Academic Senate Elections Committee Procedures

Election Committee

1. Elections of officers and members of the College of the Canyons Academic Senate should be run by the Election Committee.

2. This committee will comprise of three members reporting to the Academic Senate.
   a. The Academic Senate will appoint the chair of the committee.
   b. The Academic Senate President will seek volunteers from the members of the Academic Senate and appoint them to the committee.

3. The committee’s duties shall include seeking nominations, running the election, declaring the results to the Academic Senate.
   a. Nominations will be obtained from the appropriate faculty groups.
   b. Individuals may nominate themselves or another member of the faculty group may nominate a qualified faculty member.
   c. Individuals nominated should be consulted for approval before having their names on the ballot.

4. The committee will ensure that elections are held at the appropriate time.
   a. The eligible voters, per the Academic Senate Constitution, will participate in the appropriate election.
   b. The President and the Vice President elections shall be conducted during the 2nd week of the Spring Semester.
   c. The Division Representatives elections shall be conducted in the respective divisions during the 4th week of the Spring Semester.
   d. The At-Large Senator elections shall be conducted during the 8th week of the Spring Semester.
   e. Division Representatives and At-Large Senators will be staggered in alternate years.
   f. Adjunct Senator Elections shall be conducted as early as possible in the beginning of each Fall Semester.
   g. In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.

5. Elections will be conducted by the Election committee either by paper or electronic ballots.

6. The results will be confirmed by the Academic Senate at the next Academic Senate meeting.