

The Bylaws Committee of the Boulder Faculty Assembly moves to amend the Standing Rules as follows:

## Article II. Elections

Section 1. All the procedures relating to the election of Senate members to an Instructor, Research Faculty or At-large Assembly position as set out in 2.b. and 2.c. below and to committees shall be supervised by the Committee on Nominations and Elections, and shall be conducted by the Secretary of the Assembly. Selection of representatives of individual academic units as described in 2.a. below shall be carried out and supervised by the individual academic units. The supervising administrator of each academic unit shall transmit the name of the unit's selected representative to the Chair of the assembly no later than the first of April. Selection of representatives of small A&S divisions shall be carried out and supervised by the individual college divisions (Social Sciences, Natural Sciences and Humanities). The Associate Dean of each division or his or her delegate shall transmit the name of the division's selected representative to the Chair of the Assembly no later than the first of April.

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Section 2. The Assembly shall consist of 60 elected voting members and additional ex officio voting members as listed below. These members will be elected or designated in the following manner:

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a) 46 members of the faculty will be elected for staggered three-year terms as representatives of the various academic units. Any academic unit that has more than one representative shall elect representatives by departments or divisions. Representation shall balance proportional representation of academic unit and department/division with the goal of providing individual departments/divisions with representation. Specific allocation of seats is described in the Standing Rules Appendices.

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b) Eight members of the faculty will be elected for staggered three-year terms as At-Large representatives by the members of the Senate at large. No more than five of these members shall be from the College of Arts and Sciences, and no more than five of these members shall be from any other school or college, the institutes, or the Boulder Campus libraries.

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c) Two instructors and two members of the research faculty will be elected for staggered three-year terms by the members of the Senate at large.

d) Two retired members of the faculty will be elected for staggered three-year terms by the retired members of the Senate.

e) The chairs of the Standing Committees of the Assembly shall be members of the Assembly, *ex officio* with vote.

f) The most recent Past Chair of the Assembly shall be a member of the Assembly, *ex officio* with vote.

~~g) The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the assembly and shall be considered an elected member of the Assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair's representative seat shall be filled according to the procedures described in Sections 11 and 12 of this Article.~~

Section 3. No more than two members of any department or division may serve at any one time as elected representatives to the Assembly. A member of the Senate is not eligible for nomination for election to the Assembly for a particular year if two members of his or her department or division will be serving as representatives to the Assembly in that year.

Section 4. The nomination and election process will generally be conducted in the spring semester. Elections from the faculty at-large and representatives from specific academic units will be conducted concurrently. The elections should be completed by the first of April.

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Section 5. A member of the Senate may be nominated for an Instructor, Research Faculty, or At-large position on the Assembly or for Assembly committee membership only by another member of the Senate. The nomination is made by means of a nominating letter to the Secretary of the Assembly.

a. For an at-large position on the Assembly, the nominating letter must be signed by one or more members of the Senate. The nominee must also sign the nominating letter, indicating his or her agreement to accept the position if elected.

~~b. For a position on a committee, the nominating letter must be signed by one or more members of the Senate in the academic unit that the nominee would represent. The nominee must also sign the nominating letter, indicating his or her agreement to accept the committee membership if elected.~~

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Section 6. The election ballot shall list the nominees for Instructor, Research Faculty, or At-large positions on the Assembly or for positions on committees in alphabetical order in even-numbered years and in reverse alphabetical order in odd-numbered years. The ballot shall also list:

- a) The academic department or other academic subdivision with which the nominee is affiliated, and
- b) The names of those who signed the letter of nomination.

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Section 7. Eligible voters may vote by a physical secret ballot or by an email transmitted from the voter's university email address.

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Section 8. If Senate is voting to fill "x" vacant Instructor, Research Faculty, or At-large positions on the Assembly or on a committee, each voter may cast a single vote for each of no more than "x" nominees to fill the vacant positions.

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Section 9. Physical ballots shall be returned in envelopes on which the voting member of the Senate signs and prints his/her name and prints the name of his/her academic unit. Ballot envelopes or ballots that do not meet these requirements shall be declared invalid.

Section 10. Physical and email ballots shall be counted by the Nominations and Elections Committee at an announced time and place. When counting email ballots, the Committee will first check the name on the email address against the current list of members of the Senate. When counting physical ballots, the Committee will first check the signatures on the ballot envelopes against the current list of members of the Senate. The envelopes must satisfy the following criteria for their ballots to be counted: The name on the envelope must be that of a member of the Senate entitled to vote with respect to the position(s) in question, and there must be no more than one ballot envelope from any one member of the Senate entitled to vote on that matter. The envelopes that meet these criteria shall then be opened, the ballots shall then be separated from the envelopes, and the ballots shall then be counted.

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Section 11. When vacancies occur for representatives of single academic units not elected at large or for the retired faculty, the Committee on Nominations and Elections shall ask the Dean or Administrative Head of that academic unit or the Chair of the Retired Faculty Association, as appropriate, to conduct a special election. Vacancies that occur for representatives elected to represent a pool of small academic units will be filled by special elections conducted every fall semester by the Committee on Nominations and Elections.

Section 12. If a vacancy occurs for an at large or a non-tenured faculty position, the Executive Committee, upon consultation with the Committee on Nominations and Elections, may determine whether the vacancy should be filled for the remaining period of the vacancy or until a special election is later held for the position. The Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the Senate for the position. The Assembly will then hold an election to fill the vacancy. The Assembly may determine and implement substitute procedures for filling the vacancy. Any other provisions in these bylaws to the contrary notwithstanding, a continued vacancy dealt with under this provision will be filled upon the affirmative vote in favor of a nominee by a simple plurality of the members of the Assembly present and voting on the matter.

From BFA Bylaws Committee: December 1, 2008  
Approved by the BFA Executive Committee: December 1, 2008  
Notice of motion to the BFA: December 4, 2008  
Approved by the BFA: February 5, 2009