March 2021

**UNIVERSITY OF GEORGIA LIBRARIES' FACULTY
COMMITTEE ON NOMINATIONS AND ELECTIONS**

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**I. CHARGE**

The Libraries' Faculty Committee on Nominations and Elections is charged with carrying out all aspects of elections for the Libraries' Faculty, which includes elections to committees, approval of documents and processes, and special elections. In fulfilling its assigned duty, the Committee uses the University of Georgia Libraries Faculty Bylaws and internal documentation as guidelines, and past elections as precedent. The following sections give further guidance in committee procedures.

**II. CHAIR OF THE COMMITTEE**

Due to the complexities sometimes encountered in the election process, the Chair of the Committee on Nominations and Elections should be either a second-year Committee member or an individual who has served on the Committee in a previous two-year term.

**III. TYPES OF ELECTIONS.**

1. University Council Election—held in January
2. Spring Election & Committee on Promotion—held in April following BOR announcements of Promotions. (Late April or early May) (see Section VII)
3. Committee Vacancy Election—held any time
4. Special Election—held any time

**IV. SEQUENCE OF ELECTIONS AND TIMEFRAME**

The election of University Council representatives, election of Committee chairs and FAB members, recruitment of committee volunteers and the election of Committee on Promotion members take place in succession in the winter and spring of each year. Because newly elected individuals take office on July 1, each election must take place promptly. A suggested timetable follows:

* **University Council Election**—three weeks to complete, beginning in mid-January and the election **MUST BE COMPLETED by February 15**
	+ January Faculty Meeting—nominations accepted
	+ Nominations are not posted
	+ One week or less to prepare ballot
	+ Election held for ten working days (WDs) A working day is defined as 8AM - 5PM, Monday through Friday, and is hereafter referred to as a WD.
* **Spring Election & Committee on Promotion Election**—four weeks to complete, beginning in April, following BOR promotion announcement
	+ Nominations solicited for five WDs
	+ Nominations posted for five WDs and ballot prepared
	+ Election held for ten WDs
	+ Run-off election held in case of tie(s), held for five WDs
	+ Faculty wishing to run for a seat on the Committee on Promotion will not be eligible to run for Chair of any standing committees.
	+ The At-Large representative on the Committee on Promotion is a ballot entry
* **Selection of Committee Members**—one week to complete, beginning in early to mid-May
	+ Call for volunteers posted for five WDs

**V.** **GENERAL PROCEDURES**

The following procedures apply to all elections. Instructions for specific elections follow in Sections VI-XI. The Committee on Nominations and Elections will hereafter be referred to as the CNE.

Elections usually consist of three stages: the call for nominations, the posting of nominations, and the election itself. Each stage consists of a specified number of working days. Weekly (Monday through Friday) intervals of WDs are the easiest to keep track of. For most elections, nominations are accepted for five WDs; nominations are posted for five WDs; and the election takes ten WDs. See Sections VI and XI for exceptions to this general rule.

The call for nominations, posting of nominations, and announcement of election results are made via e-mail. The Chair should create and maintain an email distribution list. The Libraries’ Human Resources Department provides the list of Libraries' Faculty to the Chair. In 2014 the email list was created by HR and there was no need for the chair to create a new list. Librarians at the research stations are included in the list. This list will also be used to designate eligible voters in faculty elections. The list of faculty by rank, to be used for the Committee on Promotion portion of the election cycle, is available at Teams\Library Grapevine\General\FACCOM\NOM&ELE\ and the year. The Chair should gather the information on the recent promotions, available from HR and update the list, saving it as a new year. Request the new promotion information from HR beginning in April. Specify that you need the results for the recent promotion candidates**. Faculty from the *Georgia Review* and the Georgia Press only participate in the University Council election.**

Examples of the call for nominations and posting of nominations are provided at the end of this document (see examples 1 and 2).

Any CNE committee member who receives a nomination should forward it to the Chair as soon as possible in order to keep track of the nominating progress. If nominations are not forthcoming, the CNE must actively solicit them. At least one nomination per vacancy must be secured, and the CNE should make every effort to encourage competition.

During the nominations process, members of the CNE may be asked questions about the number or identity of candidates who have been nominated. Knowing the number of candidates already nominated for a given slot is helpful information for those who might be considering making a nomination, so this information may be freely shared; however **candidates’ names are kept confidential until the nominations are posted.**

Voting is done using the latest electronic survey software provided by the University, for example, Qualtrics, which is freely accessible to all Libraries' Faculty. Information about the current software is available from both EITS and the Center for Teaching and Learning. The Chair has the responsibility for receiving the necessary training and should plan to share this information with the incoming Chair.

The CNE should allow at least a week for ballot creation. This can be done during the same week the nominations are posted. Ballot questions must allow for selection of nominated candidates as well as providing the option of write-in votes. For the suggested forms of ballot questions, see example 3.

At the beginning of the voting period and as the closing date approaches, the Chair will send email reminders to all Libraries' Faculty, encouraging them to vote.

The CNE meets promptly after the end of the election to view results. Certain software packages, such as Qualtrics, automatically tally the votes. At least three members of the Committee must be present to view the results. Results should not be released prior to the CNE's meeting. The CNE should meet in a room with internet access and a monitor that all the members can easily view, or via a video conferencing platform such as Zoom or Microsoft Teams. It is possible to view the list of Libraries' Faculty who have voted, but names and votes are not linked.

The CNE prints the complete election results. These pages are then signed by the CNE members who are present. Electronic signatures are acceptable. The signed pages are retained and included as part of the annual report submitted to the Committee on Faculty Organization and Governance at the end of the fiscal year. This scan should also be saved in Teams as part of the annual report from CNE. The results are also saved to Teams (Teams/general/faccom/nom&ele/ *year/document name* (see example 5). **For University Council results, the signed page should be scanned and sent to the Office of the Vice President for Academic Affairs. The OVAA announces the results. The CNE may not release the UC results until directed to do so by the OVAA.** See Section VI for further information on University Council election procedures.

Winners are determined by a plurality of ballots cast. In the case of a tie, a runoff election will be held. Should the candidates again tie, the CNE will determine the winner through a random drawing.

Election results are announced via e-mail. The announcement should list only the names of the elected candidates, and provide the name of the file on the G drive where the full results may be viewed. If a runoff election is necessary, the runoff candidates and dates for the election may be included in the same announcement as the initial election results (see [example 6](http://www.libs.uga.edu/staff/cneprocedures.html#example6)).

The CNE works with the Libraries Human Resources Department to ensure that the [Libraries Faculty Advisory Board & Standing Committee Membership List](http://www.libs.uga.edu/staff/faccomm.html) is updated when elected candidates take office. CNE provides names, office, and term expiration dates to the Libraries Human Resources Department to update the page.

Candidates elected to office begin and end their terms on July 1, which coincides with the beginning of the fiscal year.

At the end of the fiscal year (June 30), the Chair prepares an annual report that lists the members of the committee, the committee's accomplishments over the past year, and the signed election results for all elections conducted during the year. At that time the Chair is also responsible for reviewing all computer files associated with the CNE and deleting any that will not be needed in the future. The Chairperson should also make sure that the [CNE procedures website](http://www.libs.uga.edu/staff/cneprocedures.html) is current.

**VI. UNIVERSITY COUNCIL ELECTION**

Members of the Libraries' Faculty, including faculty from the *Georgia Review* and the Georgia Press, belong to a group designated as "personnel from the corps of instruction who do not hold academic rank" under the auspices of the Senior Vice President for Academic Affairs and Provost. This voting group may be referred to as the Libraries’ Voting Group and as of 2014 no longer includes other like-ranked faculty outside of the Libraries. This Libraries’ Voting Group is represented by **five delegates** to the University Council, who each serve three-year terms (see Bylaws of The University Council of The University of Georgia, [Part V General Procedures Section III D)](http://www.reg.uga.edu/uc.nsf/html/bylaws) . Elections must be completed by February 15. The CNE conducts elections for University Council representatives and nominations are solicited at a faculty meeting in January, which may be called for this purpose.

Nominations for University Council representatives are made at the Libraries' Faculty meeting in January in years when a representative's term is due to expire the following August. The CNE chair should be aware of term expirations and should notify the Chair of FAB and the University Librarian to allow sufficient planning time for this election. Candidates nominated at the Faculty meeting will be placed on the ballot; there is no other call for nominations or posting of nominations. Nominees need not be present to be nominated. A list of current University Council members and their terms can be found on the [Libraries Faculty Advisory Board & Standing Committee Membership List](http://www.libs.uga.edu/staff/faccomm.html) . **Contact the Administrative Associate in the Registrar's office [****Adam Lawrence****—2014] to double check the upcoming term expiration of the current University Council representative before starting the election process.**

A software package is also used for this election. The names of eligible non-Libraries' faculty are added to the list of voters in the same fashion as for Libraries-only elections (see Appendix, [Section III](http://www.libs.uga.edu/staff/cneprocedures.html#sectionIII)). As of 2014, the list of eligible voters is comprised of Libraries’ Faculty and the faculty of *The Georgia Review* and the Georgia Press. The Libraries’ HR Department can verify the status of the extra-Libraries’ faculty.

The election runs for ten WDs. Write-in votes are allowed as described in [Section V](http://www.libs.uga.edu/staff/cneprocedures.html#sectionV).

**For University Council results, the signed page should be scanned and sent to the Office of the Vice President for Academic Affairs. The CNE also notifies the Registrar [****Jan Hathcote** **--2014] of the results for the University Council records.**

 **The OVAA announces the results. The CNE may not release the UC results until directed to do so by the OVAA.** The University Council Election is decided by a majority vote with runoff elections determined by a plurality vote.

**The CNE does not announce results for this election unless authorized to do so**. Instead, results are sent to the Vice Provost for Academic Affairs, and the CNE asks if the Vice Provost's Office will announce the election results or if the CNE is authorized to make the announcement on the Vice Provost's behalf.

**VII. SPRING ELECTION AND THE COMMITTEE ON PROMOTION ELECTION**

The following vacancies are filled in the Spring Election and the Committee on Promotion Election and each chair serves a one-year term. **Faculty may only serve in one elected capacity at a time.** The Chair should confirm that nominees are not currently serving in an elected position that will run concurrently with the position for which they wish to run in this election cycle.

There is a combined election with one ballot for:

* Vice Chair of Faculty (who serves the next year as Chair of Faculty)
* Chair, Committee on Faculty Organization and Governance
* Chair, Committee on Nominations and Elections
* Chair, Committee on Professional Development and Research
* FAB, General Member. There are **two** general members on FAB, but because they serve staggered two-year terms, only one should be elected each year.
* Committee chairs serve a one-year term. The Vice Chair of the Faculty serves a second year as Chair of the Faculty.

The Committee on Promotion is composed of seven members:

* Two from each rank of Librarian/Archivist II through IV, each serving two-year terms
* One at-large member from any rank of Librarian/Archivist II through IV. This position will appear on the ballot as such and will not be selected from among the non-successful candidates for the other seats and is only vacant in **odd-numbered years**
	+ Refer to the [Libraries Faculty Advisory Board & Standing Committee Membership List](http://www.libs.uga.edu/staff/faccomm.html) to see when this AT-Large election should be held
* Terms are staggered with half of the Committee being elected each year
* Any Libraries' Faculty member with a rank of Librarian/Archivist II or higher who has been on the University of Georgia Libraries ' Faculty at least two years as of July 1 following the election is eligible to serve on the Committee.
* Individuals newly promoted to the ranks of Librarian/Archivist II-IV are eligible to serve on the Committee in their new ranks.
* Persons serving on the Committee may not be considered for promotion during their tenure on the Committee.
* ***Persons who wish to serve on the Committee on Promotions may not run for other elected office*.**

As soon as promotions for the year are announced the CNE should begin the nominations process for the combined Spring Election and the Committee on Promotion in order to complete the process by July 1. Contact the Libraries’ HR Department in early April for the promotion results. New committees should be operational by the first week in July.

Nominations are accepted for five WDs; nominations are posted for five WDs; and the election runs for ten WDs, followed by one runoff election in the event of a tie. Faculty members may only be elected to one elected position, although Committee Chairpersons/members of the Committee on Promotion may serve as volunteer members on other committees.

The CNE sends an e-mail to the Libraries' Faculty soliciting nominations. Included in the e-mail:

* A list of Librarians/Archivists II, III, and IV who are eligible to run for the Committee on Promotion. The list may be obtained from the Libraries Human Resources Department. See also Teams/Library Grapevine/General/FACCOM/NOM&ELE/Faculty Rank/*year.*
* The vacancies and calling for nominations (see [example 1](http://www.libs.uga.edu/staff/cneprocedures.html#example1)). The CNE prepares electronic ballots as described in [Section V](http://www.libs.uga.edu/staff/cneprocedures.html#sectionV) (see [example 3](http://www.libs.uga.edu/staff/cneprocedures.html#example3A) ).

The CNE prepares electronic ballots as described in [Section V](http://www.libs.uga.edu/staff/cneprocedures.html#sectionV) and Appendix [Section I](http://www.libs.uga.edu/staff/cneprocedures.html#sectionI) (see also [example 3](http://www.libs.uga.edu/staff/cneprocedures.html#example3B)).

A plurality of votes cast is required for election to any office, including seats on the Committee on Promotion.

 **[VIII. SELECTION OF VOLUNTEER COMMITTEE MEMBERS:](#volunteers)**

Committee members serve on a volunteer basis (with the exception of the Committee on Promotion; see [Section IX](http://www.libs.uga.edu/staff/cneprocedures.html#sectionIX)) for staggered two-year terms. There is no limit to the number of terms an individual can serve on a committee. Each committee should have four to sevenmembers including the Chair.

Following the election of committee Chairs, FAB members, and the members of the Committee on Promotion, the CNE sends a call for volunteers to serve as committee members via e-mail, giving Libraries' Faculty members five WD to submit their names. Because these are not elected positions, there is no posting of names or voting; however, the call for volunteers does include a rosterfor each committee that lists the newly elected Chair, members with continuing terms (i.e. members in the second year of their term), and the number of remaining vacancies on the committee.

If not enough people volunteer to fill the vacancies, the CNE will work with the committee Chair to seek volunteers more actively. If more people volunteer than are needed to fill the vacancies, the CNE will determine committee membership by the following steps:

1. The CNE will give first preference to a volunteer who has not served on a faculty committee during the last year.
2. The CNE will give second preference to a volunteer who wishes to serve a consecutive term on a faculty committee (this “old member” rule applies only to individuals who have served on a committee during the past year and whose terms are about to expire; the CNE does not delve into the past to determine who might have served on a committee in earlier years).
3. The CNE will give third preference to a volunteer who wishes to serve on a new committee *in addition to* serving the second year of a term on another faculty committee.
4. If any individual has volunteered to serve on more than one committee simultaneously, and has already secured a seat on a committee where there is not an excess of volunteers, the CNE will remove that individual's name from consideration for the committee where the excess exists.

If there are still too many volunteers after steps 1 - 4 have been applied, the CNE will first have a day of thanksgiving and then conduct a random drawing to determine committee membership.

Committee Chairs serve for one year only. If outgoing chairs wish to serve a second year, they must run for the position of Chair again or put their names forward as volunteers.

[**IX. COMMITTEE VACANCY ELECTION (ELECTED POSITIONS)**](#vacancy)

When a Libraries' Faculty member tenders a letter of resignation, s/he will notify the Chair of the CNE of the committees on which s/he served. If the vacancy is for a **committee Chair, Committee on Promotion member, general FAB member or Vice Chair position** (if the Faculty Chair resigns, the current Vice Chair will assume the position of Chair), the CNE will hold an election to fill the vacancy created by the resignation. The election is conducted in the same manner as the Spring Election and Committee on Promotion Election described in Section VII above.

If the vacancy is for a committee **member**, the Chair of the committee affected by the resignation will determine whether it is necessary to fill the vacant position before the next election cycle and, if needed, the CNE will put out a call for volunteers via e-mail and hold a random drawing if more than one person volunteers.

**X. SPECIAL ELECTIONS: ADOPTION OF NEW DOCUMENTS; REVISION OF EXISTING DOCUMENTS**

The adoption of new documents or alteration of existing documents, including The University of Georgia Libraries Faculty Bylaws, usually begins with discussion at one or more Libraries' Faculty meetings. If a motion is passed to hold an election to approve or reject the adoption/revision, the CNE conducts the election.

An election announcement is sent via e-mail. Instructions for viewing the revised or new document are included in the announcement. For changes to existing documents, both the original and revised versions are made available for viewing. An e-mail attachment should be sent to any Libraries' Faculty member who does not have online access to the document(s).

The current software survey package is also used for this type of election. The ballot gives a yes/no choice for the adoption of the proposal (see [example 7](http://www.libs.uga.edu/staff/cneprocedures.html#example7)).

The election is held for ten WDs.

For additions or changes to the Bylaws, **a two-thirds majority of votes cast** is required for adoption of the proposal. A simple majority is required for the adoption or revision of all other documents.

**XI. ABSENTEE VOTING**

As voting now is conducted electronically, there is no longer a need for absentee ballots. Persons who wish to participate in an election and will not have internet access during the election period should contact the Chair of the CNE to discuss alternate arrangements**.** In cases where an absentee ballot has been requested, the Chair will grant **selected release** to voters requiring such a ballot, giving the voter the opportunity to vote early.

**[XII.APPENDIX](#appendix)**

**EXAMPLE 1: CALL FOR NOMINATIONS E-MAIL (Spring Election & Committee on Promotion Election)**

To the Libraries' Faculty:

Nominations will be accepted for five working days for the Spring Election & the Committee on Promotion Election April 14-25, 2005 for the following vacancies:

Faculty Vice Chair: 1 vacancy (to serve second year as Chair)

Faculty Advisory Board: 1 vacancy for **General Member** (to serve two-year term)

Committee on Nominations and Elections: 1 vacancy for Chair

Committee on Professional Development and Research: 1 vacancy for Chair

Committee on Faculty Organization and Governance: 1 vacancy for Chair

Committee on Promotion: 1 vacancy for:

* Librarian II
* Librarian III
* Librarian IV
* [At-large member elected in even numbered years]

Please consider running as a candidate yourself or nominating others; your participation in the election process and on Faculty committees is important.

Any Libraries' Faculty may nominate a candidate. You may nominate yourself. Please obtain the permission of the person you wish to nominate before submitting a nomination. Nominations should be submitted in writing (campus mail or e-mail) to any member of the Committee on Nominations and Elections: [list committee members]

The election will be held [starting date – ending date]. If you will require an absentee ballot for this election, please contact [Chairperson's name] by [deadline]. A [Qualtrics or current software in use] ballot will be available on the first day of the election and will be available for ten working days.

NOTE: The first day of balloting, a note should be sent reminding Faculty to vote. This note will contain a personalized link to the ballot which will have a one-time use.

NOTE: The call for nominations for the Committee on Promotion Election should include a reminder that candidates are elected by rank, list current members of the Committee, and provide a list of eligible Libraries' Faculty organized by rank.
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**EXAMPLE 2: POSTING OF NOMINATIONS E-MAIL (Committee Vacancy Election)**

To the Libraries' Faculty:

The candidates for committee vacancies are as follows:

Chair, Committee on Nominations and Elections:
1 vacancy
Nominees: Charles Evans, Joseph Sabin, Isadore Mudge

Chair, Committee on Professional Development and Research:
1 vacancy
Nominees: Richard R. Bowker, Angus Snead McDonald

The election will be held [starting date – ending date]. An electronic ballot will be available on the first day of the election.

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**EXAMPLE 3: SAMPLE BALLOT (SPRING ELECTION & COMMITTEE ON PROMTION) WITH SUGGESTED WORDING OF QUESTIONS FOR NOMINATED CANDIDATES AND WRITE-IN VOTES**

|  |
| --- |
| 1. Please select from the list below for the person to fill the position of Vice-Chair of FAB OR use the write-in form in the following question if you wish to submit a write-in vote. PLEASE VOTE FOR ONLY ONE CANDIDATE.  |
|

|  |  |  |
| --- | --- | --- |
|  | a.  | Auntie Em (Skip to Question 3)  |
|  | b.  | Dorothy (Skip to Question 3)  |
|  | c.  | Toto (Skip to Question 3)  |
|  | d.  | None of the above/write-in candidate (Go to Question 2)  |

 |
|    |    |
| 2. Please provide the name of a write-in candidate ONLY IF YOU DID NOT MAKE A SELECTION IN THE PREVIOUS QUESTION.  |
| Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

 **(COMMITTEE ON PROMOTION ELECTION)**

Note: Create questions for nominated candidates and write-in options for each rank: Librarian II/Archivist II; Librarian III/Archivist III; Librarian IV/Archivist IV

|  |
| --- |
| 1. Please select from the list below for the person to fill the position of Librarian II/Archivist II representative on the Committee on Promotion OR use the write-in form in the following question if you wish to submit a write-in vote. PLEASE VOTE FOR ONLY ONE CANDIDATE.  |
|

|  |  |  |
| --- | --- | --- |
|  | a.  | Charles Cutter (Skip to Question 3)  |
|  | b.  | Minnie Earl Sears (Skip to Question 3)  |
|  | c.  | None of the above/write-in candidate (Go to Question 2)  |

 |
| 2. Please provide the name of a write-in candidate ONLY IF YOU DID NOT MAKE A SELECTION IN THE PREVIOUS QUESTION.  |
| Answer:   |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXAMPLE 4: Guidelines for voting on the opening screen of the ballot**

**Spring [date] Ballot**

Welcome to Electronic Voting. Please make your selections by clicking on the button to the left of the option/candidate of your choice. If you wish to make a write-in vote, please click the "none of the above" button in the list of candidates/options and type your write-in vote in the box provided in the following question. **Please do not use the write-in box if you have already voted for a specific candidate/option.**

Please remember to click "SAVE ANSWER" after each question that you answer. (Use the language appropriate to the current survey software.)

Questions? Contact any member of the Committee on Nominations and Elections: [list names and email links]

**Voting will be open from [starting date] through 5:00 pm [closing date]. Click on the link "Spring [date] Ballot" to begin.**

Thank you for participating.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****EXAMPLE 5: FULL ELECTION RESULTS AS PRINTED AND SIGNED BY MEMBERS OF THE CNE AND AS SAVED TO THE G DRIVE**

Note: Each question should be saved along with its results.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Top of Form

|  |
| --- |
| At the February Faculty meeting, FAB was asked to propose several possible models for faculty meeting times and scopes. The Faculty Bylaws require business meetings as necessary. "Topical meetings" refer to general, open discussions on topics of professional interest. Please vote for one of the following options, or use the write-in form in the following question.  |
|

|  |  |  |
| --- | --- | --- |
|  | a.  | Quarterly business/topical meetings with called topical meetings in other months at FAB's discretion (4 to 12 meetings per year)--Skip to Question 3  |
|  | b.  | Quarterly business/topical meetings only (4 meetings per year)--Skip to Question 3  |
|  | c.  | Ten business/topical meetings per year (10 meetings per year)--Skip to Question 3  |
|  | d.  | None of the above or I will use the write-in form in the following question. Go to Question 2  |

 |
|    |

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| **Response Summary**  |
|

|  |  |  |
| --- | --- | --- |
| **Answer**  | **Value**  | **Frequency Distribution**  |
| -  | 0%  | 3  |      |
| a  | 0%  |  31  |      |
| b  | 0%  | 3  |      |
| c  | 0%  | 6  |      |
| d  | 0%  | 0  |       |
|  |

 |

**EXAMPLE 6: EMAIL ANNOUNCEMENT OF ELECTION RESULTS E-MAIL (Committee on Promotion Election)**

To the Libraries' Faculty:

Results of the Committee on Promotion Election are as follows:

Librarian/Archivist II
Minnie Earl Sears

Librarian/Archivist III
Ainsworth Rand Spofford

Librarian/Archivist IV
Justin Winsor

Full results can be found on the G drive at: Teams\Library Grapevine\General\FACCOM\NOM&ELE\[year]\[file name] or by contacting [name of Nominations and Elections Committee Chair, telephone number and e-mail address].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXAMPLE 7: ADOPTION/REJECTION OF DOCUMENT**

Note: Instructions for viewing the revised or new document should be included with the ballot. For changes to existing documents, both the original and revised versions are made available for viewing. An e-mail attachment should be sent to any Libraries' Faculty member who does not have online access to the document(s). Because the ballot gives a yes/no choice for the adoption of the proposal, no write-in option is provided.

|  |
| --- |
| At the February Libraries' Faculty meeting, FAB presented a proposed revision to the “Libraries' Faculty Rights to Ice Cream.” The Faculty agreed to hold a ballot election regarding the proposed revision. Please vote below to accept the revision or reject it (and retain the current “Rights to Ice Cream” document) 1. Accept the proposed revision
2. Reject the proposed revision and retain the current document
 |
|

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **DOCUMENTATION FOR ADDITIONAL UNIVERSITY COUNCIL SEATS**Confirmation of additional UC seats:Email dated 12/3/2013 from the interim Vice Provost to the University Librarian:[Excerpt] … We have four members who are continuing, and two vacancies that need to be filled.  In addition, the Registrar has added a 7th representative to the mix.  Based on the fact that the Libraries have previously had 4 out of the 6 VPAA Council representatives, my calculation is that you now have 5 representatives out of the 7.  |  |  |

 |

Procedures updated January 2016, March 2021