

COLORADO SCHOOL OF MINES

ADMINISTRATIVE FACULTY COUNCIL

ELECTION AND REFERENDUM PROCEDURES

1. The Council will hold an annual election to fill any vacancies created by the expiration of members' terms on the second Tuesday in May. Members elected at this time will begin their terms on June 1. Article IX of the Administrative Faculty Council Articles of Organization will determine the length of their respective terms.
2. The Council's annual election will be conducted as follows:
 - a. All Administrative Faculty members will be advised of the upcoming election by electronic or paper notice at least one month prior to the election.
 - b. Nominations for candidates for anticipated Council vacancies will be solicited from all Administrative Faculty who wish to participate in this process through April 30.
 - c. Ballots identifying the candidates who have accepted their nominations will be distributed to all Administrative Faculty, electronically or manually, no later than the second Tuesday in May. Each Administrative Faculty member may complete only one (1) ballot per election.
 - d. Completed ballots must be returned to the designated Council member no later than seven (7) business days following the date the ballots were distributed.
 - e. Any Council member who is a candidate for re-election shall not be involved in any aspect of the preparation, distribution or tabulation of the ballots.
 - f. The completed ballots will be reviewed and tabulated by the appropriate Council members and a summary of the election results will be distributed to all Administrative Faculty as soon as practicable following the election.
3. The Council will elect its Chair and Secretary/Treasurer at its first meeting following June 1. Each officer shall serve a one-year term. No individual shall serve more than two successive terms in the same office.
4. The Council shall hold a referendum to determine a particular issue or matter by direct vote of the Administrative Faculty upon the motion of a Council member, if a majority of the Council members approve of the referendum, or when a minimum of 15% of the Administrative Faculty members petition the Council to hold a referendum on a particular issue. The procedures for conducting an Administrative Faculty referendum are as follows:
 - a. All Administrative Faculty members will be advised of the upcoming referendum by electronic or paper notice at least two weeks prior to the referendum. The issue to be resolved by the referendum shall be clearly stated in this notice.
 - b. On the designated election date, ballots will be distributed to all Administrative Faculty, electronically or manually. Each Administrative Faculty member may complete only one (1) ballot per referendum.
 - c. Completed ballots must be returned to the designated Council member no later than seven (7) business days following the date the ballots were distributed.

- d. The completed ballots will be reviewed and tabulated by the appropriate Council members and a summary of the results of the referendum will be distributed to all Administrative Faculty members as soon as practicable.

Adopted December 19, 2000