

RULES FOR CONDUCT OF COLLEGE OF ENGINEERING ELECTIONS AND BALLOTING

The following additions to the Operating Rules of the College of Engineering are to govern voting in College wide elections and other ballots, except when these are conducted by an outside agency such as the Graduate Council, the Senate Council, and similar bodies.

1. The Dean of the College shall be administratively responsible for the physical process of collecting nominations, in the case of elections, or disseminating the issues to be decided, in the case of other ballots, conducting the voting, and counting the ballots. The Dean shall report the results to the College Faculty and such other persons or groups as have expressed an interest in the outcome.
2. Voting may be done with paper ballots or electronically, at the option of the Dean, but in either case in such a manner as to preserve the anonymity of the voters and the confidentiality of their votes.
3. All ballots shall state the issues to be decided or the nominees for election. They shall also state the deadline for return of the vote, normally the close of business five business days after being sent out for electronic ballots, and seven business days after being sent out for paper ballots. That means that the deadline for returning an electronic ballot sent out on a Monday would be 4:30 P.M. on the following Monday. For a paper ballot it would be 4:30 P.M. on the second Wednesday. Counting of votes, verification of the results, and notification of the faculty shall follow as soon as practicable (typically one business day) after the deadline for return of the ballots.
4. Two members of the Engineering Faculty Advisory Council (EFAC), chosen ad-hoc by the Council and having no personal stake in the outcome of the voting, shall supervise the conduct of each ballot or election on behalf of the Faculty to assure confidentiality of the votes, the accuracy of the count, and the prompt reporting of the results.
5. The following additional rules shall govern the election of College Faculty representatives to the University Senate. These shall be supplementary and subordinate to the Rules of the Senate which, among other pertinent regulations, state eligibility requirements for voters and representatives, and the number of representatives to be elected.
 - a. The Dean, acting through the Engineering Faculty Advisory Council, shall solicit as many nominees as possible for each vacancy, shall determine their eligibility and shall ascertain their willingness to serve if elected. At least two nominees for each vacancy shall appear on the ballot. Self nominations shall be acceptable.
 - b. The list of nominees shall be circulated to the faculty electronically or on paper no less than one week prior to the start of voting.
 - c. Each eligible voter shall vote for a number of nominees equal to the number of vacancies. The ballot shall clearly state this requirement and also state that ballots with more or fewer votes shall not be counted. (This has been a University Senate rule)
 - d. The nominees receiving the largest number of votes shall be declared to be elected. In case of ties for the last vacancy or vacancies, a second ballot shall be prepared as soon as possible, containing only the names of those who tied for the vacancy or vacancies. This ballot shall follow the rules for the earlier ballots - see #3, #5b and #5c above. The nominee(s) receiving the largest number of votes in this round shall be declared to have been elected. If there is again a tie the winner shall be selected by toss of a coin or similar random process. (This has also been a University Senate rule.)