



Frequently Asked Questions Regarding Elections for Department Chairs and P&B Members

When must elections be held?

- Per the CUNY Bylaws, elections must be held the first full week of May. Applicable CUNY guidance provides that, if a majority vote cannot be achieved, elections should be adjourned and continued at a subsequent date. Please consider holding the election the following week.

Who is eligible to vote in an election?

- Tenured professors, tenure-track professors, and lecturers with CCE.
- In general, a department member on leave.
- A department member who has submitted Travia paperwork but is not yet on leave.

Who is not eligible to vote in an election?

- A department member who has not been reappointed.
- A department member who has submitted a resignation.
- A department member who is on Travia leave.
- A department member who is in the Executive Compensation Plan (ECP), for example, a college president, vice-president, dean, associate dean, or assistant dean.

Can faculty vote *in absentia*? Or can a department member participate by Skype or teleconference?

- No, one must be physically present to vote. There is no proxy or absentee voting allowed.

Can a department member be elected *in absentia*?

- Yes, as long as the department member has given consent that he or she would accept the nomination and role, if elected.

It is my understanding that the Chair and P & B are elected by the majority of the eligible voting members of the department, and not the majority of the members present at the meeting. Could you confirm that?

- You are correct. Elections of department chairpersons or P&B members are determined by the majority vote of all eligible department members, *regardless of faculty on leave or abstentions.*

We have 5 people on leave this semester out of 18 tenured and tenure-track faculty members eligible to vote. Do we have enough people for quorum?

- Yes. In your department, you need 10 affirmative votes to elect a Chair or P&B members. You could conduct an election with 10 people present. However, in that instance, unanimity would be required for a faculty member to become Chair or a member of the P&B. This assumes there are no lecturers with CCE in your department. If there were, they would be eligible to vote per the QC Academic Senate Charter Section XI.

Sometimes it takes multiple rounds of voting in order to get a majority vote. Is there anything that can be done?

- Unfortunately, no. Voting has to continue until faculty members are elected by a majority vote. If necessary, the election meeting can be adjourned and continued at a subsequent date.

At the election meetings, who can count the ballots?

- If a faculty member is on the ballot, he or she should not count the ballots. There should be at least two people counting the ballots. You may ask trusted individuals who are not qualified to vote to count ballots. To avoid conflicts or concerns, you should make clear who will count ballots at the start of the election meeting.

Remember: voting is by secret ballot.

Can I vote for someone who is planning to be here in the fall but will be on a leave next spring?

- Yes, you can elect a faculty member who you know will be on leave/sabbatical while they serve on the P&B. As always, be sure there is clarity as to whether the faculty member will fulfill their P&B duties while they are on leave (or if, in the alternative, an interim member will serve for that time).