

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title:
Effective date:	04/27/2015
Office of origin:	Faculty Senate
Key contact person:	Brigett Scott
Approved by:	Faculty Senate
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	P&P Manual Chapter 1 1.16.4.3
Policy/procedure applies to (check all that apply):	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Addition/Revision to P&P Manual (date, Section, made by)	Date: 7/2/18 Section: 1.16.4.3 Made by: Brigett Scott

REASON FOR CHANGE: To make nomination and acceptance of nomination for elections more efficient and clearer.

University Policy: 1.16.4.3

Procedure(s):

PROPOSED CHANGE: Change in procedure for accepting nominations.

FROM: 1.16.4.3 Section 3—Election

- Each electing unit shall be responsible for conducting an election of its Senators in accordance with uniform guidelines established by the Committee on Committees.
- A form for nominations shall be forwarded to every Association member of an electing unit in which a vacancy occurs during the month of February each year.
- Both nominator and nominee must sign the form before it is returned to the Committee on Committees.
- The election of Senators shall be by ballot or voting machine under the supervision of the Committee on Committees.
- In the event of only one (1) candidate for a given Senate seat, no ballot is required.
- No more than two (2) Senators from one department of any electing unit shall be elected to the Senate.
- Regular elections of Senators shall take place in March of each year. Newly elected Senators will attend the April meeting as observers and will be installed at the May meeting of the Senate.

- Upon ratification of these Bylaws, electing units that increase their number of representatives shall hold an election before October 15, 1990, to fill these additional seats. Currently elected senators shall continue to serve the duration of their established term of office. Each electing unit will establish appropriate terms of office for its additional representatives, not to exceed two (2) years so that the term of office of approximately half of each electing unit's total senators will expire each year.

TO: 1.16.4.3 Section 3—Election

- Each electing unit shall be responsible for conducting an election of its Senators in accordance with uniform guidelines established by the Committee on Committees.
- A form for nominations shall be forwarded to every Association member of an electing unit in which a vacancy occurs during the month of February each year.
- **Both nominator and nominee shall confirm the nomination to the Committee on Committees.**
- The election of Senators shall be by ballot or voting machine under the supervision of the Committee on Committees.
- In the event of only one (1) candidate for a given Senate seat, no ballot is required.
- No more than two (2) Senators from one department of any electing unit shall be elected to the Senate.
- Regular elections of Senators shall take place in March of each year. Newly elected Senators will attend the April meeting as observers and will be installed at the May meeting of the Senate.
- Upon ratification of these Bylaws, electing units that increase their number of representatives shall hold an election before October 15, 1990, to fill these additional seats. Currently elected senators shall continue to serve the duration of their established term of office. Each electing unit will establish appropriate terms of office for its additional representatives, not to exceed two (2) years so that the term of office of approximately half of each electing unit's total senators will expire each year.