

Department of Educational Leadership & Policy Studies (ELPS) Department and Program Voting Policy

Introduction and Scope

The purpose of this voting policy is to ensure fair and transparent decision-making within the Department of Educational Leadership & Policy Studies (ELPS). This policy outlines the procedures for conducting votes on various matters pertaining to the department's activities and governance.

Voting Eligibility

For the purpose of supporting democratic leadership and participation practices, ELPS aligns with the University Faculty Handbook definitions of faculty membership and rank. In circumstances not explicitly addressed in the Handbook, the ELPS department defers to the most recently approved College of Education Constitution regarding requirements for eligibility to vote on specific issues related to Departmental decisions.

An eligible faculty member is a full-time, tenured, tenure-track, or promotion-eligible non-tenure track faculty member (i.e., instructional, research, or conical with the rank of professor, associate professor, or assistant professor).

Voting on policies and procedures that relate specifically to tenure-track and tenured faculty shall be voted upon by the tenure-track and tenured faculty. All other voting shall include all eligible members of the faculty.

Types of Votes

1. **General Votes:** General votes pertain to matters that affect the department as a whole, such as changes to the departmental policies.
2. **Election Votes:** Election votes are held to elect departmental representatives, committee members, committee members, etc.

Departmental Procedures for Voting

Quorum. Forty (40) percent of the Faculty who are eligible to vote at a department or program meeting shall constitute a quorum of the faculty for regular or emergency meetings and voting. The Chair will be responsible for certifying a quorum for in-person Department Votes. A quorum must be met for the voting results to be considered valid. For online votes, a quorum shall consist of 40% of all eligible voters.

Voting Options and Outcomes. Votes may be taken at the Department meetings for department specific decisions, if a quorum is present, or through the implementation of the CoE electronic voting policy. A motion is considered as passed if a simple majority of all votes cast – including yes and no - is affirmative (i.e., 'yes'). Following Roberts Rules of Order, an abstention will be recorded, but a vote of abstain "is not a vote and is not counted as a vote."

Procedures. In accordance with the CoE Constitution, each eligible faculty member will have one vote and no proxy will be recognized. Matters up for vote should be discussed or disseminated to the faculty at least 5 working days prior to the vote. In circumstances where a faculty member is unable to be present, an option to vote absentee up to



the day before the meeting is available. A print record of that member's vote must be provided to the department program manager.

The department chair may call a special meeting of the department faculty on his or her own accord, at the request of the Dean, or upon petition of 10 percent of the voting eligible faculty. Written notice of a special meeting shall be distributed at least 3 business days before the meeting with an agenda distributed at that time. Discussion and action taken at the special meeting shall be limited to the agenda accompanying the notice for the meeting. Voting options described above remain in effect.

Program Procedures for Voting

General Votes

Programs will follow the Department Procedures for Voting on matters related to general votes.

Election Votes

Programs may establish their own procedures for electing program area representatives to department committees.

Original Approval:

Approved by the ELPS tenured, tenure-track, and promotion-eligible, non-tenure-track faculty in April 2018; vote not recorded on policy document.

Revision Record:

2024 – (1) Added Introduction & Scope; (2) removed references to policy that has changed and added references based on current COE Constitution; (3) Types of Votes section added; (4) added clarification about quorum for online votes; and (5) added Program Procedures for Voting section.

Approved 11-0 on May 14, 2024