I. **Election Procedures**

   A. Duties of the Election Committee:

   1. The Election Procedures Committee will be responsible for the election process to the standing committees of the CMED. The Election Procedures Committee will be comprised of three to five (3-5) members appointed by the dean. The committee shall:
      a. Receive, annually, opening for committee membership from the chairs of each committee each year
      b. Communicate annually with the executive faculty to solicit interest in nominations for committee openings
      c. Prepare a slate of candidates, representing all appropriate constituencies, for all elections of committee members of faculty and conduct elections in a timely and appropriate manner
      d. Determine the number of eligible executive faculty, students, and residents to serve on appropriate CMED committees
      e. Advise the dean on appointments of persons to fill temporary vacancies of standing committees. The Election Procedures Committee may be consulted by the dean on other committee appointments
      f. Periodically review the size and composition of all standing committees and recommend needed changes to the executive faculty

II. **Eligibility**

   A. Faculty

   1. Eligibility to Serve
      a. Determined by committee bylaw language

   2. Eligibility to Vote
      a. Full-time executive faculty with rank of Instructor, Assistant Professor, Associate Professor, or Professor shall be eligible to vote.

   B. Certification

   1. A master list of full-time executive faculty with rank and discipline (Assistant Professor, Associate Professor, and Professor) will be compiled by Faculty and Staff Affairs.

   C. Candidates

   1. The Election Procedures Committee will announce vacancies and inquire about interest in running for election.

   2. Eligible faculty (Assistant Professor or above or as defined by committee language) may file as a candidate for one based on certification.
3. To file, eligible faculty must complete a statement of intent for the election and submit it to the Election Procedures Committee. The statement of intent will be used on the faculty slate.

4. The Election Procedures Committee shall compile the list of candidates by:
   a. Verifying each candidate’s eligibility.
   b. Adding the names of eligible candidates to candidate list.

III. Voting Process

A. Prior to the election period the Election Procedures Committee shall announce, via email, the candidates and provide statements of intent

B. Voting
   1. Voting will be conducted electronically. A link will be provided.
   2. Faculty are eligible to vote if they are full-time executive faculty with the rank of Assistant Professor, Associate Professor, or Professor.
   During the election period, the Election Procedures Committee is responsible for overseeing campaign activities.

C. Prior to the voting date, the Election Committee shall:
   1. Oversee the preparation of the electronic voting website, listing the candidates for the election.
   2. Distribute electronic voting instructions for distribution and posting locally.

D. During the voting period the Election Committee shall oversee the election process, including providing assistance on how to access the electronic voting site, if needed.

E. The results shall be verified by the Election Procedures Committee and winners will be determined by a simple majority.

F. In the event of a tie between candidates the Election Procedures Committee shall conduct a coin toss.

G. Results shall be retained for 90 days after winners have been announced.

IV. Announcement of Faculty Representatives Elect

A. Elected executive faculty members of the committees of the CMU CMED shall serve according to the terms listed in the committee language in the CMED bylaws.

B. The Election Procedures Committee shall submit names and background information on the faculty elect to the CMED Dean. A college wide announcement will be made.

V. Election to Fill a Vacancy

A. A vacancy for an unexpired term shall be appointed by the Dean. (See bylaw language).