

## ***CCNY Faculty Senate Elections Process and Resolution of Complaints Regarding Elections***

This document summarizes and explains Senate elections procedures as stipulated by the Senate's Bylaws.

### **The process of becoming a member of the CCNY Faculty Senate**

Individuals seeking Senate seats should ascertain whether any seats will become open at the next election, by consulting the list of senators in their School or Division and the expiration dates for their terms which are posted in the Senate web page.

Next they should download the petition/nomination form. They should either collect the signatures of ten colleagues in support of their candidacies, or they may be nominated by their Department Chairs. Nominations must be received by the Faculty Senate office by a date set by the Senate and falling between March 1 and April 10. (*Bylaws, Article II, section 2, a-b*)

A Departmental vote is *not* in itself an election to the Senate. In practice it may appear so, when fewer candidates than the number of vacant seats within a given division present themselves. But Departments do not directly elect representatives to the Senate. Indeed, some Departments do not present nominations at all; in Divisions where this occurs, other Departments may make additional Senate nominations so that the Division attains its allotted complement of Senate representatives.

It is important to understand that a Department's election of a Senate candidate does not necessarily result in Senate membership. Although this has often been the case in practice, the rise of interest in Senate participations means that increasingly, we will have more candidates than needed to fill the available Senate seats. The number of seats in the Senate is determined by a formula stated in the *Bylaws, (Article II, section 2, f)*, which provides that:

**f. The number of Senators shall be determined annually in accordance with a formula which would yield the following representation if elections were to be made by departments among their own members:**

Number of (Full-Time faculty rank, incl. Chairman)	number of Senators
1 - 10	1
11 - 25	2
26 - 50	3
51 and over	4

This is a formula which determines the total number of seats available in the Senate, rather than allocating them to Departments directly. The language "if elections were to be made by departments" indicates that in fact they are not; Senate seats are actually allocated to Schools and Divisions. Senate seats cannot be created arbitrarily, and no candidate to join the Senate has an automatic right to a seat simply on the basis of a Departmental vote to confirm a nomination.

Should the number of candidates for a Division's seats in the Senate be equal to or less than the number of seats vacant, s/he will be seated. Should the number of candidates be greater than the number of seats coming vacant, a Divisional election will be required within two weeks of the close of nominations, and before the May Plenary meeting of the Senate. (*Bylaws, Article II, section 2, i*) Should this election be required, candidates will be seated in order of the number of votes received, until all open seats are filled.

All elections are certified by the Elections sub-committee of the Senate Affairs Committee at the May meeting. (*Bylaws, Article IV, section B, 11.B, I, c*)

**Procedure in case of disputes, conflicts, or confusions regarding Senate elections:**

Individuals who believe that procedural problems have arisen regarding their election to the Senate should express their complaints in writing, and address them to the Senate Affairs Committee's Elections sub-committee. The Chairs of those individuals' Departments may also raise such issues. All supporting information to document the claims should be included. Copies of the completed nomination/petition form and of the Departmental minutes from the meeting where the Departmental vote for the nomination occurred are essential for Committee review.

The Senate Affairs Committee will evaluate the matter and reach a determination. Appeal of this determination may be made (with all supporting documentation) to the Senate Executive Committee. Appeal of the Executive Committee's decision may be made to the full Senate.  
*(Bylaws, Article IV, B, 11.B, I, d)*

NB: These processes of nomination and election, and of complaint and appeal are based upon the existing Senate Bylaws, which may be amended in the future.