

ARTICLE VI – COMPOSITION OF THE SENATE

9. Pursuant to Article VI (8.f):

**c. One professional librarian shall be elected by the professional librarians for a three year term. (See Appendix A)**

Appendix A – Faculty Senators, ~~and~~ COU Academic Colleague **and Professional Librarian Eligibility Requirements and Procedure for Senate Elections**

**Professional Librarian**

**Eligible for Nomination: All Lakehead University Professional Librarians.**

**Eligible to Nominate and Vote: All Lakehead University Professional Librarians.**

**Vacancy Announcement: When a vacancy opens, the Secretary of the Senate shall email all Lakehead University Professional Librarians to solicit nominations.**

**Determination of Eligible Nominees: The Secretary of the Senate shall ensure nominees and nominators meet the criteria.**

**Acclamations: If only one eligible nominee for a vacancy is received, that nominee will be acclaimed.**

**Ballots/Voting: If the number of eligible nominees received is greater than the number of existing vacancies, an election will be conducted by the University Secretariat.**

**Electronic ballots will be distributed through email to those eligible to vote. The final date for submission will be indicated on the ballot.**

**Following the deadline to vote, the University Secretariat will record the number of ballots cast and the ballots cast for each nominee.**

**Notification to Nominees: All of the individuals acclaimed or named on the ballot will be notified of the election results by email within 10 days of the end of the election period.**

**Notification to the Senate: The results of the election will be announced at the next Senate meeting under Items of Information.**

**Vacancies during the Individual's Term: In the event that the Professional Librarian accepts a sabbatical or a leave-of-absence from the University that will have a significant impact on their Senate responsibilities, the Professional Librarian shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. In the case of a vacancy the individual with the next highest number of votes will be contacted to fulfill the established term. If the position remains vacant or if**

**there are no remaining individuals interested in letting their name stand, a call for Interest-to-Serve shall be initiated following this procedure.**