

## UNR Bylaw Amendment Voting Procedures

*Approved by the Faculty Senate 11-20-2008*

Proposed changes to the UNR Bylaws, as provided for in UNR Bylaws 1.1.3, will be voted on by eligible faculty as follows:

Faculty may vote for bylaw revisions by one of two methods:

1. *Vote on the entire packet of revisions*

A faculty member will be asked to indicate whether they approve, oppose or abstain.

2. *Vote on each of the changes individually*

For each revision, a faculty member will be asked to indicate whether they approve, oppose or abstain.

Faculty will be asked to submit their vote using one of two methods:

1. *Submit completed ballot electronically via Checkbox survey*

A survey will be created in Checkbox for faculty to submit an electronic vote for proposed changes to the bylaws. The survey notification will be emailed out to all faculty who are a .50 FTE or greater. Using their NetId for authenticated login, faculty will be given at least 5 working days to submit their electronic vote by completing the checkbox voting survey.

2. *Faculty will download a ballot off the faculty senate website and submit a completed ballot to the Faculty Senate office, by the established deadline, using one of the two methods listed below:*
  - a. *Vote using email method.*

Faculty will submit their completed ballot to the Faculty Senate office by emailing it to the designated email address in the vote instructions.

- b. *Vote utilizing the two envelope method.*

Faculty will submit a completed ballot to the Faculty Senate office by placing the ballot in an envelope and seal it, then place it in a second envelope and seal it. Sign and **legibly print** their name on the back flap of the outer envelope. Return the ballot to the Faculty Senate Office, mailstop 327.

To ensure a faculty member does not vote using more than one method, a list of all faculty who voted will be generated from Checkbox, revealing only their full name and email address. **No voting responses will accompany this information.**

Any faculty who vote via the email or two envelope method, will have their names crosschecked to the list of names generated from Checkbox.

In the event a faculty member votes using Checkbox and either the email or the two envelope method, their Checkbox vote will be counted and the other will be removed from the vote tally as there is no way to verify how they voted using Checkbox.

All ballots must be received no later than the established deadline. Ballots received not in accordance with instructions will not be counted.

The results of the faculty vote will be submitted to UNR's President with a request for approval, followed by submission to the NSHE chancellor for approval. Revisions will be in effect upon the chancellor's approval.