

SOP for New Faculty Senate Policy of Electronic-only Voting for All Future Faculty Senate Meetings

March 2, 2023 – Considerations for Discussion

- **In-person votes are no longer valid. All Faculty Senate votes take place electronically.**
- **The Faculty Senate Office will not provide individual technical support before or during Faculty Senate meetings.** Faculty Senators are responsible for confirming device audio, equipment, etc. is fully functional prior to the start of each Faculty Senate meeting.
- **Completion of voting/ballot training is required before the Faculty Senate Secretary will add a Senator's name to the *Canvas/voting.aa.ufl.edu ballot platform. Failure to do so will result in the forfeit of a Faculty Senator's votes until training is completed.**

*Technology / voting platform is TBA

- **The [Constitution of the University of Florida](#) Faculty Senate attendance policy remains in effect:**

Article IV, Section 2 (D) Responsibilities of Members

1. Senators are expected to attend all the regularly scheduled meetings of the Senate during the academic year and to make every effort to attend special meetings. Absence from three consecutive meetings of the Senate constitutes resignation from the Senate, except that a Senator whose term is interrupted by a temporary absence from the University may be replaced by a temporary senator.

The current SOP of Faculty Senators contacting the Faculty Senate Secretary with an excused absence request also remains in effect. The Canvas platform may be used to create a mechanism for submitting an excused absence request.

- **Senators should only log into the *Canvas/voting.aa.ufl.edu ballot platform and vote in the Senate meeting if they are able to focus on the meeting discussion (e.g., not trying to simultaneously engage in teaching, research, and clinical activities).**

*Technology / voting platform is TBA

- **Cameras should be on.**
- **Procedures: Chair calls the vote. Chair will count to 30 and announce the results.**

- **Votes arriving after the Faculty Senate Chair has called the outcome of a vote *are invalid*.**
Regardless of localized issues or events causing unanticipated meeting disruption(s), (such as technical issues, power outages due to weather, etc.), the Faculty Senate is not responsible for accepting, nor accounting for, any votes arriving after the vote count has been called.
- **Each ballot will offer three choices: 1) Approve 2) Do Not Approve 3) Abstain**
The Faculty Senate and the Faculty Senate Chair are not responsible for accepting, nor accounting for, any ‘missed’ or ‘skipped’ votes.
While an abstention is recognized as a deliberate decision to vote neither for or against an Action Item, a ‘skipped’ or ‘missed’ vote is understood to be one which occurs when a Faculty Senator is logged in as ‘present’ but does not cast a vote(s) for an Action Item(s).