

Academic Senate Elections Committee Procedures

Election Committee:

1. Elections of officers and members of the College of the Canyons Academic Senate shall be run by the Elections Committee.
2. This committee will be comprised of appointed faculty members reporting to the Academic Senate.
 - a. The Academic Senate President will appoint the chair of the committee.
 - b. The Academic Senate President will seek faculty volunteers to serve on the Elections Committee which will be approved by the Academic Senate.
3. The committee's duties include seeking nominations, running elections, and declaring the results to the Academic Senate.
4. The committee will ensure that elections are held per the Academic Senate Constitution and Bylaws.
5. Elections will be conducted by the Elections Committee either by paper or electronic ballots.
6. The results will be confirmed by the Academic Senate.
7. Email correspondence relating to an election should be conducted via Canyons email for all parties. Emails from non-Canyons emails will be conducted at the discretion of the Elections Committee.

Nomination Procedures:

- a. The nominating period shall be at least one week in duration.
- b. Nominations will be obtained from eligible faculty groups.
- c. Individuals may nominate themselves or another member of the faculty group may nominate a qualified faculty member.
- d. Nominees will be given the full nomination list should an election be needed.

Election Procedures:

- a. Candidates may provide a candidate statement of approximately 400 words or less. Candidate statements will be formatted to the same specifications of font type and size, spacing, etc.. Candidates are not required to provide a statement as they are optional.
- b. Candidates will be given at least 5 business days¹ to provide a candidate statement.
- c. Candidate statements will only be accepted from candidates and through the method outlined and instructions provided at the time. Candidate statements may not be accepted otherwise.
- d. Candidate statements will be compiled and sent out to eligible voters in random order prior to or at the opening of the election.
- e. If an election has multiple seats for the same position, then eligible voters will be able to vote for multiple candidates equal to the number of available seats, no more than one vote per candidate.
- f. The voting period for elections involving only full-time employee voters will be held for a minimum of 5 business days¹.
- g. The voting period for elections that involve part-time employee voters will be held for a minimum of 8 business days¹.

Approved by the Academic Senate March 13, 2025.

¹ Business days are defined as Mondays through Fridays, not including Saturdays, Sundays, and holidays according to the academic calendar.