

Membership

To avoid potential conflicts of interest, it is recommended that the Election Committee have at least one member that is either not a senator or not currently running.

Elections Committee Procedures

The following is the current general elections process. People may be left or retired, so you may have to contact the divisions instead of the specific person.

Contact HR (Lynn Fujikawa) to get a list by division of eligible faculty and lecturer (teaching 8+ teaching equivalencies) voters.

Hi Lynn,

_____ and I are in charge of the Faculty Senate elections this Fall. Could you send me a list of names, emails, and divisions of all faculty and lecturers (who teach 8 teaching equivalencies or more)?

- All faculty in rank C-2 or higher and
- all lecturers teaching at least 8 teaching equivalencies at Leeward Community College.

We will take UH usernames if emails are not available.

Receive a list of eligible faculty and lecturers voters.

Set up and test voting apparatus.

- Create Google Form with the following settings
 - Collect email addresses
 - Disallow response editing
 - Require sign in
 - Restrict users to UH
 - Limit to 1 response
- Embed form in Google Site
 - Check to ensure that link cannot be shared and that voters can only vote once
 - Do not give access to voters yet

Send out first email notice with Faculty Senate nomination form to fac-staff of upcoming elections (then send out periodically).

Aloha!

The Faculty Senate Elections Committee is soliciting nominations for Senatorial seats for the 20__ - 20__ terms.

There are **eleven** seats open for election.

All faculty in rank C-2 or higher are eligible for membership in the Faculty Senate and are considered faculty members entitled to vote in the elections of members to the Faculty Senate.

The Faculty Senate is a Board of Regents-chartered governance organization whose constituency is the entire faculty of the college. The Senate is the cornerstone of the college-shared governance process. A strong autonomous Senate is an essential element in the representation of faculty interests on matters such as curriculum, workload, and budget.

Make a difference and participate in the campus governance process by allowing your name to be submitted in a nomination!

Please find the attached nomination form. Completed nomination forms must be received by October __, 20__ 4:00 pm. If you have any questions, please contact: *

*To avoid potential conflicts of interest, it is recommended that the election results be collected by an Election Committee Member that is either not a senator or not currently running.

Collect Faculty Senate nomination form, bios and pics via email up until the due date. Start a Google Doc and begin pasting up bios and pics.

- People can nominate themselves.
- If nominated by someone else, confirm their acceptance prior to adding them to the Google Doc
- If not many are running, you need to solicit and encourage nominees to run. Confirm who are the current senators eligible to run again. Send them personal emails encouraging them to run.
- When soliciting nominations, be sure to have everyone submit a headshot (you may want to be specific, like no pets or others in the shot and the format required). Also, be sure to let them know that if they don't submit a picture, then they will have the words "No Picture Available" or show them the graphic that will appear as a placeholder.
- Be sure to let nominees know to double-check their submittals as you will be copying and pasting exactly what they submit (so that they can't say you "doctored" their submittals). Tell them you won't be proofing it or making any suggestions. What they submit is what is posted.

Gather rest of bios and pics, and complete Google Site

Double check eligibility of all candidates (terms, limits, etc.)

Send out the email to fac-staff letting them know they can view candidates (viewing is required to be for 3 weeks) See example below:

Aloha!

Please take a moment to review the list of __ candidates and their personal statements running for the 11 Faculty Senate seats for the 20__ – 20__ Leeward Community College Faculty Senate term at (link to Google Doc).

In accordance with the Charter and Bylaws, all faculty in rank C-2 or higher and all lecturers teaching at least 8 teaching equivalencies (TEs) at Leeward Community College are eligible to vote.

Voting will begin on Friday, November __ at 8:00am and end on Friday, November __ at 4:00pm. You will receive an automated email with a one-time use link to select up to 11 candidates.

Please encourage your colleagues to engage in this process and vote!

Mahalo,
Faculty Senate Elections Committee

During this 3-week period, complete Google Form with candidates. Just prior to the voting period, add eligible voters to Google Site.

- Sharing restricted to added people
 - Add eligible faculty voting members
 - Uncheck “Notify” box so it does not send additional email.
- Do not use LISTSERV(Fac/Staff). Need to add individual email addresses from eligible faculty and lecturers produced by HR.
 - Best practice is drag and drop from excel.
- Ensure that the Google Form “owner” and “editor” is not a candidate for election. If so, remove the committee member from the Google Form ownership/editing access so that they have no access to the results. In this case, pass the ownership/editing access to another member of the committee who is not a candidate for election.

Send out fac-staff email letting everyone know they can now vote. Voting is required to be held in November. See the example below.

Aloha!

Elections for the Faculty Senate, 20__-20__ terms, will open today at 8:00 am.

Don't forget to review the list of candidates and their personal statements here (link to Google Doc) You may select up to 11 candidates. In accordance with the Charter and Bylaws, all

faculty in rank C-2 or higher and all lecturers teaching at least 8 teaching equivalencies at Leeward Community College are eligible to vote.

Voting will end on Tuesday, November __ at 4:00pm. You should have received an automated email with a one-time use link to select up to 11 candidates. Please do not forward this link to anyone else. Please note that once you cast your vote you will not be able to vote again.

Please contact either [your name and email] and [co-chair's name and email] with any questions or concerns regarding the voting or voting process.

Please encourage your colleagues to engage in this process and vote!

Mahalo,

Faculty Senate Elections Committee

Close official voting at 4 pm. Tabulate & report results to the Faculty Senate Chair before 4 pm Friday.

In the event of a tie: the Faculty Senate Executive Committee will conduct a random draw of the candidates to determine the winner. This random draw includes, but is not limited to the following: coin toss, draw straws, or select candidates' names from a hat, and shall be conducted at the discretion of the Faculty Senate Executive Committee.

Create the report by the end of the year that provides a brief overview of how the election was conducted and recommendations for future elections.

Possible issues:

- This issue has come up regarding Division Chairs wanting to know who voted during elections weeks so that they can know which “non-voters” to encourage to vote before the polls close. We have skirted this issue and have not allowed them to see who has voted.
- Confusion over whether lecturers can vote (need to teach 8 teaching equivalencies or more). Include in voting sites as a reminder (it is in emails).

The following is the proposed procedure for the Faculty Senate **Executive Committee Elections**

Solicit nominations from continuing senators and senators elect via email one week after the general election. See the example below.

Aloha Senators and Senators-elect,

We will be holding an election for our Faculty Senate Executive Committee (i.e., Chair, Vice Chair, and Secretary) for the 20__-20__ academic year at our next Faculty Senate meeting on January __, 20__. All senators who will be continuing next year, as well as senators-elect, may stand for election. You may also self-nominate. So please consider standing for election! All continuing senators and senators-elect are allowed to vote in this election, though senators rolling off will not be allowed to vote.

If you are interested in standing for election as Chair, Vice Chair, or Secretary, please refer to the below descriptions of these positions.

Faculty Senate Chair: The chair is responsible for constructing meeting agendas, convening and facilitating meetings, reviewing academic policies, appointing all chairs of standing committees, and attending regular meetings with College and UHCC leadership. The Faculty Senate Chair has ex-officio membership on the following committees: Leeward CC Campus Council, UH All Campus Council Faculty Senate Chairs (ACCFSC), UHCC Community College Faculty Senate Chairs (CCFSC), UHCC and Leeward Strategic Planning Committees, and all Faculty Senate standing committees.

Faculty Senate Vice Chair: The Vice Chair is responsible for filling in for the chair when absent, assisting the chair in performing the duties of the position, attending regular meetings with College and UHCC leadership, and stewarding the review of the Faculty Senate Charter and Bylaws. The Faculty Senate Vice Chair has ex-officio membership on the Leeward CC Campus Council and participates in meetings of the UH All Campus Council Faculty Senate Chairs (ACCFSC) and UHCC Community College Faculty Senate Chairs (CCFSC).

Faculty Senate Secretary: The Secretary of the Faculty Senate maintains the minutes of all Senate meetings, distributes the minutes of each meeting to each senator, each constituency, the administration, and others as appropriate; keeps the official records of the Senate; handles official correspondence of the Senate, as requested by the Chair; receives reports from all Senate committees; and updates Senate records and relevant information on the Faculty Senate website.

Nominations are due via email to *_____@hawaii.edu no later than January __, 20__. (one week and one day prior to the January faculty senate meeting) Elections for the above positions will be conducted during our Senate meeting in January. Please consider running!

Aloha,
Faculty Senate Elections Committee

*To avoid potential conflicts of interest, it is recommended that the election results be collected by an Election Committee Member that is either not a senator or not currently running.

Faculty senate elections committee will collect nominations via email and send out an email list of the candidates one week prior to the meeting.

- If nominated by someone else, confirm their acceptance prior to adding them to the email list.

Voting will occur in the first Faculty Senate Meeting in January via secret ballot (polling, clicker, or pen and paper). All non-returning senators will be asked to leave the room (or be placed in a breakout room on Zoom) as the voting for the next AY officers is done by the newly elected senators and those completing their second term in the next AY.

In the event of a tie: the Faculty Senate **Elections** Committee will conduct a random draw of the candidates to determine the winner. This random draw includes, but is not limited to the following: coin toss, draw straws, or select candidates' names from a hat, and shall be conducted at the discretion of the Faculty Senate **Elections** Committee.

Create the report by the end of the year that provides a brief overview of how the election was conducted and recommendations for future elections.