Governance Council Membership Election and Appointment Process   (03/07/12)

Proposed Election Process

a) Elections will be held once each year (spring semester) for council memberships expiring at the end of that fiscal year. It is expected that approximately half of the <u>elected</u> council member positions will be on the ballot each year.   PLEASE NOTE: Not all council members will be elected via this process. See the following page for details.

b) The mechanism for voting will be the same voting system currently used by ASMSU for student elections, as well as Staff Senate for their elections. MSU Information Technology staff administers this voting system.

c) To be eligible to vote or be a candidate, faculty or staff must be 0.50 FTE or greater in the semester that voting takes place.

d) Individuals may hold one <u>elected</u> council position at a time.

e) Council members who are in elected positions may run for re-election for one additional term beyond their initial term. If elected for a second consecutive term, members must sit out at least one term before applying to serve again on the same council. No more than two consecutive terms on the same council are allowed before sitting out a term.

f) If a council member resigns before their term has expired, a replacement will be appointed by the MSU President.

g) Elections will utilize a ballot(s) with as many candidates who are interested for each available council position.

h) Candidates (in order to be placed on a ballot) must submit their <u>personal</u> intent to the Council Chair, along with a brief biography which includes their interests and qualifications for serving on the council. A candidate application form will be provided which will include space for the biography.

i) Biographies will be posted on an election website so voters can read the information before the election.

j) MSU's President will approve the final ballot(s) before each election.

k) Different ballots will be created and sent to campus units, and/or employee classification groups, based on the relevancy of each council position to that unit and/or employee classification.

l) MSU Extension faculty are eligible to vote and/or be council member candidates. The Director of Extension will provide a list of Extension faculty (by college) to IT annually.

m) The effective date for change of membership is July 1st (following the election). New members will replace those serving before them.

Proposed Process for Electing or Appointing Council Members:

1. Certain council members are appointed based on their position and/or title (See following page)

2. Faculty Senate, Professional Council and Staff Senate will appoint or elect their council representatives using their own established processes (separate from campus-wide election process).

3. ASMSU representatives, student and graduate student members will all be appointed by the ASMSU President.

4. Candidates for Dean on Budget Council and Research Council will be elected or appointed by Deans Council (separate from campus-wide election process)

5. The Research Council representative on Budget Council will be elected / appointed by Research Council (separate from campus-wide election process).

6. Candidates for Department Head will express interest to the Council Chair and be placed on the ballot. Department Head candidates will be included only on ballots sent to Department Heads (Provost to provide list of Department Heads to IT annually)

7. Candidates for College Representative, including Library, on Planning Council (any employee type) will express interest to the Council Chair and be placed on the ballot. Candidates will be included on ballots sent to faculty, staff, Department Heads and Deans for the respective college (VP for Planning to provide list of voters to IT annually).

8. Candidates for Institute or Research Center Director to be on the Research Council will express interest to the Council Chair and be placed on the ballot. Candidates will be included only on ballots sent to Institute or Research Center Directors (VP for Research to provide list of Institute and Research Center Directors to IT annually).

9. Candidates for college specific faculty representatives on the Research Council will express interest to the Council Chair and be placed on the ballot. Faculty candidates will be included on ballots sent to faculty (only) for their specific college. (i.e. – CLS faculty candidates will only be on the CLS ballot for faculty members) (VP for Planning to provide list of voters to IT annually)

10. Community members and Outreach representatives for all councils will be appointed by the President.

The five councils currently in place have memberships as follows. The <mark>highlighted</mark> members will be elected via the Governance Council Membership Election Process in the spring semester before the current two year term expires. Other council members are appointed as defined on the previous page.

University Council (Chair = President): 36 members are all based on the position they hold at MSU

Dean's Council (Chair = Provost): 13 members are all based on the position they hold at MSU

Budget Council (Chair = VP A&F): 14 members selected as follows… (Focus is on constituency group)
- By Position: VP A&F , Provost, VP Student Success, VP Planning, ASMSU President
- Elected or appointed (one each): Dean, <mark>Department Head</mark>, Faculty Senate Representative, Professional Council Representative, Staff Senate Representative, Graduate Student, Research Representative, Outreach Representative, and Community Member

Planning Council (Chair = VP for Planning): 16 members selected as follows… (Focus is on academic dept)
- By Position: VP for Planning , Provost, VP Admin & Finance
- Elected or appointed (one each): Faculty Senate Representative, Professional Council Representative, Staff Senate Representative, Student, Community Member and <mark>one representative from each academic college and the library</mark>

Research Council (Chair = VP Research): 18 members selected as follows… (Focus is on faculty membership)
- By Position: VP Research , Provost, VP Student Success, Dean of Graduate School
- Elected or appointed: One Dean, <mark>one Department Head</mark>, <mark>two Directors of Board of Regents approved Institutes or Research Centers</mark>, one Community Member, <mark>seven faculty (one per college)</mark>, Faculty Senate Representative and Professional Council Representative

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Proposed Election Process Calendar:

- March 7: Inform University Council about the proposed process.
- March 8: Communicate a "call for candidates" and provide a template for doing so.
- April 4: Last day for candidates to submit their name for council elections.
- April 10: Candidate information will be posted to the website by this date.
- April 12-16 (Thurs – Mon): First election will be held (*Council TBD)
- April 17-19 (Tue – Thurs): Second election will be held (*Council TBD)
- April 20-24 (Fri – Tues): Third election will be held (*Council TBD)
- April 27 (Fri): Election results will be announced

*Note: The current voting system will not accommodate elections for more than one council at a time.