

UMBC Department of Mathematics and Statistics

PROCEDURES FOR ELECTIONS OF DEPARTMENT CHAIR

adopted: April 15, 1991, amended: September 20, 1993, amended: April 9, 2012

1. Occurrence of Elections

Departmental elections for Department Chair will normally be held in the final year of a Chair's term unless authorization has been provided by the University for an external search. Any discussion as to the advisability of requesting such authorization should be initiated within the Department as early as possible. In any case, the Dean should be apprised at the beginning of the year of this upcoming election and informed of the scheduling of election procedures.

Further, a Special Election is to be called immediately if the Office of Department Chair becomes (permanently) vacated during a term.

Finally, in the event that the Department Chair is to be on leave for a period of one semester or longer, the Chair will nominate a candidate for Acting Department Chair, preferably, at least four months before the anticipated leave. This candidate will be subject to a **Vote of Confirmation I and a Vote of Confirmation II.**

2. Electorate

The electorate shall consist of all **lecturers and** tenure & tenure track faculty members of the Department. This shall be taken to include those who are unable to be physically present provided they are accessible (i.e. with appropriately modified arrangements, can complete balloting within the allotted period). Visiting faculty and part-time faculty members of the Department are not members of the electorate. A list of all members of the electorate will be announced preceding the nomination.

3. Nomination Meeting

A meeting of members of the electorate for the purpose of nomination of candidates for Chair shall be called, normally by the current Chair, no later than the second week of February in the election year; immediately, in the case of a Special Election.

The first order of business shall be election by majority vote of an Election Officer. The Election Officer shall then chair the Nomination meeting.

Any member of the electorate may place a name in nomination with the prior consent of the nominee to serve if elected. Nominees must be tenured members of the Department Faculty. The Election Officer may not be nominated.

After the nomination, there is to be an opportunity at the meeting for the nominees to discuss with the faculty their views on the departmental matters.

If more than two persons are nominated initially, a secret ballot will be cast during a Nomination Meeting by the members of the electorate attending the meeting; the person receiving the fewest number of votes will be dropped from the list of nominees. This procedure will be continued until a final slate of two nominees is determined for the Election.

It is, of course, conceivable that there is only one nomination for the Chair. In that case, there will be a **Vote of Confirmation I and a Vote of Confirmation II** rather than an Election.

4. Special Election

In the case of a Special Election, the Department will first, following the election of the Election Officer, determine in consultation with the Dean whether this is for the election of an Acting Department Chair (with a specified term of office) or of a Department Chair.

The procedures for nomination and election are otherwise the same as those for for a regular election.

5. Election

As soon as a slate of two candidates for election has been determined, the election will take place by secret ballot. Each member of the electorate shall receive in person or by proxy from the staff designated by the Elections Officer a ballot, a small unmarked blue envelope and a large envelope. The member or the proxy shall vote by name or "abstain" (with missing votes counted as abstentions), insert the ballot into the small unmarked blue envelope, and seal the small envelope. The member or the proxy then shall insert the small envelope into the large one, seal it with transparent tape, sign the large envelope across the seal, and submit it to the staff designated by the Elections Officer.

At least 24 hours prior to the vote counting the Elections Officer shall notify the electorate of the time and place of the counting. While counting the votes, the Elections Officer shall use the large envelopes to compile the list of members who submitted ballots. Once the list is compiled, the Elections Officer shall separate the large and small envelopes and discard the large envelopes. The Elections Officer shall then shuffle and open the small envelopes, and count the votes. Members of the electorate shall be welcome to watch this process of opening envelopes and counting votes. The vote tally and the election result will be announced by the Election Officer no later than two weeks after the ballots are made available.

Minor/inconsequential departures from this procedure will not void the vote.

If one of the two candidates receives a majority vote of the electorate that individual will be subject to a **Vote of Confirmation II**. If one candidate receives a plurality, but not a majority, that candidate will be subject to a **Vote of Confirmation I, which, if successful, will be followed by a Vote of Confirmation II**. If neither candidate receives a plurality, the Election Officer will declare the procedure '*Incomplete*'.

6. **Vote of Confirmation I**

Each member of the electorate shall submit a ballot to the Secretary of the Department in a sealed unmarked envelope, voting '*Yea*' or '*Nay*' with missing votes counted as '*Nay*'. The vote tally and the election result will be announced by the Elections Officer no later than two weeks after ballots are made available.

If the candidate receives a majority vote of the electorate, that individual will go on to a Vote of Confirmation II. Otherwise, the Election Officer will declare the procedure '*Incomplete*'.

7. Vote of Confirmation II: See end

8. Procedural Difficulty

If the procedure as described above is declared '*Incomplete*', all votes and results will be reported to the Administration. The Election Officer will immediately call another Nomination Meeting to repeat the procedure except that there need be no re-election of an Election Officer.

In the event that there is no nomination for Chair from within the Department or that the repeated procedure still fails to produce a nominee acceptable to both the faculty and the administration, the faculty will seek authorization from the Administration to conduct an outside search for a Chair.

If any procedural difficulty not specifically addressed above arises during the election process, it shall be reconciled by a vote of the electorate consistent with University procedures.

9. Amendments to the Procedure

Following its adoption, Amendments to this document require the approval of at least two-thirds of the members of the electorate. Exception: Rules regarding the Vote of Confirmation II require approval by two-thirds of tenure and tenure-track faculty members.

7. Vote of Confirmation II

The electorate for this vote will be tenure and tenure-track faculty members. They will vote on whether they approve of a candidate who has satisfied other requirements through a Vote of Confirmation I. The procedure will be as discussed for the Vote of Confirmation I. A candidate who gets a majority in this vote will be declared elected, and his/her name will be forwarded to the Administration with the department's recommendation.

If the candidate fails to get a majority in the Vote of Confirmation II, or is unacceptable to the Administration, the Elections Officer will declare the election 'Incomplete.'