Memo

To: Faculty Senate

From: Ad Hoc All Faculty Voting Committee.

The committee has met and discussed our charge. We identified a number of issues that needed to be addressed and questions to be answered. The issues/questions are listed below with the committee recommendations immediately thereafter in italics.

We would like the senate to endorse these suggestions or suggest alternatives before we proceed further. We also ask the senate whether they would prefer from us a bylaws proposal or a procedure proposal.

* 1. Activation
		1. What topics are allowed to be presented directly to the faculty? *Those that impact the faculty as a whole and which the Senate determines should be decided by a full faculty vote.*
		2. Who makes this decision? *The Faculty Senate by a super majority vote (at least 2/3 in favor).*
		3. What is the trigger for initiating the Process? *A motion at a faculty senate meeting.*
		4. The final version (exact wording) of what will be voted for/against must be complete. No edits may be made once the process is initiated. *A draft of the referendum should be distributed before the open meetings. The final version may be drafted and approved for voting by the senate after the open meetings, but before the vote begins. The vote should consist of one or more Yes/No questions, not a choice between many alternatives.*
	2. Dissemination
		1. What information will be distributed*? The draft text for a vote and any other materials deemed appropriate.*
		2. Who is responsible for preparing the materials? *Those designated by the Faculty Senate.*
		3. How will initial information be distributed? *In whatever method is currently used for disseminating minutes and agendas possibly with links to other resources to avoid putting everything in people’s mailboxes. Through mechanisms such as MyClasses where deemed appropriate.*
		4. To whom will materials be distributed? *All faculty (as defined in the Faculty Senate Bylaws) and any other parties as determined by the Senate.*
	3. Discussion
		1. Who should/can attend events? (faculty only?) *They should be open as are senate meetings although possibly speaking might be limited to faculty if deemed necessary.*
		2. Who will moderate the event? *The Faculty Senate President, Vice President or a senator chosen by the Senate in the event that the Faculty Senate President and V.P are not available. In an emergency (e.g. if a last minute illness prevents) any senator who is reached and volunteers.*
		3. Are there specific rules for moderation to ensure representation of all perspectives? *Only time limits on speakers and limits on opportunities to speak, applied uniformly, at the discretion of the moderator.*
		4. Are there other opportunities to be heard for those who cannot attend discussions and/or those who feel that they didn’t get enough time? *The senate will make provisions for other ways for faculty to share positions,( e.g. have a section of MyClasses where faculty can post “position papers” fully explaining their thoughts and concerns for all to read, should they choose to do so.)*
		5. How long will *each* event be? *1.5 hours if possible.*
		6. How many different sessions will be held? *At least 4 at different days and times.*
		7. Will there be a video session for remote faculty? *For at least half of the meetings.*
		8. Will the discussion comments be documented/distributed to those not attending? *To the extent feasible at the time but they should be made available to all faculty, not just those unable to attend. Perhaps the sessions could be webcast or recorded to video for later viewing.  Access to both should be through an SU sign-in.*
	4. Voting: *In accordance with M&E procedures within a week of the public dissemination by the senate of the final version of the referendum.*
		1. How will the vote take place? (Electronic / Paper / In-Person) *In accordance with M&E procedures for other votes (e.g. Bylaws).*
		2. Who determines when the final vote will take place? *In accordance with M&E procedures within a week of the public dissemination by the senate of the final version of the referendum.*
	5. Issues to keep in mind
		1. How do we avoid uninformed voting as a “favor” to others *We probably can only minimize this not eliminate.*
		2. Can we really have deliberation in a group of 600+? *No, so we won’t…. none of the meetings are likely to draw more people than there are faculty…or more people than can deliberate at least to some degree.*
		3. Multiple sessions for deliberation with minimum participation required?
			1. What happens if one session has few attendees? *It deliberates well.*
			2. How do we set the minimum attendee number? *Let’s not set any.*
			3. How does this get communicated to those not present? *Maybe someone takes minutes, we would rather not cast this in stone. We do the best we can. If it is recorded, then minutes should not be needed….*
		4. How will a quorum be determined *(M&E will determine based on the number of votes whether a quorum has been reached. We recommend that at least 2/3 of those eligible to vote constitute a quorum.*
		5. Is this a vote or a poll? Bylaws don’t mention polls*. It is a vote. It should be binding if the quorum is met.*