

APSCUF
Lock Haven University
Nominations and Elections Committee Charge
adopted March, 1993
amended: 11/94, 11/95

The following guidelines are established in modification and clarification of the Nominations and Elections Manual which was presented during the 1978-79 academic year. These guidelines will work in conjunction with, and subject to, the APSCUF Constitution and any amendments hereafter. All references to APSCUF and members of APSCUF shall refer to the Lock Haven University Chapter of APSCUF.

NOMINATION PROCEDURES

The Nominations and Elections Committee shall solicit nominations from eligible faculty for vacancies occurring in Subsections I, II and III below, with the exception of the office of the President. If a vacancy occurs in the office of the President, the Vice President shall succeed to that office for the unexpired portion of the term. All nominations shall be made with the consent of the nominee. A slate of the nominations received shall be presented to the eligible faculty at least one week prior to a scheduled election. Nominations from the floor will be accepted for all vacancies at a regular APSCUF Meeting prior to an election being conducted. After nominations have been closed, no additional nominees shall be added to the ballot. A blank line will be provided on the ballots for write in candidates. The APSCUF Office Manager shall keep an up-dated list of nominees for all offices and positions, which shall be accessible to the general membership.

Nominations will be solicited by the Committee for the following:

1. Mid-term vacancies occurring in offices under Subsection I, with the exception noted, which shall be filled by a special election.
2. Mid-term vacancies occurring on committees under Subsection II, which shall be filled for the remainder of the term by election at the next regular APSCUF meeting after the vacancy occurs.
3. Mid-term vacancies occurring on committees under Subsection III, which shall be filled for the remainder of the term by election at a regular APSCUF meeting, with the entire eligible faculty to be notified of the election date and time.
4. Vacancies upon the conclusion of a term in offices under Subsection I and on committees in Subsections II and III shall be filled by election held in April of each year.

ELECTION PROCEDURES

The Nominations and Elections Committee shall conduct all elections. The Committee shall also prepare ballots for each election with the names of all nominees. Separate ballots will be prepared for different eligibility groups for vacancies.

1. Special and annual elections will be conducted to fill mid-term vacancies under Subsection I and all term-expired vacancies in the APSCUF Office located in Raub 4 (or such other place designated by the Committee) between the hours of 8:00 a.m. and 3:00 p.m. over two days selected by the Nominations and Elections Committee. The ballots shall be counted by the Committee at 3:00 p.m. on the second day of the election. A list will be provided to the Committee by the local APSCUF office of all eligible voters, with each voter to sign next to his/her name upon casting their ballot(s).

2. The membership may vote to establish a mail ballot election to fill mid-term vacancies under Subsection I. Mail ballots will be forwarded to all eligible faculty with a deadline for returning the ballots to the local APSCUF Office. After the conclusion of the stated deadline, the Committee will assemble to count the ballots. All mail ballots will consist of a ballot of the nominees, a small, unmarked envelope to place the ballot which shall be sealed, and a larger envelope with the name of the eligible faculty member and a place for his/her signature.

3. Elections to fill mid-term vacancies under Subsections II and III will be conducted at regular APSCUF Meetings, with the Nominations and Elections Committee to count the ballots and announce the results before the end of the meeting.

4. Ballots for special and annual elections shall be sent via campus mail, hand carrier or fax to the Clearfield Campus, with a volunteer APSCUF member to count the ballots and report the results to the APSCUF Office, which will then be conveyed to the Committee.

5. Each category on the ballot shall be considered separately in counting the ballots.

6. A majority vote of those casting ballots is necessary to win each office under Subsection I(B)(2 through 5) below. If a majority vote is not achieved on the first ballot, a run-off election will be conducted between the two candidates having the highest number of votes. In the case of a run-off, the candidate(s) with the least votes will be dropped from the ballot. Vacancies in all other offices and committees shall be won on plurality of the votes cast. Should a tie occur for filling these vacancies, a run-off election will be conducted. The tied candidates will have three (3) working days to notify the APSCUF Office if they wish to decline their candidacy. (Amended 11/94)

7. The Nominations and Elections Committee will announce the winners of all elections. If the election is conducted at a regular APSCUF Meeting, the winners will be announced at the meeting, published in the next issue of the APSCUF monthly newsletter and the results placed on the Faculty/Staff Lounge Door. If the election is conducted by special election or mail, the results will be published in the next issue of the APSCUF monthly newsletter and the results placed on the Faculty/Staff Lounge Door. Results can also be obtained by contacting the local APSCUF Office.

TIME SEQUENCE OF ELECTIONS, ELIGIBILITY AND TERM OF OFFICE

I. APSCUF OFFICES

- A. All members of APSCUF in good standing are eligible to be nominated for an APSCUF Officer position. No person shall hold more than one of the APSCUF Officer (B.1-5) positions simultaneously.
- B. Terms of Office:
 - 1. President--shall serve a two year term after completion of serving a two-year term as President Elect commencing May 15th of each odd numbered year
 - 2. Vice President--shall serve a two year term, commencing May 15th of each even numbered year
 - 3. President-Elect--shall serve a two-year term, commencing May 15th of each odd numbered year
 - 4. Secretary--shall serve a two-year term, commencing May 15th of each odd numbered year

5. Treasurer--shall serve a two-year term, concurrent with the APSCUF fiscal year of each odd numbered year. The current fiscal year is June 1 through May 31st.
6. Legislative Delegates--shall each serve a two-year term. There are currently four (4) delegates, two with terms commencing on September 1st of each odd numbered year and two with terms commencing on September 1st of each even numbered year
7. Alternate Legislative Delegates--shall each serve a two-year term. There are currently four (4) alternate delegates, two with terms commencing on September 1st of each odd numbered year and two with terms commencing on September 1st of each even numbered year
8. Members at Large--shall each serve a two-year term. There are currently four (4) members at large, two with terms commencing on May 15th of each odd numbered year and two with terms commencing on May 15th of each even numbered year
9. Additional members to the APSCUF Offices which are non-elected positions include: Past President, serving a two-year term; Grievance Chairperson, serving a one-year term; and Legislative Chairperson, serving a one-year term.

II. APSCUF COMMITTEES

- A. All members of APSCUF in good standing are eligible to be nominated for APSCUF Committees.
- B. Committees and Terms of Office
 1. Nominations and Elections Committee -- five (5) members shall each serve a two-year term, three with terms commencing on May 15th of each odd numbered year and two with terms commencing on May 15th of each even numbered year.
 2. Grievance Committee -- five (5) members shall each serve a two-year term, three with terms commencing on May 15th of each odd numbered year and two with terms commencing on May 15th of each even numbered year.

III. CONTRACTUAL AND UNIVERSITY ELECTED COMMITTEES

- A. All Faculty Members are eligible to be nominated for positions on any of the Contractual and University Elected Committees, subject to the provisions of the Collective Bargaining Agreement and individual charters of the Committees. Contractual Committees exist as representatives of the entire faculty. While these are not APSCUF committees, their existence and function are related to APSCUF activities and those of the entire faculty. The Nominations and Elections Committee is charged with the nomination and election procedures for these committees.

B. Contractual Committees and Terms of Office

1. Promotion Committee -- seven (7) members from the tenured faculty, each serving two year terms, two members from the College of Education and Human Services, two members from the College of Arts and Science and three members at large. No more than one member of a department is to serve on this Committee at any time. One member from the College of Education and Human Services, one member from the College of Arts and Science and two members at large shall have terms commencing on May 15th of each odd numbered year and one member from the College of Education and Human Services, one member from the College of Arts and Science and one member at large shall have terms commencing on May 15th of each even numbered year. (Amended 11/95)
2. Tenure Committee -- five (5) members from the tenured faculty, each serving two-year terms, three with terms commencing on May 15th of each odd numbered year and two with terms commencing on May 15th of each even numbered year.
3. Sabbatical Leave Committee -- five (5) members each serving two year terms, three with terms commencing on May 15th of each odd numbered year and two with terms commencing on May 15th of each even numbered year.

C. University Elected Committees

1. Honors Committee -- five (5) members, each serving two year terms, one member from each of the three areas of the College of Arts and Science and two members from the College of Education and Human Services. One member from the College of Education and Human Services shall serve commencing on May 15th of each odd numbered year and one shall serve commencing on May 15th of each even numbered year. The member from Arts and Humanities shall serve commencing May 15th of each even numbered year and the members from Natural Sciences and Social Sciences shall serve commencing May 15th of each odd numbered year.
2. Professional Development Committee -- seven (7) members each serving two year terms, with members from the two colleges proportional to the number of full-time faculty in each college, currently four from the College of Arts and Science and three from the College of Education and Human Services. Two members from the College of Education and Human Services and two members from the College of Arts and Science shall have terms commencing on May 15th of each odd numbered year and one member from the College of Education and Human Services and two members from the College of Arts and Science shall have terms commencing on May 15th of each even numbered year.
3. Alternate Workload Leave Committee -- five members from the tenured faculty, each serving two year terms. Two members shall be from the College of Education and Human Services, two members shall be from the College of Arts and Science, and there shall be one member at large. One member from the College of Education and Human Services, one member from the College of Arts and Science and the member at large shall have terms commencing on May 15th of each odd numbered year. One member from the College of

Education and Human Services and one member from the College of Arts and Science shall have terms commencing on May 15th of each even numbered year. (Amended 11/95)

STRIKE/CONTRACT RATIFICATION

1. The Nominations and Elections Committee will conduct the voting procedure to ratify a strike or contract to ensure that the integrity of the voting process is guaranteed. Voting will take place over a two-day period, as directed by State APSCUF, in the APSCUF Office located in Raub 4 (or such other place designated by the Committee) between the hours of 8:00 a.m. and 3:00 p.m. Voting will take place using ballots prepared by State APSCUF and sealed in accompanying envelopes.
2. Only APSCUF members in good standing are eligible to vote.
3. No absentee ballots will be permitted. Clearfield Campus members will be provided ballots, hand-carried by an APSCUF member who will return the ballots sealed in the accompanying envelopes, within the designated timeframe.
4. The sealed ballots will be forwarded to the State APSCUF Office as directed and the vote tabulation will be conducted by the State Nominations and Elections Committee.