

CURRENT:

I. Responsibilities

A. POLICIES

The Elections Committee (the Committee) serves for one year beginning May 1 to implement the charge given in the Senate By-Laws (Article I, Section 5a) as follows:

1. Organizes itself to meet, chooses a Chairperson from among its members, and plans to carry out its responsibilities;
2. Maintains rosters of Senate members, determining their eligibility to vote in elections and to serve as Senate officers or committee members (see section III);
3. Conducts elections at large to elect officers of the Senate (usually Vice-Chairperson/Chairperson-Elect, and Secretary) (IV, VII);
4. Appoints a Chairperson for the Staff Development Committee (SDC) with the approval of the LSEB (VIII);
5. Conducts elections at large to elect members and alternates to the LPC according to LPC Policies and Procedures;
6. Conducts elections at large to elect members to the Elections Committee (IV, X);
7. Keeps records of Elections Committee activities, election results and ballots (V);

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II. Timetable

A. POLICIES

The Committee observes the following deadlines:

May 15: Completes its first meeting; chooses Chairperson.

June 22: Completes nominating and final ballots to elect Senate Vice-Chairperson/Chairperson-Elect and Secretary; announces results to Library faculty and staff.

July 31: Compiles list of candidates and votes for Chairperson of the SDC; obtains approval of LSEB; announces appointment to Library faculty and staff.

Nov. 30: Completes nominating and final ballots to elect members of the LPC and alternates as needed; announces results to Library faculty and staff.

May 1: Completes nominating and final ballots to elect members of the Elections Committee; announces results to Library faculty and staff; hands over responsibilities to new Committee within the following week.

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VIII. Staff Development Committee (SDC)

A. POLICIES

1. Membership/Terms. The SDC serves for one year, beginning September 1. It has five Senate members: a Chairperson and four members (appointed by the Chairperson). Members' terms may be renewed at the discretion of the Chairperson. Non-Senate members from the Library staff may be invited to serve ex officio. SDC membership is finalized in August.
2. Chairperson. The Elections Committee appoints the Chairperson by July 31 after obtaining the approval of the LSEB. The Chairperson must hold a tenure-track appointment, serves a one-year term, and also serves on the LSEB.
3. Vacancies. If the Chair becomes vacant, the Elections Committee appoints a new chairperson, preferably from among SDC members, after obtaining approval of the LSEB. If there is a vacancy for an SDC member, the SDC Chairperson selects another eligible member of the Senate.

B. PROCEDURES

The Elections Committee appoints the SDC Chairperson as follows:

1. Calls for volunteers and solicits suggestions from Senate membership through email and Committee discussion.
2. Asks Senate Vice-Chairperson/Chairperson-Elect to participate if Election Committee members desire.
3. Compiles list of candidates and votes to determine who will be offered the Chair.

CHANGE TO:

[delete section VIII. Re-number all subsequent sections.]