

## CHAPTER 13 UNIVERSITY ACADEMIC STAFF ASSEMBLY

### 13.02. The Assembly.

#### D. *Election Processes.*

##### 1. *Nominations.*

- a. Any member of the academic staff holding a paid appointment shall be eligible to serve in the Assembly. Representatives and alternates can only serve in those roles for the districts in which they are assigned.
- b. The Secretary of the Academic Staff shall seek nominations ~~not later than March 15~~ in the spring of a district's election year. Any member of the academic staff may nominate an interested eligible member from her or his district for election to the Assembly. The deadline for Nominations will be specified ~~accepted~~ by the Secretary of the Academic Staff in the call for nominations ~~until April 15 of a district's election year.~~
- c. Eligibility questions will be resolved by the Districting and Representation Committee and the Secretary of the Academic Staff.
- d. If there are no nominations at the time of election, the ASEC and the Secretary of the Academic Staff shall seek a volunteer from among the members of the district to serve the term. ASEC may appoint the volunteer as the representative of the district without conducting an election.

##### 2. *Elections.*

- a. If the nominating procedure results in more than two nominees for a district, a primary election will be held ~~not later than May 1.~~ Voting will be by secret ballot, by district, and with only those persons belonging to the district being permitted to vote. The two candidates receiving the largest number of votes will be the final candidates.
- b. In T ~~the final election for district representation, will be held not later than May 15.~~ Voting will be by secret ballot, by district, with only those persons belonging to the district being permitted to vote. A majority of those voting will be sufficient to elect the representative for that district.
- c. The ASEC, ~~the provost (or designee),~~ and the Secretary of the Academic Staff shall ensure fair and impartial elections, shall certify the validity of all ballots, and shall tabulate and announce the election results no later than 96 hours after the deadline for the return of ballots.

- d. If the nomination procedure results in only one nominee from a district, ASEC may appoint the unopposed candidate as the representative of the district without conducting an election.
  - e. If the election results in a tie and there were more than 2 people on the ballot, a runoff election will be held between the tied candidates using the candidates' original statements. If the election results in a tie, and there are 2 people on the ballot, the winner is determined by a coin flip. The Secretary of the Academic Staff or designee will flip the coin. The person who submitted the candidate statement first calls heads or tails.
3. *Terms of Office.* Representatives will serve two-year terms, except as noted in 13.02.D.5., with one-half of the Assembly elected annually. The Assembly terms are from July 1 to June 30. There shall be no limit on the number of consecutive terms a representative may serve.
4. *Alternates.*
- a. An alternate from the district ~~shall~~ may be designated by each representative. Interested parties may also volunteer to serve as the district alternate. The names of alternates should be reported to the Secretary of the Academic Staff as soon as possible, but no later than July 1.
  - b. An alternate's name must be recorded on the official alternates listing in the Office of the Secretary of the Academic Staff prior to any participation by the alternate in any Assembly meetings.
  - c. Alternates must attend Assembly meetings in the absence of elected representatives. When representing his or her district, the alternate has the same rights and responsibilities as the elected representative. The elected representative is responsible for notifying the alternate that her or his attendance will be required. The alternate shall notify the Secretary of the Academic Staff that he or she will be in attendance as the district's official representative.
  - d. If there is more than one nominee for the district alternate, an election may be conducted using the same procedures in 13.02.D.2.
  - e. If the nomination procedure results in only one nominee for the district alternate, ASEC may appoint the unopposed candidate as the alternate of the district without conducting an election.

### 13.03. Meetings.

#### G. Agenda.

2. *Distribution.* The Secretary of the Academic Staff will distribute the notice of every regular or special meeting of the Assembly to all members of the Academic Staff Assembly and their alternates, the University Committee Chair, the Associated Students of Madison, ~~and the Secretary of the Faculty,~~ and the Secretary of the University Staff. For regular meetings the notice, the meeting agenda and related documents, including the text of any proposed Assembly legislation, will be sent to all representatives, their alternates, ASEC members, and the chancellor or provost at least seven days before the meeting.
- H. *Opportunity to Ask Questions of the Chancellor, Provost (or Designee), or ASEC Chair.*
2. *Filing of Questions.* Assembly representatives, other members of the academic staff, ~~members of the University Committee,~~ and other members of the University community (i.e., faculty, university staff and students) may file questions with the ASEC at least three working days prior to the Assembly meeting.
- M. *Vote Counts.* Votes will normally be taken as voice votes or by a show-of-hands. When voting is by a show-of-hands, ~~the ASEC and~~ the Secretary of the Academic Staff shall be responsible for verification. Individual voice (roll-calls) or written ballots may be ~~required~~ requested on any vote and, if requested, will be taken in accordance with the Wisconsin Open Meetings Law.