NOTES

1. This document is used with the current Constitution and By-Laws of the Library Senate (the Senate) and the current Policies and Procedures of the Library Personnel Committee (LPC). In case of conflict between this document and LPC Policies and Procedures, the latter take precedence.

2. “Policies” are defined here as the tasks with which the Elections Committee is charged and how it must execute them. "Procedures" are the mechanics (i.e. non-substantive details) of executing these tasks.

3. A “Senate position” is one held by a voting member of the Library Senate Executive Board (LSEB), i.e. Chair, Vice-Chair, Secretary, Chair of a Library Senate standing committee (Elections, LPC, Staff Development), and up to two Manoa Faculty Senate Representatives.

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. Conducts elections at large to elect members and alternates to the LPC according to LPC Policies and Procedures;

5. Conducts elections at large to elect members to the Elections Committee (IV, X);

6. Keeps records of Elections Committee activities, election results and ballots (V);

7. Publicizes election results and committee memberships in a timely fashion (II, IV, VI);

8. Conducts any special elections or polls (XI).
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.

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.

III. Membership Lists, Eligibility to Vote/Be Elected

A. POLICIES

1. All Senate Voting Members (i.e. library faculty who hold BOR appointments that are half-time or more and no shorter than four months) are eligible to vote in elections conducted by the Elections Committee.

2. Members on leave without pay are ineligible for election to office or to serve on committees; they retain their right to vote unless they specifically ask to move to Associate Member status for the duration of their leave.

3. The Committee checks with members whose applications for leave are approved or pending at the time of any election. If they are eligible for election, they are included only if they express their willingness and availability to be candidates for office or to serve on committees during their leaves. The Committee also checks with members who may wish to exercise their option to decline nomination (see 4k below).

4. Beside specific requirements, the Committee uses the following general rules to determine members' eligibility (summarized from the Senate Constitution and By-Laws):

   a. No officer may be reelected to the same office following his or/her term (for this purpose, Vice-Chair and Chair are considered "the same office");

   b. No officer may serve on more than one standing committee at one time during his/her term in office;
c. Any officer has the option to decline to serve on any standing committee during his/her term in office;

d. No officer may serve simultaneously as chairperson of a standing committee;

e. No officer may serve simultaneously as a Manoa Faculty Senate representative;

f. No member may serve simultaneously on more than two standing committees;

g. No member may serve simultaneously as chairperson of more than one standing committee;

h. No member may serve simultaneously as chairperson of a standing committee and as a Manoa Faculty Senate representative;

i. Chairpersons of standing committees serve one-year terms;

j. No member may serve more than two consecutive terms as chairperson of the same standing committee;

k. After serving two consecutive years in any Senate position, a member may decline nomination to any elected position for one year. Members in a Senate position missing six months or more during their two consecutive years of service may not decline. See also LPC Policies and Procedures.

l. Except as excluded above, every member is available for election as an officer or standing committee member unless he/she has received prior LSEB approval of his/her written request for exclusion.

B. PROCEDURES

1. The Committee lists all members. Monitors new hires, tenure and non-tenure track appointments, changes in tenure status, sabbatical and other leaves, current Senate offices or committee chairs held, current committee memberships, dates of actual service on LPC as a member or alternate, periods and reasons for exclusion or ineligibility for service. Works with Library Personnel Officer and Senate Secretary as needed.

2. For each election, the Committee prepares lists of members eligible for election and members eligible to vote.

IV. Conducting Elections

A. POLICIES

1. All voting for Senate officers and standing committees is by secret ballot by mail or online. Nominating and final ballots are distributed for each election.
2. Voting to amend the Senate Constitution or By-Laws, Elections Committee Policies and Procedures, and LPC Policies and Procedures is conducted by mail, or online, or in a meeting of the Senate. Proposed amendments must be distributed to members, on paper or online, five working days prior to the meeting or close of balloting. Approval requires a two-thirds majority of those voting.

3. Voting for any other Senate special election is conducted by mail, or online, or in a meeting of the Senate, as determined by the LSEB.

B. PROCEDURES

The Committee observes the following:

1. Announces each forthcoming election by email to Senate voting members.

2. Distributes mail ballots to each member’s “in-box,” or announces by email the URL for online balloting.

3. Allows at least three full working days for voting by mail or online.

4. For a ballot conducted by mail, places ballot boxes in Sinclair Library, the Hamilton Library main building, and the Hamilton Addition, noting their locations as part of the instructions on each ballot.

5. At the close of voting, empties ballot boxes or closes online balloting site. Immediately, or on the first working day following the close, counts mail ballots and summarizes results, or prints online voting results. Straws are drawn to determine a tied final election vote. All these steps require the presence of at least two Committee members.

6. Stores mail ballots and printouts of online voting results with dates for future disposal clearly marked (see also V).

7. Announces election results via email to Library faculty and staff, reporting total number of ballots distributed and votes cast, within five working days of counting ballots.

V. Election Records

A. POLICIES

1. The Committee keeps official records of its activities, including elections conducted and detailed results of vote counts.

2. The Committee keeps paper ballots and printouts of online voting results from elections for one year. For LPC elections, see also LPC Policies and Procedures.
VI. Publicizing Election Results

A. POLICIES

1. The Committee announces the results of each election (see II, IV. B7).

2. Within ten working days after each announcement from the Committee, the Senate Secretary updates the Senate website with the names of the newly elected officers and committee members, or with amended Senate documents.

3. Prior to election of a new Elections Committee every April, and occasionally during the year, the Committee updates the “Five Year Committee Service Roster,” a list on the Senate website of all Senate members and a record of their service and leaves for the current year, next future year, and the past four years.

VII. Library Senate Officers

A. POLICIES

1. Terms. Elections for Senate officers take place by June 22. Officers serve one-year terms beginning September 1. Because the Vice-Chairperson/Chairperson-Elect automatically assumes the office of Chairperson, only a new Vice-Chairperson/Chairperson-Elect and a new Secretary are elected each year.

2. Eligibility to be elected. Only tenure-track appointees with at least two years service in the Library prior to the day of election are eligible.

VIII. Library Personnel Committee (LPC)

Election of members to, term of service for, filling vacancies, eligibility to vote and serve on the LPC are described in the LPC's Policies and Procedures.

IX. Elections Committee

A. POLICIES

1. Membership/Terms. The Committee consists of three Senate members serving overlapping terms of two years each. Elections to replace members completing their terms are held by May 1. At least one member must be tenured.

2. Eligibility to serve. Candidates must have completed one contract renewal at the Library prior to the day of election.

3. Right to decline to serve. Any member who has served two consecutive terms (i.e., 4 years) may decline to stand for election to a third consecutive term.
4. Vacancies. A vacancy is filled by the runner-up (by vote count) in the final election for the current year.

5. Chairperson. The Committee chooses its Chairperson at its first meeting in May. The Chairperson must hold a tenure-track appointment, serves a one-year term, and also serves on the LSEB.

6. Election procedures. In a year in which no tenured member continues, a separate election is conducted to elect a tenured member. If there is one vacancy only and no holdover, one tenured member is elected; if there are two vacancies, one tenured member is elected first. The remaining position may be filled by either a tenured or non-tenured member.

X. Special Elections and Amendments to Senate Documents

A. POLICIES

1. Special elections may be held at any time at the request of the LSEB for various purposes, for example, to elect a Senate representative to a special committee (e.g. to advise on filling a major administrative vacancy) or to create special committees for specific Library or Senate purposes.

2. Occasional elections are also held to approve revisions to the major documents governing the activities of the Senate, including the Constitution and By-Laws, Elections Committee Policies and Procedures, and LPC Policies and Procedures (see IV.A2).