

IV.B.5. Department Chair Election Policy

IV.B.5.1. Beginning with the 2021-2022 school year, the department will elect a chair to serve a one-year term.

IV.B.5.2. The Department Chair will choose a meeting date in April to hold the elections, and give at least two weeks' notice of such meeting to all members of the department. All members of the department will be on the initial ballot unless they give written notice to the Department chair with one week's notice prior to the election date that they would like their name removed from the ballot. The Department Chair will provide paper ballots at the election meeting for every department member. Department members will vote on their ballot and hand it back to the department chair. The Department Chair will randomize the ballots and count them with another department member present. If a department member is not able to be present at the election meeting, they may turn in their written ballot to the Department Chair up to the end of the school day prior to the day of the election meeting.

IV.B.5.3 In the event of a tie, the two department members who received the most votes will be put on a new ballot and the department shall vote again at the same meeting on the new ballot. For the purposes of a run-off ballot, the votes of department members who turned in their votes prior to the election meeting will only be counted if they are for a person eligible in the run-off. If an early vote is for a person other than a person on the run-off ballot, their vote shall not be given to any run-off candidate. In the event of a tie in a run-off election, the Department Chair shall flip a coin at election meeting to determine the winner.

IV.B.5.4 For all elections, a quorum of 66.0% of the department members eligible to vote shall be required to hold the election. Any votes cast in writing as described above shall count toward quorum. A majority of greater than 50.0% of the votes shall decide any election.

IV.B.5.5 Each department member may cast one vote in an election.

IV.B.5.6 These procedures may be amended by a 2/3 vote at any regular meeting with a quorum as described above. One week's written notice of such a vote shall be given to all department members by the Department Chair. Such vote may be in writing or verbal at the meeting, and department members must be present to vote.

IV.B.5.7 The department chair shall serve on the UHS School Council as a voting or non-voting member.