The following guidelines have been established by the Nominations, Elections and Voting Procedures (NEVP) Committee to ensure that all elections undertaken by the University Library are fair and impartial.

**I. Service on Elected Positions:** For each election to be conducted, NEVP will assemble a list of eligible candidates. Faculty will be given an opportunity to remove themselves from the election before formal voting begins. Faculty who do not which to be elected to an office are responsible for removing themselves before the ballot is released. Thereafter, all election results are binding.

**II. Retention of voting records:** all election results and ballots are saved for one year. The previous year’s elections results will be held until the next election for that particular committee is held. It is the duty of the chair of the committee to dispose of ballots over one year old.

**III. Election results:** Election winners will be announced by NEVP in a timely fashion. Vote tallies will be released to any candidate requesting the results from the NEVP.

**III. Paper Voting:**

- a) All votes MUST be signed on the back of the envelope to be counted. All ballots collected without signatures will not be counted.
- b) Ballots received more than one day after the deadline will not be counted.
- c) Ballots not conforming to the rules of the election (too many votes on one ballot, etc.) will be considered spoiled and will not be counted.
- d) If a margin of two votes or less decides the winner of an election, an automatic recount of the votes will occur.

**IV. Electronic Voting:** If offered, the security of electronic balloting must be consistent and offer the equivalent degree of anonymity and accountability as traditional mail balloting.

- a) Electronic balloting must be set up to use Bluestem authentication (or similar means of secure electronic access and authentication).
- b) The order of nominees' names on electronic ballots should be rotated so that they are not always listed in alphabetic order,
c) Electronic ballots must allow only one electronic submission (vote) per voter for each election.

d) A paper record of votes cast and election results must be printed and saved with the NEVP files for the period of one year.

e) Confidentiality of all votes must be ensured at all times. If the voting procedure links any identification with votes cast, this information must be discarded immediately. It must not be referenced during the tallying of votes nor saved with the election results.

IV. Calendar and Limitations for Elections

A. October

Faculty Review Committee
- Reminder sent to division coordinators to conduct election under procedures in division bylaws
- Coordinators conduct election and inform NEVP of results by Nov. 1
- NEVP notifies faculty and current chair of FRC of election results

B. November

Promotion and Tenure Advisory Committee Nominating Ballot
- Open to tenured-faculty only
- Current members of FRC may not serve on PTA
- Ineligible after two consecutive terms
- Tenure-track, tenured, and visiting faculty may vote

Promotion and Tenure Advisory Committee Final Ballot
- Final ballot must contain two times the number of open seats
- Tenure-track, tenured, and visiting faculty may vote

B. January

Faculty Senate Nominating Ballot
- Open to all tenure and tenure-track faculty
- Ineligible after three consecutive terms
- Tenure-track, tenured, and visiting faculty may vote

C. February

Faculty Senate Final Ballot
- Final ballot must contain at least two-times the number of open seats
- Tenure-track, tenured, and visiting faculty may vote
D. May

Executive Committee Nominating Ballot
• Open to all tenure and tenure-track faculty
• Ineligible after two consecutive terms
• Tenure-track, tenured, and visiting faculty may vote

Executive Committee Final Ballot
• No more than two representatives from each division may serve on EC
• Tenure-track, tenured, and visiting faculty may vote

E. June

Bylaws Committee
• Open to all tenure and tenure-track faculty
• Appointment is three years in staggered terms, with one new member elected annually
• Tenure-track, tenured, and visiting faculty may vote

Nominations, Elections and Voting Procedures Committee
• Open to all tenure and tenure-track faculty
• Tenure-track, tenured, and visiting faculty may vote

Secretary of the Faculty
• Open to all tenure and tenure-track faculty
• Tenure-track, tenured, and visiting faculty may vote

Grievance Committee
• Open to tenured faculty only
• The University Librarian, AULs and Staff Directors are ineligible
• Tenure-track, tenured, and visiting faculty may vote