

University of Massachusetts Boston
By-Laws to the Constitution of the Graduate College of Education

I. ELECTIONS FOR SENATE MEMBERSHIP: ACADEMIC DEPARTMENTS

- 1.1 In March, the Senate Executive Committee shall notify department chairs of Senate terms that will expire that year.
- 1.2 Membership elections in the academic departments shall take place during a department meeting in April during the year in which a term of service expires.
- 1.3 Department chairs shall notify all eligible voters (see Section 4.2 of the Constitution) in their respective academic department of the meeting day and time at which the membership election shall occur. The notification shall be conveyed via mail, electronic mail, or telephone. Notification shall occur no later than two weeks prior to the election date.
- 1.4 The notification from the department chair shall include the number of Senate terms in the department that expire that year and the eligibility criteria (i.e., full-time, joint, part-time, adjunct) for each term. The notification will request that nominations be forwarded to the department chair.
- 1.5 During the April election meeting, the Department Chair shall call for additional nominations for each Senate term that expires that year. Faculty currently serving in the Senate may be re-nominated. If two or more terms expire that year, the Department Chair shall first call for nominations for one of the terms. An election for this term shall then take place. Then, the Department Chair shall call for nominations for one of the remaining terms. An election for this term shall then take place. This process shall be repeated until persons have been elected to fill all of the terms that expire that year.
- 1.6 After nominations for a particular term close, each eligible voter in attendance at the election meeting shall cast one secret ballot. Eligible voters shall vote for no more than one nominee for each term that expires that year. Eligible voters shall either write the name of the preferred nominee on the secret ballot or leave the ballot blank to indicate that they prefer none of the nominees.
- 1.7 All ballots must be cast during the election meeting.
- 1.8 The Department Chair and one other eligible voter shall tabulate the results immediately after the close of voting.

- 1.9 The Department Chair shall announce the results of the vote immediately after the results are tabulated.
- 1.10 If the election produces a tie vote, the academic department shall hold a second ballot immediately after the results are announced. The second ballot shall adhere to the procedures specified in 1.7 through 1.9 above. Eligible voters shall vote for no more than one of the nominees who tied for the most votes in the first ballot, or they may leave the ballot blank to indicate that they prefer none of the nominees who tied for the most votes in the first ballot.
- 1.11 If the second ballot produces a tie vote, the election shall be decided by coin flip performed by the Department Chair at the election meeting in the presence of at least one other eligible voter from the academic department.
- 1.12 The Department Chair shall seal the ballots in an envelope and send the sealed envelope via campus mail to the Senate Chair. The Department Chair shall notify the Senate Chair of the election results within one week of the election meeting.
- 1.13 Department chairs shall ensure that all nominees meet eligibility criteria specified in Section 3.1 of the Constitution. If a nominee is elected who does not meet eligibility criteria, the Senate Executive Committee shall reject the result. The academic department shall hold another election in May to fill the vacancy. In the May election, the academic department shall adhere to the procedures specified in 1.3 through 1.12 above.
- 1.14 If a Senate position becomes vacant before the term expires (e.g., member retires, begins leave), then the Department Chair shall appoint an individual to complete the term. If the individual does not meet eligibility criteria specified in Section 3.1 of the Constitution, then the Senate Executive Committee shall reject the appointment.

II. ELECTIONS FOR SENATE MEMBERSHIP: CENTERS, INSTITUTES, AND OFFICES

- 2.1 In February, the Senate Chair shall notify all eligible voters (see Section 4.2 of the Constitution) in Centers, Institutes, and Offices of Senate terms that expire that year. The notification shall seek nominations for each Senate term that expires that year. The notification shall be conveyed by mail, electronic message, or telephone.
- 2.2 The notification shall include the number of Senate terms that expire that year and the eligibility criteria (i.e., full-time, joint, part-time, adjunct) for each term.
- 2.3 Those who seek a nomination shall notify the Senate Chair no later than March 15. Members of centers, institutes, and offices currently serving in the Senate may be re-nominated. The nomination notification shall be conveyed by mail, electronic mail, or telephone.

- 2.4 The Senate Chair shall ensure that all nominees meet eligibility criteria specified in Section 3.1 of the Constitution. The Senate Executive Committee shall reject nominees who do not meet the eligibility criteria.
- 2.5 After nominations close, the Senate Chair shall send a ballot to each eligible voter via campus mail. The ballot shall include the names of individuals nominated for each of the Senate terms that expire that year. Two envelopes shall accompany the ballot: (1) a privacy envelope marked "ballot," (2) and a larger return envelope. The ballot shall include the following instructions: Place a checkmark next to the name of the person for whom you intend to vote. Vote for only one person for each Senate position. Place your completed ballot in the envelope marked "ballot." Place this envelope in the larger envelope. Seal this envelope and sign across the sealed flap. The signature is simply to allow the Senate a record of votes received. Ballot envelopes will be opened separately from the larger return envelope. Return completed ballots to the Senate Chair via campus mail no later than April 15.
- 2.6 The Senate Chair shall send ballots to eligible voters no later than April 1.
- 2.7 All completed ballots shall be returned to the Senate Chair no later than April 15.
- 2.8 A quorum shall require a vote of a simple majority (50 percent plus one person) of the total number of members of the Centers, Institutes, and Offices. If quorum is not met by April 15, the Senate Chair shall hold the voting open past April 15 until a quorum is reached.
- 2.9 The Senate Chair and at least one other member of the Senate Executive Committee shall tabulate the results and notify all eligible voters in the Centers, Institutes, and Offices of the results no later than May 1. This notification shall be conveyed by mail, electronic message, or telephone.
- 2.10 If the ballot produces a tie, the election shall be decided by coin flip performed by the Senate Chair in the presence of at least one other member of the Senate Executive Committee.
- 2.11 If a Senate position becomes vacant before the term expires (e.g., member retires, begins leave), then the Senate Chair, in consultation with members of the Centers, Institutes, and Offices, shall appoint an individual to complete the term. The Senate Chair shall ensure that all appointees meet eligibility criteria specified in Section 3.1 of the Constitution.

III. ELECTIONS FOR SENATE MEMBERSHIP: CLASSIFIED STAFF

- 3.1 In February, the Senate Chair shall notify all eligible Classified Staff voters (see Constitution 4.2) of Senate terms that expire that year. The notification shall seek

nominations for each Senate term that expires that year. The notification shall be conveyed by mail, electronic message, or telephone.

- 3.2 The notification shall include the number of Senate terms that expire that year.
- 3.3 All classified staff are eligible for nomination to Senate terms.
- 3.4 Those who seek a nomination shall notify the Senate Chair no later than March 15. Classified staff currently serving in the Senate may be re-nominated. The nomination notification shall be conveyed by mail, electronic mail, or telephone.
- 3.5 The Senate Chair shall ensure that all nominees meet eligibility criteria specified in Section 3.1 of the Constitution. The Senate Chair shall reject nominees who do not meet the eligibility criteria; i.e., are not classified staff.
- 3.6 After nominations close, the Senate Chair shall send a ballot to each eligible voter via campus mail. The ballot shall include the names of individuals nominated for each of the Senate terms that expire that year. Two envelopes shall accompany the ballot: (1) a privacy envelope marked "ballot," (2) and a larger return envelope. The ballot shall include the following instructions: Place a checkmark next to the name of the person for whom you intend to vote. Vote for only one person for each Senate position. Place your completed ballot in the envelope marked "ballot." Place this envelope in the larger envelope. Seal this envelope and sign across the sealed flap. The signature is simply to allow the Senate a record of votes received. Ballot envelopes will be opened separately from the larger return envelope. Return completed ballots to the Senate Chair via campus mail no later than April 15.
- 3.7 The Senate Chair shall send ballots to eligible voters no later than April 1.
- 3.8 All completed ballots shall be returned to the Senate Chair no later than April 15.
- 3.9 A quorum shall require a vote of a simple majority (50 percent plus one person) of the total number of Classified Staff members. If quorum is not met by April 15, the Senate Chair shall hold the voting open past April 15 until a quorum is reached.
- 3.10 The Senate Chair and at least one other member of the Senate Executive Committee shall tabulate the results and notify all eligible Classified Staff voters of the results no later than May 1. This notification shall be conveyed by mail, electronic message, or telephone.
- 3.11 If the ballot produces a tie, the election shall be decided by coin flip performed by the Senate Chair in the presence of at least one other member of the Senate Executive Committee.
- 3.12 If a Senate position becomes vacant before the term expires (e.g., member retires, begins leave), then the Senate Chair, in consultation with Classified Staff, shall

appoint an individual to complete the term. The Senate Chair shall ensure that appointees meet eligibility criteria specified in Section 3.1 of the Constitution.

IV. ELECTIONS FOR SENATE MEMBERSHIP: STUDENTS FROM ACADEMIC DEPARTMENTS

- 4.1 Each academic department shall develop its own procedures for filling Senate terms that expire.
- 4.2 The Department Chair shall ensure that Senate terms are filled no later than April.
- 4.3 Department Chairs shall ensure that all students who seek Senate terms meet eligibility criteria specified in Section 3.1 of the Constitution. If a student does not meet eligibility criteria, the Senate Executive Committee shall reject his/her membership. The academic department shall repeat its procedure for filling Senate terms no later than May.
- 4.4 Each academic department shall develop its own procedures for filling Senate terms that become vacant before the term expires.

V. ELECTIONS FOR ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE (AACC)

- 5.1 The AACC shall consist of six members, two from each academic department. The terms shall be staggered so that half of the terms expire each year. Members shall be elected for a term of two years.
- 5.2 All faculty members with full-time, joint, part-time, and adjunct appointments are eligible to vote for their academic department representatives to AACC.
- 5.3 All faculty members with full-time, joint, part-time, and adjunct appointments are eligible to serve on AACC.
- 5.4 In March, the Senate Executive Committee shall notify department chairs of AACC terms that will expire that year.
- 5.5 AACC elections in the academic departments shall take place during a department meeting in April during the year in which a member's term of service expires.
- 5.6 Department chairs shall notify all eligible voters (see Section 4.2 of the Constitution) in the academic department of the meeting day and time at which the AACC election shall occur. The notification shall be conveyed via mail, electronic mail, or telephone. Notification shall occur no later than two weeks prior to the election date.

- 5.7 During the election meeting, the Department Chair shall call for nominations for the AACC term that expires that year. Faculty currently serving on AACC may be re-nominated.
- 5.8 After nominations close, each eligible voter in attendance at the election meeting shall cast one secret ballot. Eligible voters shall vote for no more than one nominee. Eligible voters shall either write the name of the preferred nominee on the secret ballot or leave the ballot blank to indicate that they prefer none of the nominees.
- 5.9 All ballots must be cast during the election meeting.
- 5.10 The Department Chair and one other eligible voter shall tabulate the results immediately after the close of voting.
- 5.11 The Department Chair shall announce the results of the vote immediately after the results are tabulated.
- 5.12 If the election produces a tie vote, the academic department shall hold a second ballot immediately after the results are announced. The second ballot shall adhere to the procedures specified in 5.9 through 5.11 above. Eligible voters shall vote for no more than one of the nominees who tied for the most votes in the first ballot, or they may leave the ballot blank to indicate that they prefer none of the nominees who tied for the most votes in the first ballot.
- 5.13 If the second ballot produces a tie vote, the election shall be decided by coin flip performed by the Department Chair at the election meeting in the presence of at least one other eligible voter from the academic department.
- 5.14 The Department Chair shall seal the ballots in an envelope and send the sealed envelope via campus mail to the Senate Chair. The Department Chair shall notify the Senate Chair of the election results within one week of the election meeting.
- 5.15 If an AACC position becomes vacant before the term expires (e.g., member retires, begins sabbatical), then the Department Chair shall appoint an individual to complete the term.

VI. ELECTIONS FOR COLLEGE PERSONNEL COMMITTEE (CPC)

- 6.1 The CPC shall consist of seven members, two from each academic department and one at-large member representing all academic departments of the College. All members shall be elected for a term of two years. The at-large term shall expire in even-numbered years. The remaining six terms shall be staggered so that half of the terms expire each year.
- 6.2 Only tenured faculty members shall serve on the CPC.

- 6.3 After completing a term of service, the faculty member is exempt from service for two years. Department chairs are exempt from service.
- 6.4 Only tenure-track faculty members (either tenured or pre-tenured) are eligible voters for CPC elections.
- 6.5 In March, the Senate Chair shall compile a list of all tenured faculty members (excluding department chairs and exempt faculty) who are not currently serving on the CPC. This list will comprise the nominees for all CPC terms that expire that year.
- 6.6 In March, the Senate Chair shall create a ballot, which includes the list of nominees. The names shall be grouped based on the academic department of the nominee. Eligible voters shall vote for no more than one individual from each of the three departments.
- 6.7 The Senate Chair shall distribute the ballot to eligible voters via campus mail no later than April 1. The ballot shall include the names of individuals nominated for each of the Senate terms that expire that year. Two envelopes shall accompany the ballot: (1) a privacy envelope marked "ballot," (2) and a larger return envelope. The ballot shall include the following instructions: Place a checkmark next to the name of the person for whom you intend to vote. Vote for only one person for each CPC position. Place your completed ballot in the envelope marked "ballot." Place this envelope in the larger envelope. Seal this envelope and sign across the sealed flap. The signature is simply to allow the Senate a record of votes received. Ballot envelopes will be opened separately from the larger return envelope. Return completed ballots to the Senate Chair via campus mail no later than April 15.
- 6.8 Eligible voters shall return completed ballots to the Senate Chair via campus mail no later than April 15.
- 6.9 A quorum shall require a vote of a simple majority (50 percent plus one person) of the total number of tenure-track faculty members. If quorum is not met by April 15, the Senate Chair shall hold the voting open past April 15 until a quorum is reached.
- 6.10 The Senate Chair and at least one other member of the Senate Executive Committee shall tabulate the results and notify all eligible voters of the results no later than May 1. This notification shall be conveyed by mail, electronic message, or telephone.
- 6.11 The person who receives the largest number of votes within the Curriculum and Instruction grouping shall be elected to the CPC. The person who receives the largest number of votes within the Counseling and School Psychology grouping shall be elected to the CPC. The person who received the largest number of votes within the Leadership in Education grouping shall be elected to the CPC. In years when the at-

large seat expires, the person with the largest number of votes among all remaining nominees, regardless of academic department, shall be elected to the CPC.

6.12 If the ballot produces a tie, the election shall be decided by coin flip performed by the Senate Chair in the presence of at least one other member of the Senate Executive Committee.

6.13 If a CPC position becomes vacant before the term expires (e.g., member retires, begins leave), then the Senate Chair, in consultation with the department chairs and current members of the CPC, shall appoint an individual to complete the term.

GCOE Senate By-Laws to the GCOE Constitution

SUMMARY

<i>GCOE Senate – Members from Academic Departments</i>	
<p>Timeline</p> <p>March – Senate notifies department chairs of which terms expire</p> <p>April – Two weeks before the election meeting, department chairs notify department members of election</p> <p>April – During department meeting, election is held to fill Senate terms that expire</p>	<p>Policies</p> <p>Vacancies – Department chair appoints a replacement; Senate ensures that replacement meets eligibility criteria for the position (e.g., full or part-time position)</p> <p>Secret Ballots</p> <p>No Proxy Voting</p> <p>Nominations may be made before or during the election meeting</p> <p>Members currently serving on the Senate may be re-nominated</p>

<i>GCOE Senate – Members from Centers, Institutes, and Offices</i>	
<p>Timeline</p> <p>February – Senate seeks nominations from all center, institute, and office members</p> <p>March 15 – All nominations must be submitted to Senate Chair</p> <p>April 1 – Senate Chair sends ballots to all center, institute, and office members</p> <p>April 15 – All ballots must be returned to Senate Chair</p>	<p>Policies</p> <p>Vacancies – Senate Chair, in consultation with members of centers, institutes, and offices, appoints a replacement</p> <p>Secret Ballots</p> <p>No Proxy Voting</p> <p>Members currently serving on the Senate may be re-nominated</p>

<i>GCOE Senate – Members from Classified Staff</i>	
<p>Timeline</p> <p>February – Senate seeks nominations from all classified staff members</p> <p>March 15 – All nominations must be submitted to Senate Chair</p> <p>April 1 – Senate Chair sends ballots to all classified staff members</p> <p>April 15 – All ballots must be returned to Senate Chair.</p>	<p>Policies</p> <p>Vacancies – Senate Chair, in consultation with classified staff members, appoints a replacement.</p> <p>Secret Ballots</p> <p>No Proxy Voting</p> <p>Members currently serving on the Senate may be re-nominated</p>

<i>GCOE Senate – Academic Affairs and Curriculum Committee (AACC)</i>	
<p>Timeline</p> <p>March – Senate notifies department chairs of which terms expire</p> <p>April – Two weeks before the election meeting, department chairs notify department members of election</p> <p>April – During department meeting, election is held to fill AACC terms that expire</p>	<p>Policies</p> <p>Six-member committee – two from each academic department</p> <p>All full-time, joint, part-time, and adjunct faculty are eligible to vote for and serve on AACC</p> <p>Vacancies – Department chair appoints a replacement</p> <p>Secret Ballots</p> <p>No Proxy Voting</p> <p>Nominations may be made before or during the election meeting</p> <p>Members currently serving on the AACC may be re-nominated</p>

<i>GCOE Senate – College Personnel Committee (CPC)</i>	
<p>Timeline</p> <p>March – Senate Chair develops the ballot</p> <p>April 1 – Senate Chair sends ballots to eligible voters</p> <p>April 15 – All ballots must be returned to the Senate Chair</p>	<p>Policies</p> <p>Seven-member committee – two from each academic department and one at-large member</p> <p>Terms will be staggered. Each year, one person from each department will be elected. Every other year, an at-large position will also be elected. The at-large member will be the person with the largest number of votes among the remaining candidates regardless of departmental affiliation.</p> <p>Tenured faculty are eligible to serve. Tenure-track faculty are eligible to vote.</p> <p>After completing a term of service, the faculty member is exempt from serving for two years.</p> <p>Department chairs are exempt from service.</p> <p>Vacancies – Senate Chair, in consultation with CPC members, appoints a replacement.</p>

<i>GCOE Senate – Student Members from Academic Departments</i>	
<p>Timeline</p> <p>April – All terms that expire that year shall be filled</p>	<p>Policies</p> <p>Each academic department develops its own procedures for elections and for filling vacancies.</p>

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VII. ELECTIONS FOR FACULTY COUNCIL: ACADEMIC DEPARTMENTS

- 7.1 Faculty members eligible to serve as voting members of the Faculty Council are full-time faculty holding the rank of assistant professor, associate professor, or full professor who are (1) not in their first regular semester of service and (2) not serving in an administrative capacity above the level of department chair or the equivalent.
- 7.2 The term of membership on the Faculty Council shall be three years.
- 7.3 Prior to February 10 of each year, the Executive Committee of the Graduate College of Education Senate shall request from the Executive Committee of the Faculty Council the number of seats to be filled.
- 7.4 The allocation of Graduate College of Education seats on the Faculty Council shall reflect an average of one representative from each of the three academic departments.
- 7.5 Each academic department shall elect a representative to the Faculty Council. In March of each year, the GCOE Senate Executive Committee shall notify department chairs of Faculty Council terms that expire that year. Academic departments shall hold elections for seats no later than April 15. The results of the elections shall be reported to the Faculty Council Executive Committee no later than April 20 of each year.
- 7.6 All full-time faculty members and all part-time faculty members who are at least half-time or who, during the course of their current employment as part-time faculty, have taught five courses over three consecutive semesters may vote in elections of members to the Faculty Council.
- 7.7 Department chairs shall notify all eligible voters in their respective academic department of the meeting day and time at which the Faculty Council election shall occur. The notification will request that nominations be forwarded to the department chair. The notification shall be conveyed via mail, electronic mail, or telephone. Notification shall occur no later than two weeks prior to the election date.
- 7.8 During the meeting at which the Faculty Council representative will be elected, the Department Chair shall call for additional nominations for the Faculty Council

term that expires that year. Faculty currently serving on the Faculty Council may be re-nominated.

- 7.9 After nominations close, each eligible voter in attendance at the meeting shall cast one secret ballot. Eligible voters shall vote for no more than one nominee. Eligible voters shall either write the name of the preferred nominee on the secret ballot or leave the ballot blank to indicate that they prefer none of the nominees.
- 7.10 All ballots must be cast during the election meeting: no proxy voting.
- 7.11 The Department Chair and one other eligible voter shall tabulate the results immediately after the close of voting. The Department Chair shall announce the results of the vote immediately after the results are tabulated.
- 7.12 If the election produces a tie vote, the academic department shall hold a second ballot immediately after the results are announced. The second ballot shall adhere to the procedures specified in 7.9 through 7.11 above. Eligible voters shall vote for no more than one of the nominees who tied for the most votes on the first ballot, or they may leave the ballot blank to indicate that they prefer none of the nominees who tied for the most votes in the first ballot.
- 7.13 If the second ballot produces a tie vote, the election shall be decided by coin flip performed by the Department Chair at the election meeting in the presence of at least one other eligible voter from the academic department.
- 7.14 The Department Chair shall seal the ballots in an envelope and send the sealed envelope via campus mail to the Graduate College of Education Senate Chair. The Department Chair shall notify the GCOE Senate Chair of the election results no later than April 15.
- 7.15 A Faculty Council member who resigns his or her faculty position or is appointed to an administrative position above the level of department chair (or the equivalent) must relinquish Faculty Council membership from the effective date of such action. The Chair of the department of the faculty member who vacates the position will appoint an individual to complete the term.
- 7.16 A Faculty Council member on leave may retain her/his Council membership. If unable to attend regularly during the leave period, an alternate will be designated by the Department Chair pending his/her return.

Key Dates

- No later than February 10 – Faculty Council notifies GCOE Senate of seats that need to be filled.
- March – GCOE Senate notifies Department Chairs of seats that need to be filled.
- No later than April 15 – Academic departments hold elections to fill seats.
- No later than April 15 – Department Chairs report election results to GCOE Senate.
- No later than April 20 – GCOE Senate notifies Faculty Council of election results.