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**Procedure**                      **Chair and Chair-Elect Special Election**

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Procedure Number: 101.60  
Date Adopted: 4/2026  
Last Revision: 4/2026  
References: Bylaws, Section I, Section 5.2  
Approved by: Faculty Senate

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**Purpose**

This procedure establishes the process for addressing a vacancy in the Faculty Senate Chair or Chair-Elect position when the elected individual is unable to fulfill their term. It outlines the steps for initiating and conducting a special election to ensure continuity in Senate leadership.

**Circumstances Requiring a Special Election**

A special election for Chair shall be held if the position of Chair is vacated prior to the completion of the elected term for any reason and there is no Chair-Elect in place. A special election for Chair-Elect shall be held if the Chair-Elect assumes the duties of the Chair or vacates the position of Chair-Elect prior to the completion of the elected term for any reason.

**Interim Leadership**

- In the event of a vacancy in the Chair position, the Chair-Elect shall assume the duties of Chair.
- In the event of a vacancy in the Chair-Elect position, the current Chair shall continue to serve, and a special election will be conducted to fill the vacancy.
- If both positions are vacant, the Executive Committee of the Senate (ECOS) shall designate an interim presiding officer until the election is completed.

**Authorization of Special Election**

- The Faculty Senate, in consultation with ECOS, shall formally declare the vacancy and authorize a special election.
- The election timeline and procedures shall be communicated to all eligible voting members of the Faculty Senate.

**Nomination Process**

- Nominations (including self-nominations) shall be accepted from eligible Faculty Senate members.
- A nomination period shall remain open for a defined period prior to the election (typically though the next scheduled Senate meeting or as determined by ECOS).
- Additional nominations may be accepted from the Senate floor at the meeting where the election is held.

### **Election Process**

- The election shall be conducted by a vote of the Faculty Senate.
- A simple majority of votes cast is required to elect a candidate. If no candidate receives a majority, a secondary (runoff) election shall be conducted between the top candidates.
- The newly elected Chair or Chair-Elect shall assume duties immediately upon certification of the election results.
- An individual elected through a special election shall serve the remainder of the unexpired term of the position.

### **Communication of Results**

Election results shall be formally announced to the Faculty Senate and communicated to the broader campus community and official records shall be updated to reflect the change in leadership.