

5-7-2004

SR-03-04-45 CAHC

Marshall University

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**CONSTITUTIONAL AD HOC COMMITTEE  
RECOMMENDATION**

**SR-03-04-45 CAHC**

Recommends that the attached, Bylaw #1 of The Faculty Constitution, be revised to include instructions for Electronic Voting and that the instructions for paper ballots reflect appropriate procedures according to Robert's Rules of Order. (New language is shown bold and deletions are shown strikethrough)

**RATIONALE:**

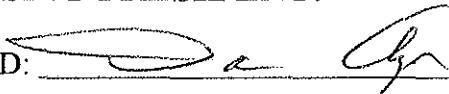
E-Voting software is already in place at Marshall University, is more convenient to use than paper ballots, and has been used successfully by faculty, staff and student groups. Instructions for paper ballots would be kept in the event that software or network problems prohibit the use of E-voting.

**FACULTY SENATE PRESIDENT:**

APPROVED  
BY SENATE: Larry Stiblew DATE: 5/7/2004

DISAPPROVED  
BY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED:  DATE: 5/11/04

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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Bylaw #1 — ~~Passed September 17, 1987:~~ The Secretary of the Faculty Senate, who is also the Secretary of Faculty, will oversee the composition, duplication, distribution, collection, tabulation, and reporting of all university-wide balloting. She/he will follow the procedural guidelines for either **Section A – Paper Ballot** or **Section B – Electronic Ballot** as determined by the Executive Committee of the Faculty Senate.

**Section A – Paper Ballot - Passed September 17, 1987, Amended:**

1. The ballot will be typed, duplicated and distributed to all faculty by the Faculty Senate Secretary. ~~An accurate number of ballots will be sent to Department Chairpersons who in turn will distribute them to all voting members of their faculty.~~ If a faculty member does not receive a ballot he/she should contact the Faculty Senate Office in Old Main, Room 105 immediately.
2. Ballots may be cast by either:
  - a. Depositing them in the ballot box in the Faculty Senate Office, (with faculty signing their names on a list located beside the box), or
  - b. **Using two envelopes. Insert the ballot into one envelope then seal, sign, and mark it "Ballot". Insert the ballot envelope into the second envelope that should be addressed and sent to the President of the Faculty Senate.** ~~Sending the ballot in a sealed envelope addressed to the President of the Faculty Senate, putting the word BALLOT on the outside of the envelope and legibly signing one's name to the outside of the envelope. (The teller will use procedures to insure a secret ballot.) Campus mail envelopes should not be used, such ballots will be counted but tellers cannot assure the secrecy of such ballots.~~
3. The ballot box will be sealed by the Faculty Senate Secretary when the balloting is complete. The following rules will govern vote tabulations:
  - a. Tellers or counters will be selected at random by the Faculty Senate Secretary from members of university colleges and schools. On controversial issues, parties with opposing views may be asked to count ballots.
  - b. Two (2) to four (4) people will be selected as tellers or counters at the discretion of the Faculty Senate Secretary. The number of counters will depend on the length of the ballot.
  - c. A time for tabulation will be selected by the Faculty Senate Secretary along with the selected counters.
  - d. Parties with a vested interest in the election may observe the counting and tabulation in a non-disruptive, non-interruptive manner.
  - e. ~~After the counting and tabulation is finished, the results will be recorded and certified by the Faculty Senate Secretary. All ballots and paper work on the election will be retained for a calendar year then destroyed semester in the Faculty Senate Office in case of an election results challenge.~~
4. **The Secretary of the Faculty Senate will notify those people winning the election and will make an announcement of the results of the election.** ~~The results of the election will be sent to the MU Newsletter, and the Secretary of the Faculty Senate will notify by mail those people winning the election.~~

**Section B – Electronic Ballot (E-Voting) Passed:**

- 1. E-Voting will involve using the campus computer network, which requires a secure log-in, and secure voting software that is approved by the Faculty Senate. The Ballot items shall be developed by the E-Voting Administrator and the Faculty Senate Secretary in consultation with computing services personnel.**
- 2. The E-Voting Administrator will send election announcements and instructions for using the E-Voting system to all eligible faculty. This announcement will include the content of the ballot.**
- 3. The Faculty Senate President will determine appropriate parameters for each election.**
- 4. The vote can be cast through the Marshall University computer network.**
- 5. If a voter experiences technical difficulties or needs assistance of any kind, they should contact the E-Voting Administrator immediately.**
- 6. The results of the election will be announced by the Secretary of the Faculty Senate.**