Section 1. Elections

A. Vacancies

1. It shall be the responsibility of the Chair of each Standing Committee to formally report any vacancy on a Standing Committee to the Chair of the College Council and the Deputy Secretary of the Assembly.

2. Pursuant to Article IV, Section 4 of the Bylaws, the Deputy Secretary may fill any non student vacancy by appointment for the duration of the first academic year in which that position is not filled. A person so appointed need not be a member of the unit designated by the bylaws to appoint or elect to fill such position. For any such vacant positions, the Deputy Secretary shall notify the entire membership of such a vacancy; shall open a nomination period of no less than three days during which the college is open; and shall announce the appointment to the appointee, the Chair of the relevant Standing Committee and to the Chair of the College Council.

B. Nominations

1. Either paper or electronic nomination forms may be used for the nomination of any Assembly position.

2. If only one member is nominated in an election, that nominee shall be deemed duly elected, and shall assume the position to which such member was nominated.

3. Nomination papers for Assembly officers shall require the signatures of ten (10) members of the Assembly on a form provided by the Deputy Secretary. The purpose of the written nominations is to give notice of declared candidates prior to the Annual Meeting. Nevertheless, members may nominate other candidates from the floor at the Annual Meeting of the Assembly. The election of officers shall be held at the Annual Meeting of the Assembly.

C. Voting

1. Elections for positions on Standing Committees may be conducted by use of either paper or electronic ballot.

2. The electing authority responsible for each election shall maintain an accurate list of eligible voting members’ email addresses.
a. The electing authority shall solicit nominations electronically. The nomination period and voting period shall open no sooner than twenty one (21) days or later than five (5) days prior to the Annual Assembly Meeting. The nomination period must be closed no later than the day prior to the date on which elections begin.

b. The electing authority shall tally the results and report them to the Deputy Secretary of the Assembly no later than five (5) days prior to the Annual Assembly Meeting.

c. Newly elected members shall attend the final meeting of the Standing Committee and, together with those members remaining on the Standing Committee, shall vote on the choice of Chair for the following year. Members whose terms are expiring shall not be eligible to vote on the choice of chair for the following year.

Section 2. Meetings of the Assembly

A. Agenda

1. The Secretary of the Assembly shall post a proposed agenda no later than five (5) days in advance of a meeting of the Assembly, and shall provide members the opportunity to contribute to the agenda. However, a proposed agenda may be amended at the discretion of the Secretary of the