

HUMBOLDT STATE UNIVERSITY
University Senate

Updating the Membership and Terms of the Appointments and Elections Committee

21-20/21-CBC – March 30, 2021 –Second Reading

RESOLVED: That the University Senate of Humboldt State University recommends the attached amendments to the University Senate Bylaws and General Faculty Constitution to expand and clarify the membership and increase the term lengths and election process for the faculty representatives of the Appointment and Elections Committee to be forwarded for ratification.

RATIONALE: *The Staff Council, Associated Students, and University Senate are collaborating to improve recruitment efforts of new and diverse representatives to governing bodies, and to strengthen monitoring for new University committee appointees. To support this effort, membership of the Appointments and Elections committee is being expanded from two faculty to three, one from each college, and establish ex-officio membership for the Chair of the Governance Committee of the Staff Council and Student Affairs Vice President of the Associated Students. These changes will allow for equitable representation of all colleges and establish consistent communication and recruitment processes between the three governing bodies. In addition, the current members of the Appointment and Elections Committee have indicated that one-year terms for appointed faculty members is too short to get familiarized with the rules governing appointments and elections and that a longer term would allow for more effective service on the Appointments and Elections Committee. Finally, as the primary role of the Appointments and Elections Committee is to recommend appointments for other committees, the faculty representatives being elected the instructional unit they represent and updating the vacancy procedure so the Senate Executive committee recommends candidates for interim seats instead of the Appointments and Elections Committee itself, will preserve shared governance.*

Proposed revisions with track changes to Senate Bylaws:

11.4 Appointments and Elections Committee (AEC)

11.51 **Chair:** The Chair shall be a faculty member of the Committee elected by the Committee.

11.52 **Membership:** The membership of the Appointments and Elections Committee shall be as follows:

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- Three (3) Faculty members, one from each instructional unit, elected by the faculty of the respective instructional units; one of whom shall be elected by the committee to serve as committee chair

Ex-Officio Members

- Chair, University Senate/Presiding Officer, General Faculty
- Provost and Vice President of Academic Affairs
- Chair of the Governance Committee of the Staff Council (or designee)
- Student Affairs Vice President of the Associated Students (or designee)

11.53 Terms: Elected and appointed members of the committee shall serve Staggered Two - year terms. The staff representative shall serve a one-year term in alignment with their one-year terms.

11.54 Duties:

- i. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- ii. The Committee shall solicit nominations for members and chairs of Standing, *Ad hoc*, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.
- iii. The faculty members of the Committee shall solicit nominations for General Faculty elections of officers and other faculty representatives as directed by the General Faculty Constitution, including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J of the Faculty Handbook and other positions as identified in the Faculty Handbook.
- iv. The Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the General Faculty. All such procedures are subject to the approval of the Senate.
- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.
- vii. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.
- viii. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.

- ix. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

12.0 ELECTIONS

12.6 Elections within the Senate

12.61 The annual election of Senate officers, and Standing Committee chairs, and members of the Appointments and Elections Committee shall be conducted at a Senate meeting within one month after the election of new Senators.

i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.

ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.

Elections shall be conducted in the following order:

- a. Vice Chair (Chair of Faculty Affairs Committee)
- b. Third Officer (Chair of Academic Policies Committee)
- c. Co-Chair of University Resources and Planning Committee
- d. Chair of the Constitution and Bylaws Committee
- e. Chair of the University Policies Committee
- f. Members of the Appointments and Elections Committee.

iii. Senate Officers and Appointments and Elections Committee members shall be elected for one-year terms.

Proposed revisions with track changes to General Faculty Constitution:

7.3 Vacancies

7.30 The position of any faculty representative on the University Senate, university committees, campus auxiliary governing boards, or state organizations shall become vacant when they (a)

resign from the position, (b) fail to meet the eligibility requirements for membership in the General Faculty; or (c) go on leave, for more than one semester.

7.31 The Senate Office shall report circumstances constituting a vacancy to the University Senate Appointments and Elections Committee, which shall recommend appointments to serve until the next regular election. When the vacancy is on the Appointments and Elections Committee, the Senate Executive Committee shall recommend appointments to serve until the next regular election. All such appointments are subject to the approval of a faculty session of the University Senate.