

*Approved by the Faculty Senate, August 28, 2013*

**FS 13/14-03/EX**      **ELECTRONIC VOTING PROCEDURES FOR 2013-2014 AY,**  
**ENDORSEMENT OF**

The Faculty Senate endorses the electronic voting procedures for 2013-2014 for campus-wide elections (such as temporary faculty representatives to the Senate, statewide academic senators, initiatives and referendums) held during the 2013-2014 academic year, to be re-visited in fall 2014.

Electronic Voting Procedures for 2013-2014

1. Elections Committee provides the Director of ATCS with ballot text and list of faculty eligible to vote.
2. ATCS obtains e-mail addresses of the faculty eligible to vote from IRT, after receiving approval from the Provost.
3. ATCS uses the Class Climate system to administer the election, the same system used to perform course evaluations online.
  - a. Electronic ballot is created with text provided by Senate.
  - b. Random identifier is created for each e-mail address.
  - c. E-mails are sent to each voter with the unique link.
4. Faculty receives the e-mail, click on their link and submit their vote in the online system. Several reminder emails can be sent to faculty members who have not yet submitted their responses.
5. Faculty members that who prefer to use paper ballots or have difficulty accessing the e-mail or using the electronic system may can receive a paper ballot or assistance from the Faculty Senate Analyst or the Faculty/Staff Resource Center (ARC 3012).
6. After voting closes, ATCS sends electronic election results to the Senate Elections Committee. Elections Committee determines the outcome of the election and notifies the Senate Chair of the election results.

*FS 12/13-55/EX – December 6, 2012*

*Carried.*