

## School of Plant and Environmental Sciences

### Procedures for Voting for Policy Approval or Ratification

*Ballot Version (4/15/19); approved for voting in SPES faculty meeting 4/12/19.*

Decision making in SPES, in as much as possible, should be reached by consensus through open discussion and active participation by SPES faculty, staff and graduate students in appropriate venues such as faculty meetings, staff meetings, electronic forums, annual retreats, etc. However, approval of Bylaws, policies, amendments thereof, and other significant decisions requires a formal approval

#### **1. Eligible Voting Members and Participation**

- 1) All Tenure/tenure track and permanent, salaried AP faculty are eligible voting members during a process and shall follow the procedures detailed below.
- 2) Special research faculty and AP faculty on sponsored funds are not eligible voting members during a formal vote. However, eligibility may be granted as deemed appropriate by the Director or upon request of the designated policy-writing committee and approval by the Director.
- 3) Staff, graduate and undergraduate students are not eligible voting members during a formal vote. However, eligibility may be granted as deemed appropriate by the Director or upon request of the designated policy-writing committee and approval by the Director.
- 4) The Director's office will provide and maintain an updated list of eligible and potentially eligible voting members. This list will be used to establish fixed quorum minima for each category of eligible voters. Newly hired eligible faculty will be qualified to vote once formally employed.
- 5) Elected representatives of special research faculty, AP faculty on sponsored funds, staff, and graduate students have the right to attend all discussions and formal vote meetings, and to inform their constituents regarding the proceedings and outcomes that are deemed to be nonconfidential.

#### **2. Formal Voting Procedures**

- 1) A new or amended SPES Bylaw, policy proposal, or other important decisions formulated and approved for consideration by the appropriate SPES ad-hoc, standing committee, or Director shall be included on the agenda for a regular or special faculty meeting. The final document shall be distributed to all SPES eligible voters for comments at least 1 week before the scheduled meeting.
- 2) At the scheduled meeting, when the final document is introduced and discussed, minor amendments to the final document are allowed at the discretion of the advocate. Decisions on who can vote, preferences for ballot format, and time sensitivity of the vote shall be made at the meeting. The document shall be moved forward for the final electronic vote if  $\geq 51\%$  of the

eligible voting members present at the meeting vote in favor of moving forward with the electronic vote.

- 3) For the final electronic vote, a quorum consists of  $\geq 51\%$  of eligible SPES voters answering the vote request (the ballot choices will include an “abstention” or “present” option). When a quorum is met, a favorable vote of no less than  $2/3$  (for yes/no voting) of those submitting a vote, not including abstention/present, shall be ratified as approval of the voted document. Otherwise, the document shall be rejected and returned to the originator or source committee.
- 4) If a quorum is not met for the electronic vote, the vote can be extended for one week by the Director’s office.
- 5) If a quorum is not met after the one-week extension, the document shall be discussed at the next called faculty meeting.

### **3. Reporting**

The outcome of all final votes, including the numbers of voting for each listed option, shall be communicated electronically to every member of SPES.