Department of Anthropology, Geography and Sociology
Policy on Voting Procedure
Adopted by the Department – 02-27-2014

- Department and department committee voting procedures yield to college and university voting procedure policies where such college and university policies exist. Where college or university policy indicates that the department or department committee “recommends,” then department or department committee votes constitute recommendations and not decisions.
- Department or department committee voting procedures can be changed temporarily or revised permanently only by a simple majority vote of the department or department committee members currently having the right to vote.
- While participation by other department members in department and department committee meetings is encouraged and valued, only tenured and tenure-track faculty have the right to vote at department and department committee meetings. Faculty on developmental leave retain their voting right. Faculty on full-time leave of absence do not possess a voting right.
- The department chair has a voting right on all department votes except those situations where the chair makes his or her own recommendation to the dean separate from the faculty vote (for example, in tenure/promotion recommendations). Committee chairs have a voting right on all committee votes. Department and committee chairs’ right to vote is not restricted to those situations when there is a tie vote.
- All votes are decided by a simple majority, that is, more than half the votes cast. Abstentions are not counted as votes cast.
- Department and department committee votes may be taken only when a quorum is present. A quorum is a majority of those persons with voting rights. If a quorum is lost, no formal votes may be taken. In those cases where balloting is done electronically, a quorum exists if a majority of those eligible to vote either vote or indicate abstention by the voting deadline.
- Absentee ballots are legitimate if given to the department/committee chair in writing or electronically prior to the scheduled vote. Proxy votes (allowing another person to cast one’s vote) are not allowed. Absentee ballots count in determining the presence of a quorum for a vote.