

# University Senate

Elections 2017



## Why Run for the University Senate?

### What is the University Senate?

The Senate is a University-wide policy-making body representing faculty, researchers, students, administration, administrative staff, librarians, and alumni. It makes policy on a range of issues that affect the entire University or more than one school. These include all general faculty and student affairs, most issues that fall under the responsibility of the central administration, all areas under the jurisdiction of any Senate committee, including educational programs and priorities, the budget, academic freedom and tenure, the conduct of research, the libraries, information technology, campus planning, and rules governing demonstrations.

The Senate has 108 voting seats, with 63 reserved for faculty, 24 for students, 6 for officers of research, 2 each for administrative staff, librarians, and alumni, and 9 for senior administration including the President, who chairs the monthly plenaries. Acts of the Senate under section 24 of Chapter II of the University Statutes become final on passage, except in those cases where Trustee concurrence is required in matters involving a change in budgetary appropriations, acquisition or disposition of real property, and contractual obligations of the University.

### The Workings of the University Senate

Most Senate business is transacted by its 15 standing committees and two special committees. When a committee decides a specific course of action is required, it drafts a resolution around this, accompanied by a report summing up the background information and arguments examined by the committee.

The resolution is passed to the Executive Committee, which meets one week before the plenary and sets the plenary agenda. The Executive Committee determines whether the resolution is correct as to form, and it is free to agree or disagree with the goals of the resolution or the methods proposed to attain them, and to state its position to the full Senate. The Executive Committee, if it has serious objections, may try informally to persuade a standing committee to amend its resolution, or to withdraw and reconsider it. It may also recommend tabling a measure to allow for consultation with other Senate committees. In some cases, it may even decide to introduce its own substitute resolution.

From the Executive Committee, a resolution is presented to the Senate plenary to be voted upon. The vote of the Senate as a whole is decisive.

### Senate Committees

Committees meet monthly during fall and spring semesters, for a total of eight meetings over a year, each meeting lasting one to two hours. Committee meetings are scheduled in advance for the year, and Committee members can expect to receive the agenda and other materials one week before the meeting.

Senate committees follow a policy on confidentiality intended to allow the freest discussion possible. The policy makes all committee deliberations confidential, and designates the chair as the only member able to speak on behalf of the committee to the campus press or other outsiders.

Committee chairs, customarily faculty members, are elected for two-year terms and are responsible for giving direction and leadership to committees. The Senate Office assists committee chairs in preparing agendas, minutes and other materials for committee meetings, including undertaking research related to the work of committees and assisting in preparation of the committee's annual report.

Several committees have duties largely independent of the full Senate: Faculty Affairs, for example, is empowered to hear grievances related to discrimination in faculty hiring and promotion, while Honors and Prizes works jointly with the Trustees to select honorary degree recipients. Some committees regularly produce resolutions for action by the full Senate, while others serve primarily as venues for the exchange of information and opinion among students, faculty, and administrators.

Four Senate committees enjoy a special link with related Trustee committees, each sending representatives to meetings of the related Trustee committee. The representatives, who receive full documentation and have a voice but not a vote, are then able to report back to the committees and to the full Senate on actions taken and topics under discussion in Trustee committees. In addition, the President consults with the Senate Executive Committee on the selection of the President, the Provost, University Professors, and the six Senate Consulted Trustees. If a special need arises, there is provision for the Executive Committee to have a meeting with an appropriate group of Trustees.

**The 15 standing committees and three special committees of the Senate:**

- Executive Committee
- Alumni Relations
- Budget Review
- Campus Planning and Physical Development of the University
- Education
- External Relations and Research Policy
- Faculty Affairs, Academic Freedom, and Tenure
- Honors and Prizes
- Housing Policy
- Information and Communications Technology
- Libraries and Digital Resources
- Research Officers
- Rules of University Conduct
- Senate Structure and Operations
- Student Affairs Committee
- Commission on the Status of Women
- Commission on Elections
- Commission on Diversity

## Caucuses

Student, nontenured, and tenured caucuses, each with a chairman, exist to perform certain organizational tasks, including the nomination of members to the Executive Committee and other standing committees. Senators are automatically members of the caucus of the group they represent. Occasionally the caucuses also meet for discussion of common interests.

## The Role of Senator

Senators are elected to terms lasting two years or until such time as their affiliation with Columbia ends, whichever comes first. Each Senator is expected to serve on at least one committee, participating fully in the committees' meetings and attending the monthly Senate plenary.

Since much of the Senate's vital work is carried out in committee session, senators are expected to attend all meetings of their committee(s), and when this is not possible, should notify the Senate Office in advance. Committee eligibility is summarized in the Committee Structure and Membership page.

Senators are permitted to send mass emails concerning Senate business to their constituencies using listservs provided by the Senate. We request that the Senate staff be copied on any such emails.

## Why Run for the Senate?

Senators lead policy change at the highest level of the University. The Senate affords members a view across the University, enabling them to better understand how the University works and facilitating collaboration with colleagues from other schools, divisions, and affiliates; other departments and campuses; and those with different responsibilities and areas of expertise. Being a Senator is the opportunity to serve the greater Columbia community, both on campus and beyond.

*This introduction is intended to provide new senators with practical information about Senate operations, to help them understand what the Senate can do and so prepare them to contribute rapidly to its work. Senate procedures are governed by the [By-Laws, Statutes and Rules](#), the latest edition of which is dated April 2, 2010.*

**UNIVERSITY SENATE  
ELECTIONS SCHEDULE**

**SPRING 2017**

Election announcement	Wednesday, April 5	Announce elections to entire constituency.
Nomination period	Thursday, April 6 -- Wednesday, April 12	A minimum of 7 days from announcement of election. When the nomination period closes, the campaign period begins.
Campaign period	Friday, April 14 -- Tuesday, April 18	Allow a reasonable campaign period of up to 7 days (this will depend in part on your past practices and specific circumstances). When campaign period closes, voting can begin.
Voting period	Wednesday, April 19, 6:00 a.m.- Tuesday, April 25, 11:55 p.m.	Allow a reasonable time for voting. This will depend on the manner of voting and particular circumstances of your school.
Vote count and certification	Wednesday, April 26	Close voting and count votes, holding a run-off election the next week if required.  Complete Election Certification form, specifying whether the winner will serve a one- or a two-year term, and email to Jessica Raimi at jr2568@columbia.edu.

\*These are the latest dates by which each step should be completed.

**MEMBERSHIP OF THE UNIVERSITY SENATE**

Faculties / Affiliates	Administration		Administrative Staff		Faculty		Students	Research Officers			Libraries	Alumni	TOTAL VOTING SEATS
	Ex Officio	Appointment	Morningside / Lamont	Health Sciences	Tenured	Nontenured		Professional	Staff	Postdoc.			
<b>Columbia</b>	4	5	1	1	42	16	22	4	1	1	2	2	<b>101</b>
<b>Barnard</b>						2	1						<b>3</b>
<b>Teachers College</b>						2	1						<b>3</b>
<b>Union Theological Seminary</b>						1	observer						<b>1</b>
<b>TOTAL</b>	<b>9</b>		<b>2</b>			<b>63</b>	<b>24</b>		<b>6</b>		<b>2</b>	<b>2</b>	<b>108</b>

**FACULTY and STUDENT SEAT APPORTIONMENT**

Architecture					1	1	1						<b>3</b>
Arts					1	1	1						<b>3</b>
A&S/Humanities					5	1							<b>6</b>
A&S/Natural Sciences					6	1							<b>7</b>
A&S/Social Sciences					4	1							<b>5</b>
Barnard						2	1						<b>3</b>
Business					3	1	2						<b>6</b>
Columbia College							3						<b>3</b>
Continuing Education							1						<b>2</b>
Dental Medicine					1	1	1						<b>3</b>
Engineering <sup>1</sup>					4	1	2						<b>7</b>
General Studies							1						<b>1</b>
GSAS/Humanities							1						<b>1</b>
GSAS/Natural Sciences							1						<b>1</b>
GSAS/Social Sciences							1						<b>1</b>
Journalism					1	1	1						<b>3</b>
Law					2	1	1						<b>4</b>
Nursing					1	1	1						<b>3</b>
P&S					9	1	1						<b>11</b>
Public Health					2	1	1						<b>4</b>
SIPA					1	1	1						<b>3</b>
Social Work					1	1	1						<b>3</b>
Teachers College						2	1						<b>3</b>
Union Theological Seminary <sup>2</sup>						1	observer						<b>1</b>
<b>TOTAL</b>						<b>63</b>	<b>24</b>						<b>87</b>

**Notes**    1. Student Engineering seats are allocated as follows: One graduate student and one undergraduate student    2. Union Theological has one student observer (non-voting)

University Senate  
Committee Structure and Membership

Committee Structure and Membership	total membership	tenured	nontenured	student	UTS student observer	librarians	administrative staff	research officers	administrators	alums	executive chair / designee	Note
Executive Committee	13	6	2	3					2			All shall be members of the Senate, with faculty and student seats filled by caucus nominations
Alumni Relations Committee	7	1	1	1				1	1	2		
Budget Review Committee	12	5	2	2				1		1	1	All shall be members of the Senate
Campus Planning and Physical Development Committee	16	5	2	3		1	1	1	2	1		
Education Committee	19	8	3	4		1			2	1		One student member shall be a graduate student
External Relations and Research Policy Committee	18	7	2	3		1		2	2	1		
Faculty Affairs, Academic Freedom and Tenure Committee	17	13	4									One member shall also be a member of the Rules Committee
Honors and Prizes Committee	15	6	2	2		1		1	2	1		
Housing Policy Committee	11	4	2	2				1	2			
Information and Communications Technology Committee	13	5		2		1	1	1	2	1		One student member shall be a graduate student
Libraries and Digital Resources Committee	17	6	2	3		2		1	2	1		One student member shall be a graduate student
Research Officers Committee	9							9				Six elected senators and three other officers of research nominated by the research senators and approved by the Executive Committee
Rules Committee	16	4	2	5		1	1	1	2			One member shall be a member of the Faculty Affairs Committee; One member shall be a member of the Student Affairs Committee
Structure and Operations Committee	13	6	1	2			1	1	2			
Student Affairs Committee	25			24	1							One member shall also be a member of the Rules Committee
Commission on the Status of Women	11	3	2	3		3						
Commission on Diversity	12	4		5		1			2			12 members + one non-voting student observer
Elections Commission	5	1	1	1		1			1			Appointed by Executive Committee; may or may not be senators

Based on review of mandates, Statutes & By-laws

Updated October 2016 to include one seat for non-instructional officers on the Commission on Diversity

## University Senate Terms 2016-2018

### UNIVERSITY SENATE: SEATS UP FOR ELECTION 2017

DIVISION	CONSTITUENCY	ELECTIONS DUE	NUMBER OF SEATS	APPLICABLE ELECTIONS CODE	ELECTIONS COMMISSIONER	TITLE	EMAIL
A&S/Humanities	Nontenured	April	1	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
A&S/Humanities	Tenured	April	5	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
A&S/Natural Sciences	Tenured	April	5	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
A&S/Social Sciences	Nontenured	April	1	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
A&S/Social Sciences	Tenured	April	3	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
Administrative Staff	Morningside / Lamont	April	1	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
Administrative Staff	CUMC	April	1	Senate	Jessica Raimi	Senate Program Officer	senate@columbia.edu
Alumni	Alumni	April	1	Senate	Jessie Mygatt	Assistant Director, Alumni & Development	jsm9@columbia.edu
Architecture	Student	April	1	Senate	Matthew Colunga	Administrative Assistant	mc3490@columbia.edu
Architecture	Nontenured	April	1	Senate	Matthew Colunga	Administrative Assistant	mc3490@columbia.edu
Architecture	Tenured	April	1	Senate	Matthew Colunga	Administrative Assistant	mc3490@columbia.edu
Barnard	Student	April	1	Senate	SGA	Student Government Association	sgaelections@barnard.edu
Barnard	Faculty (tenured)	April	1	Senate	Abigail Lembersky	Program Coordinator	alembers@barnard.edu
Business	Student	September	1	Student Government	Michael Malone	Associate Dean for the MBA Program	mm297@columbia.edu
Business	Nontenured	April	1	Senate	Monica Lewis	Senior Administrative Manager	mcl2160@columbia.edu
Business	Tenured	April	2	Senate	Monica Lewis	Senior Administrative Manager	mcl2160@columbia.edu
Columbia College	Student	April	1	Columbia Elections Board	Columbia Elections Board		board@columbiaelections.com
Dental Medicine	Tenured	April	1	Senate	Zoila Noguerole	Administrative Manager	zen1@columbia.edu
Engineering	Tenured	April	2	Senate	Neil McClure	Associate Dean of Faculty Affairs	neil.mcclure@columbia.edu
GSAS/Humanities	Student	April	1	GSAC	Sarah Joseph	GSAC President	president.gsac@columbia.edu
Journalism	Student	April	1	Senate	Rebecca Castillo	Assistant Director, Programs	rc73@columbia.edu
Journalism	Nontenured	April	1	Senate	Paul Schuchert	Associate Dean, Administrative Affairs /	ps2868@columbia.edu
Journalism	Tenured	April	1	Senate	Paul Schuchert	Associate Dean, Administrative Affairs /	ps2868@columbia.edu
Law	Student	April	1	Senate	To be confirmed		
Law	Tenured	April	2	Senate	Michael Patullo	Dean's Chief of Staff & Asst Dean	michael.patullo@columbia.edu
Libraries	Library staff	April	1	Senate	Matthew C. Haugen	Rare Book Cataloger	matthew.haugen@columbia.edu
Nursing	Student	April	1	Senate	Judy Wolfe	Associate Dean, Student Affairs	jw2225@cumc.columbia.edu
Nursing	Nontenured	April	1	Senate	Kristin Warbasse	Assistant to Dean	kw14@columbia.edu
Nursing	Tenured	April	1	Senate	Kristin Warbasse	Assistant to Dean	kw14@columbia.edu
P&S	Nontenured	April	1	Senate	Emily Frey	Administrative Coordinator, CUMC	ef2430@cumc.columbia.edu 305-7970
P&S	Tenured	April	4	Senate	Emily Frey	Administrative Coordinator, CUMC	ef2430@cumc.columbia.edu 305-7970
Professional Studies	Nontenured	April	1	Senate	Evelina Freeman	Director of Special Projects & Dean's Office Operations	ef2360@columbia.edu
Public Health	Nontenured	April	1	Senate	Roger Vaughan	Vice Dean for Academic Advancement	rdv2@columbia.edu
Public Health	Tenured	April	2	Senate	Roger Vaughan	Vice Dean for Academic Advancement	rdv2@columbia.edu
Research Officer	Postdoctoral	June	1	Senate	Senate Staff		senate@columbia.edu
Research Officer	Professional	June	3	Senate	Senate Staff		senate@columbia.edu
SIPA	Student	April	1	Senate	Thomas Guerra	SIPASA president	tcg2115@columbia.edu
SIPA	Nontenured	April	1	Senate	Dan McIntyre and Deirdre Brady	Administrative Assistant	db2775@columbia.edu
SIPA	Tenured	April	1	Senate	Dan McIntyre and Deirdre Brady	Administrative Assistant	db2775@columbia.edu
Social Work	Student	April	1	Senate	Karma Lowe	Interim Assistant Dean for Student Services	knl3@columbia.edu



## University Senate Terms 2016-2018

### UNIVERSITY SENATE: SEATS UP FOR ELECTION 2017

DIVISION	CONSTITUENCY	ELECTIONS DUE	NUMBER OF SEATS	APPLICABLE ELECTIONS CODE	ELECTIONS COMMISSIONER	TITLE	EMAIL
Social Work	Nontenured	April	1	Senate	Ned Walsh	Director, Institutional Research and Evaluation	eeew3@columbia.edu
Teachers College	Student	April	1	Teachers College	Chelsey Saunders	Teachers College Student Senate	student-senate@tc.columbia.edu;
UTS	Student (Observer- non-voting seat)	April	1		Yvette D. Wilson	Associate Dean for Student Life	ywilson@uts.columbia.edu
UTS	Faculty (tenured)	April	1		Mary Boys	McAlpin Professor of Practical Theology	mboys@uts.columbia.edu

University Senate Elections 2016: Overview of Programs included in Schools' Elections

	BA	BS	DDS	DMA	DNP	D-Ph	EdD	eMBA	eMHA	eMPA	eMPH	Eng&CD	JD	JSD	LLM	MA	MArch	MARS-REERS	MBA	MID	MDiv	MED	MFA	MHA	MIA	MPA**	MPH	MS	MSW	PD	PEPM	PhD*	STM		
Architecture																	X										X					X			
Arts																X							X												
Barnard	X																																		
Business								X											X								X						X		
Columbia College	X																																		
Dental Medicine			X																																
Engineering (Undergrad.)		X																																	
Engineering (Grad.)												X																X					X		
General Studies	X																																		
GSAS/Humanities				X												X																		X	
GSAS/Natural Sciences																X																		X	
GSAS/Social Sciences																X																		X	
Journalism																X												X						X	
Law													X	X	X																				
Nursing		X			X																							X						X	
P&S																			X									X							
Professional Studies																												X							
Public Health						X		X		X													X			X	X							X	
SIPA										X								X							X	X					X	X			
Social Work																												X						X	
Teachers College							X									X						X						X						X	
UTS																					X								X					X	

\* PhD programs administered under GSAS  
 \*\*MPA includes MPA-DP and MPA-ESP  
 CUMC P&S programs PT, OT, and Human Nutrition are included in MS  
 TC MA and Doctor includes Teaching and Education categories

## University Senate Elections Code

*As Amended March 22, 2016*

### 1. ESTABLISHMENT.

(a) This code shall be known as the Elections Code.

(b) The University Senate hereby creates an Elections Commission whose primary duty shall be to supervise the conduct of elections to the Senate and all other elective bodies whose power derives from the Senate. The Senate shall choose the members of the Elections Commission, nominations being made initially by the Executive Committee. The Elections Commission shall consist of five members who may or may not be members of the Senate and who shall be appointed as follows: one tenured faculty, one nontenured faculty, one student, one administration, and one from among the administrative, library and research staffs. The Elections Commission shall choose its own Chairperson. Its term of office shall begin at the first Senate plenary of the academic year and shall end at the first plenary of the following academic year except that it shall continue to exercise its functions until its successors shall have been chosen by a newly elected Senate.

2. PURPOSE. The purpose of this Elections Code is to provide a comprehensive set of rules and regulations to all parties concerning the conduct of Senate elections. For such elections, these rules and regulations take precedence over any rules, regulations, policies, or practices adopted or followed by the various divisional elections commissions established under Section 7 of this Code.

3. ELECTION DATES. The Elections Commission shall declare the dates of general elections for the Senate. Departures from these dates must be approved by the Elections Commission. The Elections Commission may from time to time delegate such responsibilities to the Senate staff.

4. VACANCIES. The Elections Commission shall declare a vacancy in the Senate if a member dies, resigns, or ceases to belong to the constituency from which he or she was

elected, and shall direct that a by-election be held within a reasonable time. The Elections Commission may from time to time delegate such responsibility to the Senate staff.

5. CONSTITUENCY MEMBERSHIP. The Elections Commission shall determine, in case of dispute, into which constituency various categories of electors fall. Any individual who believes he or she has been incorrectly omitted from a constituency shall inform the appropriate administrative officer and, if the problem is not resolved, may appeal to the Elections Commission for adjudication, which shall act and redress, where appropriate as expeditiously as possible.

6. APPORTIONMENT. The Elections Commission shall advise the Senate on the apportionments of seats as provided in Chapter II of the University Statutes. The populations to be compared for this purpose shall be counted for officers of instruction as prescribed in 21(a)(1) and 21(a)(2) of the Statutes, and for students as prescribed in 21(b) of the Statutes. In the Graduate School of Arts and Sciences, only students enrolled for full residence units are counted for purposes of apportionments.

The word “category” shall have the same definition as in Chapter II, Section 20 of the University Statutes.

The word “Faculty” shall have the same definition as in Chapter III, Section 30 of the University Statutes.

The word “constituency” shall be defined as the unit in which elections are conducted.

#### 7. DIVISIONAL ELECTIONS COMMISSIONS.

(a) The Elections Commission shall require the assistance of divisional elections commissions for each of the faculties of the corporation, for each of the affiliated institutions, and for the administrative, library and research staffs. A divisional elections commission is any unit that conducts an election for any constituency. Where such divisional elections commissions do not now exist, the Elections Commission shall work with the appropriate administrative officers, including the deans of the faculties and presidents of the affiliated institutions, to establish such

commissions, having due regard to the advice of such divisional representative bodies as exist. Such divisional elections commissions may be appointed or elected. In case a divisional elections commission does not exist at the time of an election, the Elections Commission may make whatever ad hoc arrangements it deems necessary.

(b) Insofar as Senate elections are concerned, all divisional elections commissions must abide by rules and regulations laid down by the Elections Commission. If divisional elections commissions have rules, regulations, or practices in addition to the Senate's, they must be submitted to the Elections Commission for approval not less than three weeks prior to each election.

(c) Divisional elections commissions shall adopt procedures for candidates to petition the divisional elections commission for redress of any alleged infraction of this Code and shall notify candidates of such procedures in accordance with Section 10(b) of this Code.

8. APPEAL. If, between the declaration of a vacancy and the counting of ballots, a member of a constituency, whether or not a candidate, feels himself or herself aggrieved by the rules or practices of a divisional elections commission, he or she may timely appeal to the Elections Commission for adjudication, which shall act and redress, where appropriate as expeditiously as possible.

9. GROUNDS FOR CONTEST. Once the ballots have been counted, any challenge to the credentials of a successful candidate on the grounds of substantial error in procedure shall be heard by the Elections Commission, which shall report its recommendations to the Senate. The decision of the Elections Commission shall be final unless overturned by the Senate. Any person whose victory has been certified shall have a vote in the Senate, unless and until the Senate refuses to accept his or her credentials, on all matters except a vote on his or her own credentials.

10. DUE PROCESS IN ELECTIONS COMPLAINTS. When the Elections Commission receives a complaint filed with it in connection with any Senate election, it shall

(a) promptly distribute a copy of the complaint to each candidate in that election, the divisional elections commission, and any other person with a bona fide interest in the matter,

(b) give any candidate who may be materially affected by a decision an opportunity to be heard before rendering a decision, and

(c) put any decision in response to such a complaint in writing with copies given to each candidate in that election, the divisional elections commission, and any person with a bona fide interest in the matter.

If the Commission determines in good faith that a complaint is plainly baseless, the Commission may dismiss the complaint on written notice to the complainant without complying with the other aspects of this rule.

11. ELECTIONS PRACTICES. Each divisional elections commission shall observe the following practices in dealing with nominations:

(a) Each member of a constituency as of the date of the prospective election has the right to make nominations in that constituency equal to the number of candidates to be elected. To be eligible for nomination in a constituency, one must belong to the constituency on the date of the election.

(b) The divisional elections commission must provide notice of all information pertinent to an election (including relevant deadlines) at least seven calendar days before the nomination deadline to all eligible members of any category and shall use the method most likely to give actual notice to those members. Such notice may not include references to any potential candidates.

(c) Any eligible member of a category, members of which are elected whether nominated pursuant to Section 10(a) of the Code or otherwise may become a candidate for election by submitting a signed statement of intent to run to the divisional elections commission by the nomination deadline.

(d) The divisional elections commission shall provide notice (as defined in paragraph (b) of this Section) of the names of the candidates and the election process (including all deadlines and a description of the quorum requirement) to all members of the constituency eligible to vote. This information may be provided on the election ballot. The divisional elections commissioner shall allow a reasonable time (not less than three calendar days) to elapse before the actual balloting period commences.

(e) All candidates shall be permitted to publicize their own candidacies and all persons may seek support for themselves or for others. Each divisional elections commission shall, however, issue stringent limits on campaign expenditures so that no prospective candidate shall suffer a financial handicap. Each divisional elections commission shall make available to the extent possible, a common form of publicity (e.g., bulletin board) enabling all candidates to announce their candidacies free of charge.

(f) Every candidate is accountable not only for violations of campaign rules and regulations that he or she might commit, but also for any such violations committed by people that the candidate has allowed to work on his or her campaign.

11. ELECTIONS MATERIALS. Each divisional elections commission may submit its preliminary election literature and its ballot to the Elections Commission for approval in advance of each election to ensure that they are consistent with the Elections Commission's regulations. The Elections Commission may require any relevant material to be submitted in the event of a dispute about an election.

12. BALLOTING PRACTICES. Each divisional elections commission shall observe the following practices in dealing with balloting:

(a) All voting shall be secret, either in designated polling places, by (1) written ballot in meetings, (2) by mail ballot using the double envelope system, or (3) by electronic ballot. Should the divisional elections commission determine to conduct voting by electronic means, the system used shall provide for password-protected voting or other means reasonably calculated to ensure that all voting is carried out by the proper constituents of

the relevant constituency and that each voter may cast only the proper number of votes. In all cases, a reasonable time shall be allowed for balloting.

(b) Where several senators are to be elected simultaneously from a single constituency, each voter shall be entitled to vote for as many candidates as there are senators to be elected. No constituency may subdivide itself into subconstituencies for the purpose of elections, except as provided for in 21(a), (b), and (d) of the Statutes, without the express permission of the Elections Commission, which shall report its decision to the Senate. That decision may be appealed to the Senate by any representative body of the constituency (e.g., a committee on instruction, a student council, etc.) or by any senator.

(c) On the ballots and in all statements and announcements related to elections, divisional elections commissions shall supply only the following kinds of information about candidates: name, department, and position (e.g., faculty title or class year). Divisional elections commissions shall in no way distinguish incumbent candidates or any preferred list from any other candidate on ballots and all election-related statements. These restrictions do not apply to the statements of the candidates themselves, including written candidates' statements that may accompany the ballot, which shall be consistent with the code.

(d) Election may require a majority vote or plurality, according to previously established practice or decision of the divisional elections commission, provided that in no case may a plurality of less than 33-1/3% be deemed to warrant election, using as a basis of calculation the total number of voters voting in an election; and if a plurality of 33-1/3% thus calculated is not attained, there shall be a run-off election for those seats which are unfilled. In the case of indirect elections, the 33-1/3% plurality applies to those voting.

e) In place of the balloting method described in the previous paragraph, a constituency may substitute a system of preferential balloting, in which voters rank several candidates in order by preference. In preferential balloting, the one-third plurality requirement set forth in the previous paragraph is waived.



(f) In case a run-off election is needed, the divisional elections commission shall fix a date and shall declare eligible the highest-ranking candidates from the first election willing to continue to stand, up to twice the number of vacancies still to be filled, with the following exception: if two or more candidates in the first election tie for the last runner-up position eligible for the run-off (e.g., second place in a one-seat election), each can take part in the run-off, even though there will then be more than twice as many candidates as seats. In a run-off election the highest-ranking candidate(s) shall be elected. The run-off election must meet the same plurality requirements as other elections.

(g) Each candidate may have a poll-watcher present at polling places and at the counting of ballots for his or her constituency. Ballots shall be counted by the divisional elections commission and reported immediately to the Elections Commission.

(h) There shall be no electioneering within 100 feet of the polls.

13. ELECTRONIC COMMUNICATIONS. (a) All candidates shall be permitted to publicize their own candidacies and all persons may seek support for themselves or for others through means of electronic communications, on University systems and on third party systems over the internet. Each divisional elections commission may adopt rules governing the use of such communications and electronic media which shall be consistent with this Section, and shall notify candidates of such regulations in a timely manner prior to commencement of elections.

(b) The following are prohibited with regard to electronic communications conveying electioneering statements: vulgar, obscene or abusive language or images; unsupported accusations, defamation, or threats of any kind; offensive terms targeted at persons or groups of persons in a way intended to be disparaging; advertisements or language focused primarily on promoting commercial interests or services; spam, or communications containing subject matter wholly unrelated to elections.

(c) In governing the use of electronic communications for campaigning, divisional elections commissions may restrict or prohibit the use of certain or all means of

electronic communications on third party systems for campaigning and publicity statements, as reasonably appropriate.

14. ELIGIBILITY. For the purpose of determining eligibility for voting and candidacy:

(a) A full-time officer of instruction shall be deemed a member of a Faculty for purposes of Senate elections if he or she either (1) has been assigned a seat on that Faculty by the Trustees; (2) has been awarded tenure of title on that Faculty by the Trustees, or (3) in the case of a non-tenured officer, holds an appointment during the academic year in the Faculty in which the election is held.

(b) An officer of instruction who provides part-time instruction in the Columbia Corporation shall be deemed a member of a Faculty if he or she either (1) has been assigned a seat on that Faculty by the Trustees; or (2) devotes a majority of his or her time to such instruction in that Faculty; if the time of such an officer of instruction is equally divided between two or more Faculties of the Corporation, he or she must choose one Faculty in which to vote or hold candidacy.

(c) A student who is simultaneously pursuing two degree programs or degree and certificate programs in separate Faculties shall be considered to be a member of each Faculty.

(d) Notwithstanding the provisions of this article, no person may be a candidate in more than one constituency simultaneously, nor may a member of the Senate represent more than one constituency.

(e) Notwithstanding the provisions of this article, no person may be a candidate in more than one constituency simultaneously or vote in multiple elections held during the same election period, nor may a member of the Senate represent more than one constituency.

15. RECALL. A recall petition, as provided in 21(h) of the [Statutes](#), shall be submitted to the Elections Commission, which shall certify its validity, in consultation with the divisional elections commission, and shall direct that a recall election be held as expeditiously as reasonable.

16. ADDITIONAL RULES. The Elections Commission may make such further rules, consistent with this Code, as it deems necessary and appropriate for the conduct of elections, and shall report such further rules to the Senate, which may overrule or amend them.

17. NOTICE. Every candidate shall be informed that a copy of this Code and of the [By-Laws, Statutes and Rules of the Columbia University Senate](#) are available on the University Senate website.

19. AUTHORITY OF THE CHAIR IN TIME-SENSITIVE MATTERS. In the event a time-sensitive matter comes before the Elections Commission and it would not be practicable to timely convene the full membership of the Commission, the Chair of the Commission shall have the authority to decide the matter on behalf of the Commission. If the Chair makes such a decision, the Chair shall promptly inform the membership of the Commission, who may overrule the Chair. Additionally, the decision of the Chair in a time-sensitive matter shall be appealable to the full Commission so long as the matter has not become moot before the appeal can be heard.