

UNIVERSITY OF ILLINOIS  
URBANA-CHAMPAIGN SENATE

Committee on Elections and Credentials  
(Final; Action)

EC.19.03 Revisions to the *Election Rules for the Academic Professional Electorate*

**BACKGROUND**

The Senate Committee on Elections and Credentials thoroughly reviewed the *Election Rules for the Academic Professional Electorate* and due to the extensive revisions that are needed, has created a new document rather than attempt to revise the current version. The proposed revisions are to simplify and clarify the process of electing academic professional senators.

The appendix contains the current version of the *Election Rules for the Academic Professional Electorate* for comparison.

**RECOMMENDATION**

The Senate Committee on Elections and Credentials recommends approval of the following new version of the *Election Rules for the Academic Professional Electorate*.

**PROPOSED NEW VERSION OF THE *ELECTION RULES FOR THE ACADEMIC PROFESSIONAL ELECTORATE***

1 **1. DELEGATION OF POWER**

2 1.1 The Senate Committee on Elections and Credentials (EC) may delegate to the Council of  
3 Academic Professionals (CAP) or Senate Clerk various duties by way of the *Election Rules*.  
4 In all voting units, CAP will conduct nomination and election procedures under the  
5 supervision of the Senate Clerk.

6 1.2 *Restriction of Power*. All activities of the EC and CAP shall conform to the relevant  
7 provisions of the *Constitution* and *Bylaws* adopted by the Senate. The Urbana-Champaign  
8 Senate has ultimate jurisdiction in the election of its senators.  
9

10 **2. VOTING UNITS**

11 2.1 Voting units shall be based on current CAP districts excluding the district that is comprised of  
12 the university system administration.

13 2.2 Elections shall be held on the basis of ten voting units, each with one seat.

14 2.3 CAP shall consult with EC before any redistricting plans are implemented.  
15  
16

17 **3. ELIGIBILITY**

18 3.1 The *Constitution*, Article III, Section 1 lists the eligibility criteria for the academic  
19 professional electorate.

20 3.2 *Process for Determining Eligibility.*

21 a. Annually, CAP requests a list from Academic Human Resources Office of all academic  
22 professionals who meet the eligibility requirements.

23 b. CAP sends the list to the Deans and/or Unit Executive Officers of the units that are  
24 included in the eligible voting districts for verification of eligibility. Once verified, the list  
25 is returned to CAP.

26 3.3 *Split Appointments.* Members of the academic professional electorate who hold appointments  
27 in more than one unit may choose the unit in which they vote. However, a member must hold  
28 an appointment of greater than zero percent in a unit in order to qualify for the academic  
29 professional electorate of that unit.

30 3.4 *Time of Determining Status.* Eligibility to vote and membership in a particular voting unit  
31 will be determined by the person's status at the time the ballot is cast.

32

33 **4. GENERAL ELECTION PROVISIONS**

34 4.1 All persons included in the academic professional electorate may vote and be eligible for  
35 election to the Senate, without distinction on the basis of rank or other criteria.

36 4.2 *Current Membership in Unit.* No person may be a candidate for a seat in a voting unit if not a  
37 member of that voting unit at the time of the election.

38 4.3 *Single Seat Limitation.* No person can be a candidate for more than one Senate seat.

39 4.4 *Limited Terms.* The terms of senators elected from the academic professional electorate shall  
40 be two years, with a maximum of three consecutive terms. The election of an academic  
41 professional senator in a regular election constitutes a full term unless the senator resigns  
42 prior to the organizational meeting of the Senate. A replacement senator who is elected prior  
43 to January 1 of the first year of the term of a vacant seat shall be considered to have served a  
44 full term.

45 4.5 *Use of University Funds.* No University resources shall be used for production or distribution  
46 of any campaign materials.

47

48

49

50 **5. CONDUCTING ELECTIONS**

51 5.1 CAP is responsible for conducting the election of academic professionals to the Senate. In  
52 addition, elections of senators shall take place during the spring semester, but not later than  
53 the eighth week of classes.

54 5.2 *Nominating Period.* The nominating period shall be 7 consecutive calendar days in length.  
55 All nominations must include willingness to serve and a 150 words or fewer statement of  
56 interest and experience. Nominations must be submitted to CAP during the designated  
57 nominating period. Self-nominations are allowed.

58 5.3 *Election Period.* CAP shall prepare ballots for each voting unit with the names of all those  
59 nominated and willing to serve, along with the nominee's title, name of the nominee's home  
60 unit, and the statement of interest and experience. Names shall appear in random order on  
61 each ballot.

62 a. *Automatic Election.* If only one academic professional is nominated for a voting unit,  
63 an election need not be held as there is only one seat per voting unit. The sole  
64 nominee may be declared automatically elected.

65 b. If the number of those nominated and willing to serve exceeds two for any voting  
66 unit, a preliminary ballot shall be used to reduce the number of nominees to two for  
67 each voting unit. If a tie exists among those eligible for the last position, all the tied  
68 names shall appear on the final election ballot.

69 5.4 The election shall be held on 7 consecutive calendar days.

70 5.5 The nominees receiving the highest numbers of votes shall be deemed elected.

71 5.6 Ties shall be resolved by a coin flip or drawing of lots by CAP.

72 5.7 CAP is responsible for notifying the winning nominees as soon as possible after the  
73 certification of the election results.

74

75 **6. CERTIFICATION OF ELECTION RESULTS**

76 6.1 The Chair of CAP or the Chair's designee shall certify the elections.

77 6.2 CAP shall report the winning nominees, their titles, and email addresses to the Office of the  
78 Senate via the method determined by the Senate Clerk.

79

80 **7. ELECTION CERTIFICATION BY SENATE COMMITTEE**

81 The EC shall certify election results to the Senate at the organizational meeting of the newly  
82 elected Senate. These results shall be entered in the minutes of that meeting. The EC may delay  
83 certification of candidates whose elections are in doubt until a resolution is determined.

84 **8. GRIEVANCES AND APPEALS**

85 Any aggrieved person may appeal a decision of CAP to the EC committee, and actions and  
86 decisions of the EC committee may be appealed to the Senate through the Senate Clerk.

87

88 **9. RESIGNATIONS AND VACANCIES**

89 9.1 *No Nominations.* If no person is nominated for a Senate seat, the voting unit shall elect an  
90 eligible member of the academic professional electorate to that seat as soon as reasonably  
91 possible.

92 9.2 *Disqualification from Electorate.* If a senator fails to satisfy the requirements for  
93 membership in the electorate during their term of office, the EC committee shall determine  
94 whether the senator may remain seated.

95 9.3 *Vacancies.* Vacancies shall be filled by election of a member of the voting unit for the  
96 remainder of the vacant term in accordance with the nomination and election procedures  
97 prescribed in Article III of the Senate *Constitution* and these *Election Rules*. Vacancies  
98 shall not be filled based on the results of the previous election unless the elected academic  
99 professional member resigns prior to the beginning of the term of office as defined in  
100 Article III, Section 6 of the *Constitution*.

101 9.4 *Change of Unit.* If a senator changes voting units after the election, the senator will  
102 continue to represent the original unit unless the EC committee determines otherwise.

ELECTIONS AND CREDENTIALS  
Kim Graber, Chair  
Logan Cailteux  
H. George Friedman  
Jeffrey Jenkins  
Rhonda McElroy  
Nicholas Shapland  
Billie Theide  
Kelli Trei  
MJ Abdullah, *ex officio designee*  
Rhonda Kirts, *ex officio designee*  
Kristi Kuntz, *ex officio designee*  
Jenny Roether, *ex officio*

## APPENDIX

### CURRENT VERSION OF THE *ELECTION RULES FOR THE ACADEMIC PROFESSIONAL ELECTORATE*

#### 1. Short Title; Purpose

- 1.1 *Title.* These Rules will be referred to as the Senate Election Rules for the Other Academic Staff Electorate Group D.
- 1.2 *Purpose.* The purpose of these Election Rules shall be to establish orderly procedures and rules for the election of senators from the Other Academic Staff Electorate Group D to the Senate of the Urbana-Champaign campus.

#### 2. Electorate Qualifications

- 2.1 *General Qualifications.* The *Constitution*, Article III, Sections I, provides:

The Other Academic Staff electorate is composed of those members of the Other Academic Staff who are engaged in and responsible for the educational function of the University; ordinarily this will involve teaching and research. Specifically, the Other Academic Staff electorate shall consist of all persons of the campus non-visiting academic staff who have a full-time appointment, are paid by the University, are not candidates for a degree from this University, and who: . . .

d. Are members of the academic staff as defined in the *University Statutes*, Article II, Section 5, and satisfy the teaching or research criteria established by the Senate Committee on University Statutes and Senate Procedures and approved by the Senate.

The *Constitution*, Article II, Section 3, provides:

. . . Seven senators will be elected by those described in section 1d. Elections for this group shall be held on the basis of employment in an academic unit or the University of Illinois Extension or the Institute for Natural Resource Sustainability. These election units shall be as nearly equal in size as is practicable and shall be the same as the voting units for the relevant Council of Academic Professionals election districts.

Each member of the electorate shall be entitled to cast one vote for the one open senatorial position apportioned to the voting unit.

- 2.2 *Process for Determining Eligibility to Vote.* These Election Rules are structured so the decision process is made at the College level. To satisfy these criteria, everyone in the electorate must have some type of regular contact with students, whether undergraduate or graduate, which involves teaching or furthering the student's research. With respect to the Institute for Natural Resource Sustainability (INRS), the person must be actively involved in research. With respect to the University of Illinois Extension, the person must actively be involved in teaching. The process is:

- (a.) Annually, the Division of Management Information (DMI) creates the list of all academic professionals who fulfill criteria for Group D electorate, above, sorted by

unit code. USSP shall determine what information this list should contain beyond name, unit affiliation, and job title.

- (b.) USSP sends this list to the appropriate College-level or similar level Unit Executive Officer (typically a Dean or Director).
- (c.) The UEO establishes who in their unit does or does not comply with the basic criterion that each member of the electorate must have some type of regular contact with students, whether undergraduate or graduate, which involves teaching or furthering the research of the student. The UEO may delegate this responsibility to the UEOs of individual internal units.
- (d.) The UEO collects this information, collates it and insures consistency of application of the criteria given in 2.2 across the unit. The UEO sends the list of those who do or do not meet the criteria back to USSP.
- (e.) If USSP approves, the list is forwarded to the Clerk of the Senate for the election. If USSP does not approve, the chair will contact the UEO and discuss any possible problems. USSP does not envision this as an appeal process, per se, but as a general look at the types of positions excluded. USSP will make sure that similar types of positions are included or excluded across the academic unit or ask the UEO to explain the differences among the various units. Guidance on this matter will be given to the UEO, so by the time it reaches USSP there is an appearance of uniform application of the guidelines.

2.3 *Time of Determining Status.* Eligibility to vote, and membership in a particular department or college, will be determined by the person's status at the time the ballot is cast. All names to be added to the list of qualified members of the electorate must go through the process in Section 2.2, above.

### **3. Election and Credentials Committee**

- 3.1 *Designation.* The Council of Academic Professionals (CAP) is designated the Elections and Credentials Committee for the Other Academic Staff Group D Senate Elections. Under the Bylaws this committee may perform whatever duties are delegated to them by the Senate Committee on University Statutes and Senate Procedures (USSP).
- 3.2 *Delegation of Power.* The USSP will delegate various duties to CAP by way of Rules and Guidelines it adopts and publishes. These Rules and Guidelines may be added to, amended, or repealed at any time by the USSP.
- 3.3 *Specific Powers.* The USSP hereby delegates to the CAP the following duties, subject to any limitations set forth in the Rules and Guidelines of the USSP. In all units, the CAP will conduct nomination and election procedures under the supervision of the Clerk of the Senate.
- 3.4 *Restriction of Power.* All activities of the USSP and of the CAP shall conform to the relevant provisions of the Constitution and Bylaws adopted by the Senate.

#### **4. Election Units**

4.1 *Election Unit.* As per the *Constitution*, the Other Academic Staff electorate defined in Article III, Section 1d (Group D) is composed of all those members of the other academic staff who satisfy the qualifications in Section 2 of these Rules. Elections shall be held on the basis of voting units. These election units shall be as nearly equal in size as is practicable and shall be the same as the voting units for the relevant CAP election districts. Seven senators will be elected by those in the Other Academic Staff Group D. The electorate for this group shall be held on the basis of employment in an academic unit or the University of Illinois Extension or the Institute for Natural Resource Sustainability (INRS). Everyone in the electorate must have some type of regular contact with students, whether undergraduate or graduate, which involves teaching or furthering the student's research. With respect to INRS, the person must be actively involved in research. With respect to Extension, the person must actively be involved in teaching. The academic units are defined at the College or similar level, and the process for determining qualification in the electorate is articulated in Section 2.2, above.

#### **5. Time and Duration of Elections**

5.1 *Duration.* The final election shall be held on seven calendar days, at a time starting as specified by USSP in the Timetable issued to all voting units.

5.2 *Time.* Nominating elections and final elections shall be held at such times as shall be specified by the USSP.

#### **6. Candidate Qualifications**

6.1 *General Qualifications.* All persons included in the Other Academic Staff electorate Group D shall be eligible for election to the Senate, without distinction on the basis of rank or other criteria.

6.2 *Single Seat Limitation.* No person can be a candidate for more than one Senate seat.

6.3 *Limited Terms.* The terms of senators elected from the Other Academic Staff electorate Group D shall be two years, with a maximum of three consecutive terms. The election of an Other Academic Staff electorate Group D senator in a regular election constitutes a full term unless the senator resigns prior to the Organizational Meeting of the Senate. A replacement senator who is elected prior to January 1 of the first year of the term of a vacant seat shall be considered to have served a full term.

#### **7. Notice of Election; Publicity**

7.1 *Requirement of Notice.* The CAP shall distribute information concerning elections to members of the electorate. Election information includes the composition of the election units within the College-level or similar level Unit, the location of polling places for each election unit, the hours during which the polls will be open, and the names of the candidates in each election unit as well as the name of their department or equivalent unit designation.

7.2 *Method of Notice.* A recommended method of informing persons about the elections is a mailing via hardcopy or electronic means to the constituent members of the voting unit

telling them which voting unit they are in, who the candidates in that unit are, and where and when they may vote.

- 7.3 *Use of University Funds.* No University funds shall be spent for production or distribution of any campaign statements.
- 7.4 *Methods of Voting.* The Notice of Election (Section 7), Publicity (Section 7), Nomination Process (Section 8) and Election Procedures (Section 9) are detailed as indicated. These activities can be carried out either via hardcopy (requiring mail or hand delivery to the polling place as described below) or via electronic means. Whichever method is used, there must be: a) a reasonable time frame observed for the vote to occur, b) a confidentiality about voting and authentication, c) a stated process by which ties are resolved, and d) a reasonable retention period for the relevant records.

## **8. Nomination Process**

- 8.1 *By Election.* Nominations of Other Academic Staff Group D senators shall be by election in accordance with Article III, Section 4 of the Senate *Constitution*:

Those eligible to vote in each Other Academic Staff voting unit shall be notified that an election is to be held. Any member of the Other Academic Staff electorate who desires to run for election from their electorate unit shall submit a statement to that effect and a short biography to the appropriate Other Academic Staff voting unit elections and credentials committee. The nominee receiving the highest number of votes shall be deemed elected.

During the nomination process, the number of nominations that can go forward for the election is twice the number of senators to be elected or all those nominated and willing to serve if their number is less than twice the number to be elected.

- 8.2 *Casting Ballots.* Ballots shall be cast in person or returned by mail to the Clerk of the Senate or via electronic means approved by USSP.
- 8.3 *Time of Balloting.* Completed nominating ballots must be received by the chair of CAP no later than 5:00 p.m. on the seventh day (inclusive) following the day upon which the ballots are first made available to Other Academic Staff Group D members.
- 8.4 *Nominating Ballots.*
- (a.) *Willingness to Serve.* The CAP shall send an announcement to all those eligible to vote that an election is to be held. Any member of the Other Academic Staff Group D electorate who desires to run for election from their electorate unit shall submit a statement to that effect and a short biography to the CAP.
  - (b.) *Preparation of Ballots.* Nominating ballots shall be prepared and distributed by the Clerk of the Senate, and shall conform as nearly as possible to the model ballot issued by the USSP.
  - (c.) *Contents.* Ballots shall contain



- (1.) the names and unit designation of all those who have fulfilled the requirements in section 8.4(a), and
  - (2.) directions concerning how each ballot is to be marked, and where and when the ballot must be returned.
- (d.) *Order of Names.* Names of eligible Other Academic Staff Group D members may be placed on the ballot in alphabetical order or any other reasonable order.
- 8.5 *Notice.* The CAP is responsible for notifying the winning nominees and shall forward to the Clerk of the Senate a list of those nominees, their email address, and their campus address.

## **9. Election Procedures**

- 9.1 *Ballot Contents.* The names on the final election ballot shall be a maximum of two and a minimum of one as only one seat is up for election in each voting unit.
- 9.2 *Order of Names.* Names of candidates shall be placed on the election ballot in random order.
- 9.3 *Withdrawal.* Before the election ballot is prepared, any Other Academic Staff Group D member who has received nominating votes may withdraw by delivering a signed notice of withdrawal to the Clerk of the Senate.
- 9.4 *Conducting the Polling.*
- (a.) *Location of Polling Places.* Ballots shall be available at the Senate Office or via electronic means for seven calendar days.
  - (b.) *Signature of Voter.* Before voting, each member of the electorate shall sign opposite their name on the official electorate list of that voting unit or if using an electronic voting system, have a way to ensure only those eligible to vote can participate and that those eligible to vote can vote only once. Confidentiality of all votes must be ensured at all times. If the voting procedure links any identification with votes cast, this information must not be referenced during the tallying of the votes nor saved with the election results.
  - (c.) *Official Electorate List.* An official listing of the Other Academic Staff Group D electorate shall be kept in the Senate Office, and shall be marked to show each member who has voted. This listing shall be kept on file and made available upon request.
- 9.5 *Election Supervision.* The CAP shall be responsible for ensuring that the Other Academic Staff Group D election is carried on in accordance with these Rules.
- 9.6 *Requirements for Election.*
- (a.) *Automatic Election.* If the number of Other Academic Staff Group D members nominated and willing to serve for each opening is one an election need not be held; that person, nominated and willing to serve, may be declared automatically elected.
  - (b.) *Plurality Required.* The nominees receiving the highest number of votes in the final election shall be deemed elected.

- (c.) *Ties in the Final Election.* Ties in the final election will be resolved by a coin flip or a drawing of lots by the Clerk of the Senate.

#### 9.7 *Returns; Counting; Certification.*

- (a.) *Removal of Ballots from Boxes.* If hardcopy methods are used, ballots may be removed from the ballot box only at the end of the voting period or when the box is filled to capacity. Ballots shall be removed from the ballot box only by an election official. Ballots shall be transferred immediately to some sealed container, such as a paper bag or envelope. The sealed container shall be signed by the election officer who transferred the ballots. The sealed container also shall be marked with information showing the date and time of the ballot transfer, the number of ballots transferred (to be determined by reference to the signature sheet), and the election unit in which the ballots are cast. The sealed container shall be stored in a safe place. If electronic means are used, the report of the election shall be obtained at the end of the voting period and the file stored in a safe place.
- (b.) *Counting.* The CAP shall provide for the counting of the ballots immediately following the deadline for casting ballots. No interested party shall participate in the counting process. If hardcopy methods are used, any member of the Other Academic Staff Group D electorate may be present during the counting process within reasonable limits of space. The results of the count shall be entered on a tally sheet signed by those who counted the ballots. If electronic means are used, there shall be a process by which the results can be certified if challenged.
- (c.) *Write-in Ballots.* No write-in ballots are to be counted.
- (d.) *Doubtful Ballots.* Intention of the voter shall be the only standard for interpreting doubtful ballots. If the intention can be determined, the ballot shall be counted in accordance with the intent. If the intention cannot be determined (e.g., three candidates marked for only two seats), then the ballot shall not be counted.
- (e.) *Certification by CAP.* If hardcopy methods are used, the tally sheet and all ballots shall be delivered or made available immediately to the CAP. If electronic means are used, the report of the election shall be obtained at the end of the voting period and the file stored in a safe place. The CAP, after satisfying itself that the vote shown on the tally sheet is correct, shall so certify by signing certification cards provided by the Senate Office, and shall deliver the cards immediately to the Senate Office. The Senate Office shall arrange for the preservation of all ballots, tally sheets, or electronic files for a period of six months.

### **10. Election Certification by Senate Committee**

The USSP shall certify election results to the Senate at the organizational meeting of the newly elected Senate. These results shall be entered in the minutes of that meeting. The USSP may delay certification of candidates whose elections are in doubt or may certify the election of such candidates upon appropriate conditions.

## **11. Formal Reports**

All reports from USSP shall be addressed to the Senate Clerk.

## **12. Absentee Ballots – Applicable only if hardcopy methods are used.**

- 12.1 *Identification Statement.* If using hardcopy methods, each absentee voter shall be required to sign and return an identification form (prepared by the department), in lieu of signing the voter list as required of voters on campus.
- 12.2 *By Request Only.* An absentee ballot can be obtained only by requesting it from the administrative office of the voting unit.
- 12.3 *Time Limit.* To be valid an absentee ballot must be received no later than 5:00 p.m. of the last day of the election in the administrative office of the voting unit.
- 12.4 *Mailing.* Absentee ballots must be mailed early enough to allow ample time for their return before the deadline.

## **13. Grievances and Appeals**

- 13.1 *CAP Jurisdiction.* CAP shall have original jurisdiction over certification of successful election of candidates.
- 13.2 *Appeal to University Statutes and Senate Procedures (USSP).* Any aggrieved person may appeal a decision to the USSP, and actions and decisions of the USSP may be appealed to the Senate by any senator.
- 13.3 *Procedure for Unlisted Persons Claiming Electorate Status.* If any Other Academic Staff Group D member whose name does not appear on the official listing desires to vote and claims entitlement to do so, the validity of that claim shall be decided by the chair of USSP before termination of the voting period. If the claim cannot be so decided, the member shall be provided a ballot after signing a statement that he/she is a qualified member of the electorate. The voter's signed statement and vote shall be kept separate and shall not be counted with the other votes; they shall be delivered to the USSP at the same time as the other ballots and the tally sheets are delivered. The USSP will decide whether the member is or is not entitled to vote. If the person is so entitled, the chair of USSP will add that vote to the tally sheet.

## **14. Resignations and Vacancies**

- 14.1 *No Nominations.* If no person is nominated for a Senate seat during the general election, then the Other Academic Staff Group D electorate shall have the option of electing an eligible member of the electorate to that seat in the fall. Election procedures shall be developed by USSP.
- 14.2 *Disqualification from Electorate.* If a senator fails to satisfy the requirements for membership in the electorate during their term of office, the Senate shall determine whether the senator may remain seated.

- 14.3 *Review of Status.* The Clerk of the Senate will review official records each semester, and will report to the USSP the names of all those senators no longer in the employ of the University.
- 14.4 *Vacancies.* Vacancies shall be filled by election of a member of the voting unit for the remainder of the vacant term in accordance with the nomination and election procedures prescribed in Article III of the Senate Constitution.