her submission or issue the voter another ballot.

Paragraph 5. If the Senate Elections Committee discovers serious technical problems or receives a request from the Units to delay the election process, the committee, after consulting with the unit committees, will devise a remedy or course of action within 24 hours of the time the problem was discovered or request received.

#### **Unit Elections Committee**

Paragraph 6. Each voter included on the ballot creation form will receive an e-mail providing voting instructions and a link to the voter's electronic voting booth. Inevitably, some voters will experience difficulties while attempting to vote electronically. Unit elections committees should recommend the following actions as appropriate:

- a. **System Down**. If the Web link included in the E-Mail Call to Vote does not work, send an e-mail message to [senate\\_elections@georgiasouthern.edu](mailto:senate_elections@georgiasouthern.edu). Please try again later. You will be notified if the election period is extended due to systems problems.

- b. **Individual Machine Crashes**. If your computer crashes or other technical problems occur that prevent you from completing the voting procedure successfully, send an e-mail message to senate\_elections@georgiasouthern.edu requesting assistance.

Paragraph 7. If a unit elections committee discovers serious technical or other problems, the committee should request that the Senate Elections Committee delay the election process.

## **Section 4. Post Election Procedures**

Paragraph 1. This section describes the procedures that must be completed following the closing of the Senate election polls.

### **Senate Elections Committee**

Paragraph 2. Immediately upon the closing of the polls the Elections Administrator shall send the units an electronic memo (See Exhibit H) containing the unit's election results or providing a link to the unit's election results form (See Exhibit I). The Administrator should attach a PDF file of the unit's results for audit trail purposes. The memo will also provide a link to the unit's ballot creation form so that the unit can indicate winners and runoff details.

Paragraph 3. In the event that runoffs are required, a runoff election will be held. The first runoff will begin at 12:00 noon on the Friday following the close of the general election and will run until 12:00 noon the following Wednesday. Runoff elections will continue on a Friday-Wednesday cycle until winners have been declared in all races. Thus, the procedures described in paragraphs 2-3 of this section will be repeated for each runoff cycle.

Paragraph 4. The Senate Elections Committee must certify all election results before they are officially released. As a minimum, the committee should verify the reasonableness of the final vote tallies (e.g., actual votes cast should be  $\leq$  the number of votes authorized, etc.) and verify that there are winners in all races. If errors or irregularities in the vote tallies are discovered, the Senate Elections Committee will devise an appropriate response within 24 hours of the discovery.

Paragraph 5. The Elections Administrator shall maintain proper documentation including appropriate computer files for audit trail purposes. The Elections Administrator shall also forward voter feedback to the Senate Elections Committee and to the unit committees for appropriate action.

Paragraph 6. Upon completion of all Senate elections, the Senate Elections Committee Chair shall provide official election results to the Senate Executive Committee.

### **Unit Elections Committee**

Paragraph 7. The unit elections committee will receive from the Elections Administrator an electronic memo (See Exhibit H) providing a link to the unit's elections results (See Exhibit I) and instructions for certifying the unit's elections. The unit elections committees should review their results and report any errors or irregularities to the Senate Elections Committee immediately. Within 24 hours after receiving the memo the unit elections committee must access the unit's ballot creation form using the link provided in the memo and indicate election winners. [TO BE DEVELOPED FOR 2002-2003 ELECTIONS].

Paragraph 8. If runoffs are required, the unit elections committee should enter the necessary runoff information on the unit's ballot creation form accessed using the link provided in the memo. If there are any changes in the eligibility requirements for voting in the runoff, a new e-mail list of eligible voters should also be entered on the form and complete and clear instructions provided for creating a proper runoff ballot [TO BE DEVELOPED FOR 2002-2003 ELECTIONS]. The procedures described in paragraphs 7-8 of this section will be repeated for each runoff cycle.

Paragraph 9. The units shall decide how much detail will be released about their elections. The Senate Elections Committee recommends that each unit adopt written reporting procedures and follow them consistently.

Paragraph 10. A unit's election will be considered certified once the unit elections committee declares a winner for every race. Election results must be provided to voters after each election cycle and before the next cycle. They must show the number of potential voters and the number of actual voters by unit.

## **Section 5. Revisions to Election Procedures**

Paragraph 1. The Senate Elections Committee is committed to continuous improvement. This section describes how revisions are made to the Senate's election procedures.

### **Senate Elections Committee**

Paragraph 2. Immediately following the election, the chair of the Senate Elections Committee shall initiate a review of all Senate elections procedures at both the university and unit level.

Paragraph 3. The Senate Elections Committee will review all changes suggested by the unit elections committees and the election voters. Any substantive changes to the Senate elections procedures must be approved by the Senate by October 31 of the academic year for which they are intended to be effective.

### **Unit Elections Procedures**

Paragraph 4. Following each annual election, the units shall review their election procedures to determine whether changes are needed. If changes are made, the Units will report them to the Senate Elections Committee as requested in Section 2 of this manual. All proposed changes should reach the Senate Elections Committee by August 31 of the academic year for which they are intended to be effective.

## **Section 6. Annual Timetable of Election Procedures**

Paragraph 1. This section describes the timetable that should be used to plan, administer, and review Senate elections.

Paragraph 2. The election of new faculty Senators, faculty representatives on Senate Standing Committees, and Senate Executive Committee members for the following academic year shall be completed by March 31.

Paragraph 3. The following table provides a general timetable for Senate elections procedures.

<b><u>ACTIVITY</u></b>	<b><u>DATE</u></b>
Annual review and revisions (if appropriate) of election procedures	April – November
Identification of Senate and Senate Committee Vacancies	November – December
Solicitation of nominees	December – January
Election (and runoffs, if necessary)	January – March

Paragraph 4. Each year, by October 31, the Senate Elections Committee will provide a detailed election procedures timetable (See Exhibit J) for Senate elections during that academic year.

# EXHIBITS

**NOTE: Exhibits do not have complete URL addresses. These should be available once we determine where the election software will be hosted.**

**Exhibit A: Sample Memo to Senate Executive Committee and Unit Elections Committees  
Listing Senate Vacancies**

Georgia Southern University Intracampus Memo	
<b>Office of the Faculty Senate</b>	
Faculty Senate Post Office Box 8033-1 Marvin Pittman Administration Building	TEL: 912-681-5144 FAX: 912-681-0598 FSOffice@georgiasouthern.edu

TO: Senate Executive Committee  
Unit Elections Committees  
FROM: \_\_\_\_\_, Chair  
Senate Elections Committee  
DATE: November X, 20XX  
RE: Faculty Senate Elections for \_\_\_\_\_

Senate elections for \_\_\_\_\_ will be held during the period \_\_\_\_\_. The Senate and Senate Committee Vacancy Report attached to this memo indicates the offices that must be filled by your unit. A list of eligible voters in your unit is also attached in electronic format.

Please notify the Senate Elections Committee immediately if you discover any errors or omissions in the vacancy report. Once you have verified your unit's vacancies, please solicit qualified nominees for each vacancy according to your unit's established procedures for eligibility and method of nomination. An electronic nomination form is available at the following address:

[http:// www.bio.gasou.edu/??????](http://www.bio.gasou.edu/??????)

Instructions for using the form are included on the form. The nomination period will close on \_\_\_\_\_. At that time, each unit elections committee should complete and submit the Ballot Creation Form provided at the following address:

[http://www. bio.gasou.edu/t1/votedemo/get-ballot-data/????????](http://www.bio.gasou.edu/t1/votedemo/get-ballot-data/????????)

Instructions for completing the form are provided on the form. After verifying the attached e-mail list of eligible voters the e-mail addresses of the voters eligible to vote in each election must be entered on the ballot creation form in the requested format. That is, if there are differing voter eligibility requirements for various elections, multiple e-mail lists must be entered. Please clearly indicate in which elections each list of voters is eligible to vote.

The ballot creation form must be submitted no later than \_\_\_\_\_ in order to ensure that the election proceeds on schedule.

If your unit will not be conducting its Senate Executive Committee election until the runoff period (i.e., until all Senators have been elected), please leave the Senate Executive Committee section blank on the nomination form and write "SEC election to be held during runoff period" in the Comment field in that section.

A detailed description of the election procedures is available on the Faculty Senate Web Page at the following address:

<http://www2.????>

If you have any questions, please contact me at \_\_\_\_\_. Thank you for your cooperation and support.

CC: Provost and Deans



**Exhibit B: Senate and Senate Committee Vacancy Report**

## Senate and Senate Committee Vacancy Form

Faculty Senate  
 PO Box 8033-1  
 Marvin Pittman Administration Building

TEL: 912-681-5144  
 FAX: 912-681-0598  
[Fsoffice@georgiasouthern.edu](mailto:Fsoffice@georgiasouthern.edu)

Election Year: _____	Verified By: _____						
<b>Election 1: Faculty Senators</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
To fill the un-expired term of _____ :							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 2: Senate Executive Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
To fill the un-expired term of _____ :							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 3: Senate Alternates</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to one-year terms:</b>							
Comments:							
<b>Election 4: Undergraduate Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							

<b>Election 5: Graduate Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 6: Academic Standards Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 7: Senate Elections Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 8: Faculty Development Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 9: Faculty Research Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							
<b>Election 10: Faculty Service Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____ :							
Comments:							

<b>Election 11: Faculty Welfare Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____:							
Comments:							
<b>Election 12: Library Committee</b>	<b>CHHS</b>	<b>CIT</b>	<b>CLASS</b>	<b>COBA</b>	<b>COE</b>	<b>COST</b>	<b>LIBRARY</b>
<b>Number to be elected to new terms:</b>							
To fill the un-expired term of _____:							
Comments:							

**Exhibit C: Sample Nomination Form**

**NOTE: This form should be revised to accommodate self and other nominations.**

**Exhibit C – Concluded**

**Exhibit D: Sample Ballot Creation Form**

**Exhibit D – Concluded**





**Exhibit E: Sample Memo Requesting Verification of Unit Ballot**

Georgia Southern University  
Intracampus Memo

**Office of the Faculty Senate**

Faculty Senate  
Post Office Box 8033-1  
Marvin Pittman Administration Building

TEL: 912-681-5144  
FAX: 912-681-0598  
[FSOffice@georgiasouthern.edu](mailto:FSOffice@georgiasouthern.edu)

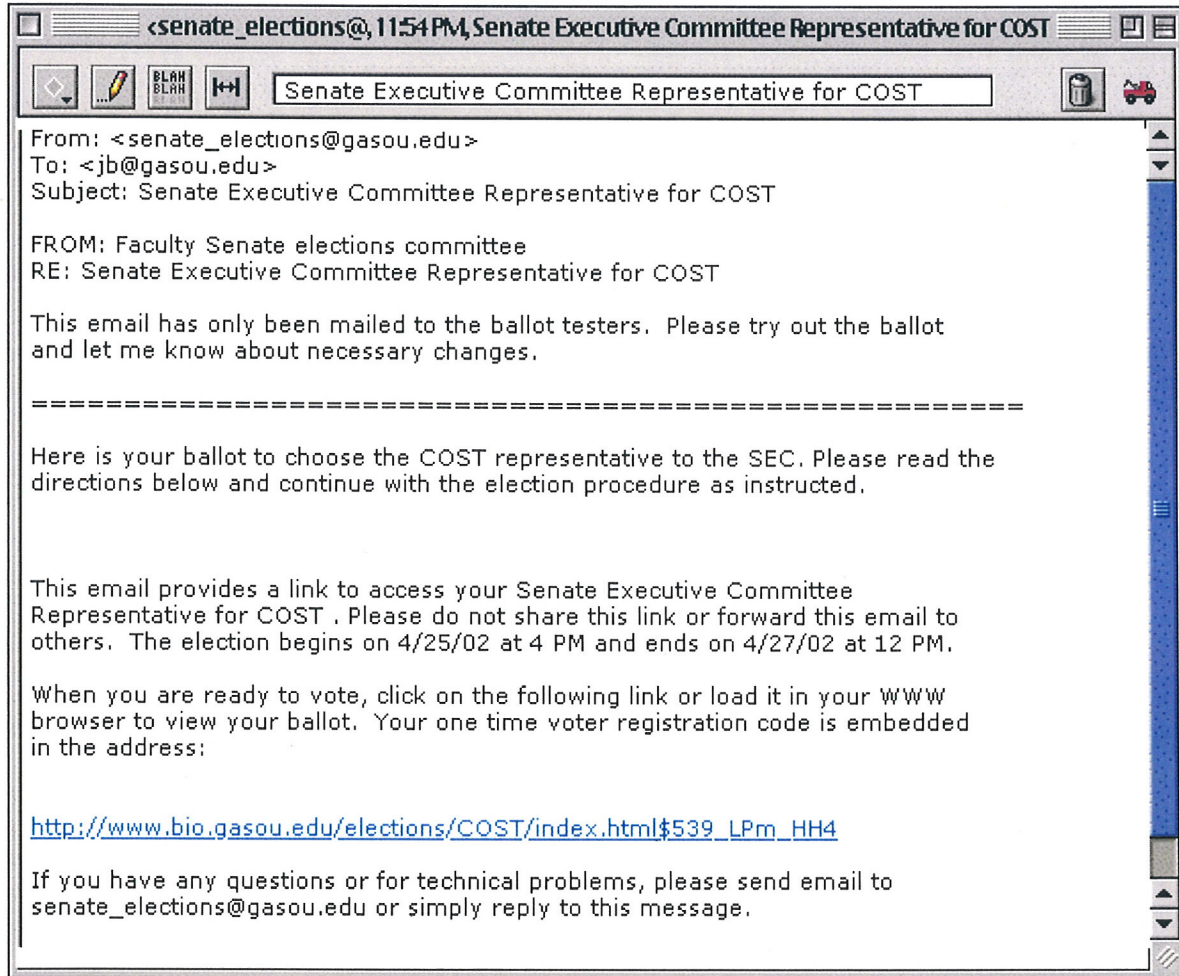
TO: Unit Elections Committees  
FROM: \_\_\_\_\_  
Elections Administrator  
DATE:  
RE: Senate Sample Ballot

**HERE IS AN UNOFFICIAL ELECTION BALLOT FOR YOUR UNIT.**

This memo provides a link that enables you to access your unit's unofficial election ballot. Please do not share this link or forward it to others. You must verify your unit's ballot by

\_\_\_\_\_.  
Once you have viewed your unit's ballot you must notify the Elections Administrator whether the ballot is correct. You may e-mail the Administrator at the address provided. If not correct, you must describe in detail any corrections needed. A new unofficial ballot will be created for your approval. Unofficial ballot: <http://www.??> Elections Admin:  
[Senate\\_Elections@georgiasouthern.edu](mailto:Senate_Elections@georgiasouthern.edu)

**(NOTE: Make sure the following memo contains the above information)**



**Exhibit F: Sample Ballot**

**Exhibit F – Continued**

**Exhibit F – Continued**

**Exhibit F – Continued**

**Exhibit F – Concluded**



**Exhibit G: Sample Memo Providing Voting Instructions and Link to Electronic Ballot**

**NOTE: Exhibits E and G should use the same format.**

**Exhibit H: Sample Memo to Accompany Unofficial Election Results to the Units**

Georgia Southern University  
Intracampus Memo

Office of the Faculty Senate

Faculty Senate  
Post Office Box 8033-1  
Marvin Pittman Administration Building

TEL: 912-681-5144  
FAX: 912-681-0598  
[FSOffice@georgiasouthern.edu](mailto:FSOffice@georgiasouthern.edu)

TO: \_\_\_\_\_, Chair  
Unit Elections Committee

FROM: \_\_\_\_\_, Chair  
Senate Elections Committee

DATE: March X, 20XX

RE: Faculty Senate Elections for \_\_\_\_\_

Unofficial results for your unit's Senate and Senate Committee elections are now available at the link provided below:

[Http://www.??????](http://www.??????)

Please review the results carefully for errors and irregularities. You must declare winners and provide runoff information (if necessary) to the Elections Administrator within 24 hours. This information must be provided on your unit's ballot creation form located at the following address:

<http://www.??????>

Instructions for indicating winners are provided on the form. If a runoff election is necessary, please write "Runoff" in the Comments field and indicate which candidates should be included on the runoff ballot.

The Senate Executive Committee regards the attached detailed vote tabulation as privileged information. Please disseminate the information according to your unit's by-laws or other governing documents. The Faculty Senate will release only the election winners. That is, the Senate will not publish actual vote tallies for any election.

If you have any questions regarding these instructions, you may contact \_\_\_\_\_, Chair of the Senate Elections Committee at \_\_\_\_\_. Thank you for your cooperation and support.

**Exhibit I: Sample Senate Elections Results Report**

### Exhibit J: Sample Timetable of Senate Elections Procedures

Slight changes in actual dates will occur from year to year due to holidays, weekends, etc. Annually, the Senate Elections Committee will provide an official elections calendar for that year.

√	ACTIVITY	DATE
	Senate Elections Committee provides the Senate Executive Committee and the unit elections committees with a list of Senate and Senate Committee vacancies along with a list of eligible voters	November 15
	Unit elections committees submit certified nominations and voting lists to Senate Elections Committee	January 21
	Senate Elections Committee creates sample ballot and sends to unit elections committees for review and certification	January 21 – 24
	Online voting (Last Friday in January through the following Wednesday)	January 25 – 30
	Unit elections committees certify election results and determine whether runoff elections are necessary	January 30 – 31
	Runoff period voting (Friday – Wednesday cycles) First runoff, if necessary	February 1 – 6
	Unit elections committees certify runoff results and determine whether additional runoff elections are necessary	February 6-7
	Second runoff, if necessary	February 8 –13
	Unit elections committees certify runoff results and determine whether additional runoff elections are necessary	February 13-14
	Third runoff, if necessary	February 15 – 20
	Unit elections committees certify runoff results and determine whether additional runoff elections are necessary	February 20-21
	Fourth runoff, if necessary	February 22-27
	Due date for unit election committees to propose changes in the Senate election procedures	September 1