



Faculty Staff Union Executive Committee Election Process Overview

The Faculty Staff Union (FSU) is a member driven union that represents faculty and librarians.

The FSU governing body is the elected FSU Executive Committee which includes: President, Vice President, Librarian representative, four (4) Non Tenure Track Faculty representatives, two (2) Pre-Tenure Track Faculty representatives, and four (4) Tenured Faculty representatives. (to see current members go to <http://www.fsu.umb.edu/content/executive-committee>)

The positions of President and Vice President are elected at large. The remaining eleven positions are elected (librarian, non-tenure track, pre-tenure tenure track, tenured) by their constituents only (for example, only tenured faculty vote for the tenured faculty representatives). The term of office is two years.

The election of Executive Committee members takes place in the Spring semester.

The Nominating Committee is responsible for informing members of the upcoming election and to solicit nominations for the offices up for election. The Committee shall distribute a Nomination Form to be completed by all who wish to run for office. This form allows for a nominee to submit a 150 word statement as to why he/she is running for the position. At the conclusion of the nominating period, the Committee submits the slate of candidates to the membership.

The Elections Committee is responsible for ensuring all election rules are followed to ensure a fair and just election. The Committee oversees the voting and announces the election winners.

The Nominating and Election Committees¹ shall receive administrative assistance from FSU office personnel. This includes but not limited to sending emails to the membership.

The process to elect Executive Committee members includes: Nominating, Campaigning and Voting. Below is a timeline of these activities:

Activity	Timeframe
Call for Nominations Announcement <ul style="list-style-type: none"> • Between Thanksgiving recess and the last day of classes, the Nominating Committee shall inform all members of the upcoming elections along with the timeline and procedures. • Two weeks prior to the nomination period, the Nominating Committee will inform members of the upcoming election schedule along with election procedures. 	
Nominations <ul style="list-style-type: none"> • Nomination form is available on-line at 9AM EST on day one of the nomination period. • Nominee submits completed form no later than 5PM EST on the last day of the nomination period. • The Nominating Committee or designee will confirm receipt of 	Two weeks

¹ Both committees are required under FSU bylaws. For more details, go to FSU Bylaws, Article VII section 7 and 8. <http://www.fsu.umb.edu/content/fsu-bylaws>

Nomination form.	
<p>Nominating Committee Review</p> <ul style="list-style-type: none"> • Committee members review the submitted nomination forms to verify nominee is eligible. • Committee prepares the slate of candidates. • FSU Members will receive a document listing the slate of candidates from the Committee. The document will include: <ul style="list-style-type: none"> ○ Candidate's name ○ Office seeking ○ Candidate's 150 word statement ○ Department and title • Campaigning rules and timeline information will also be sent with the slate of candidates. • The Committee will work to set up a webpage within the FSU website that contains election information including the slate of candidates. 	One week
<p>Campaigning</p> <ul style="list-style-type: none"> • This is the official period of campaigning. • The FSU may sponsor a candidate's forum during this time. • The FSU cannot use any funds received from dues to promote any person's candidacy. • Candidates are expected to follow all UMB rules on posting of materials. Posting rules can be found at: www.umb.edu/life_on_campus/student_involvement/activities • The FSU encourages its members to remain respectful when communicating to or from email accounts. 	Two weeks
<p>Voting</p> <ul style="list-style-type: none"> • A ballot (sent electronically) will be distributed to all voting members at 9AM EST on the first day of voting. • The ballot will include the candidate's name, department, title, and if voting software allows the 150 word statement. <ul style="list-style-type: none"> ○ Candidate names will appear in alphabetical order by last name. ○ An incumbent will include a notation. • Halfway through the voting period, a reminder email will be sent to members. 	One week, will include a weekend.
<p>Elections Committee</p> <ul style="list-style-type: none"> • After voting ends, the Committee meets to count the votes. <ul style="list-style-type: none"> ○ Any FSU member can be in attendance to witness the vote count. • Committee informs candidates of election results. • Committee prepares a document announcing the results. • Committee informs the membership of the results. 	One day

Detailed procedures will be distributed and made available on-line (www.fsu.umb.edu) prior to the opening of nominations.

Executive Committee Responsibilities

FSU Bylaws includes the job description and responsibilities of the Executive Committee. Go to <http://www.fsu.umb.edu/content/fsu-bylaws> .