

To: The University Senate
From: David Sanders
Subject: Proposed Bylaws amendment for an Election Committee
Disposition: University Senate for Discussion and Adoption

Rationale:**3.41 Duties of the Sergeant-at-Arms**

The duties of the Sergeant-at-Arms shall be to maintain a record of attendance at all Senate meetings, to report attendance to the Steering Committee after each meeting, to separate faculty visitors from voting members of the Senate, to control the presence of persons not authorized to attend Senate meetings, to assist the Election Committee in the preparation of election ballots and the collection and counting of ballots, and to carry out instructions of the Senate or its presiding officer during each meeting.

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5.01 Committee Structure

The standing committees of the University Senate, hereafter called "Senate committee(s)," shall be the following:

- Steering Committee
- Nominating Committee
- Election Committee
- Equity and Diversity Committee
- Student Affairs Committee
- Faculty Affairs Committee
- Educational Policy Committee
- University Resources Policy Committee
- Advisory Committee

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5.25 The Election Committee

The Election Committee shall consist of five Senators. Senators may not serve simultaneously on the Election and Nominating Committees. Candidates for the office of Vice-Chair of the Senate and the Vice-Chair, Chair, and immediate Past Chair of the Senate shall not serve on the Election or Nominating Committees.

5.26 Duties and Responsibilities

The duties of the Election Committee are to:

- a. Supervise the preparation of election ballots and the collection and counting of ballots assisted by the Sergeant-at-Arms.
- b. Prepare reports showing the results of elections.
- c. Conduct investigations when an election is challenged and report its recommendations to the Senate.