



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	Dates
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 Nomination form. 	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>

<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. 	<p>One week</p>
<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. 	<p>Two weeks</p>
<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. 	<p>One week, will include a weekend.</p>
<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. 	<p>One day</p>

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> .

Spring 2016 FSU Executive Committee Election Timeline

Activity	Dates
Election Announcement <ul style="list-style-type: none"> Email to membership with Election Overview document Includes the Nomination Form and the actual election activity dates. 	Thursday, December 17 th
Nomination Announcement ² <ul style="list-style-type: none"> Email to membership with election schedule, nomination form and general election information. 	Week of January 11 th to 15 th
Nomination Period <ul style="list-style-type: none"> The Nomination period officially begins. Email sent to all members no later than 9AM Feb 1st announcing nominations now open. Nomination forms can now be received. 	Monday, Feb 1 st 9AM EST to Friday, Feb 12 th 5PM EST
Nominating Committee Review	Tuesday, Feb 16 th to Friday, Feb 19 th
Slate of Candidates Distributed <ul style="list-style-type: none"> Email to membership announcing those running for office. 	Friday, Feb 19 th 9AM EST
Campaigning	Friday, Feb 19 th 9AM EST to Friday, March 4 th 9AM EST
Voting	Friday, March 4 th 9AM EST to Friday, March 11 th 9AM EST
Election Committee <ul style="list-style-type: none"> Count the ballots 	Friday, March 11 th between 11AM and 3PM
Election Results Announced	Friday, March 11 th 3PM to 5PM EST

Note: Monday, Feb. 15th is a University Holiday.

Spring Break begins Sunday, March 13th.

² The FSU may also include the election information when the welcome to the semester email is sent to members.



Faculty Staff Union

Executive Committee Nomination Form

Spring 2016 Election

This is the official nomination form for the Spring 2016 FSU Executive Committee elections.

NAME: _____

DEPARTMENT: _____

TITLE: _____

POSITION SEEKING: _____
 (For the job description, go to <http://www.fsu.umb.edu/content/fsu-bylaws>)

Contact Information (for Committee use only)

Email: _____ Telephone: _____

Candidate Statement

A 150 word statement (maximum number of words) on why you are running for this position. The statement will be distributed to all voting members.

By signing this nomination form I agree that my candidate statement (maximum 150 words) will be distributed to all voting members exactly as written above. I also agree to follow all election rules.

If I opt not to submit a candidate statement I acknowledge that no candidate statement will be accepted after submittal of this nomination form.

I hereby certify that the information provided is true and correct to the best of my knowledge.

Signature:

Date:

Email the completed form as an attachment to fsu@umb.edu . Include Nomination Form in the subject line. A confirmation email will be sent no later than 24 hours after submittal.