

Exhibit H: Sample Memo to Accompany Unofficial Election Results to the Units

Georgia Southern University
Intracampus Memo

Office of the Faculty Senate

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TO: _____, Chair
Unit Elections Committee

FROM: _____, Chair
Senate Elections Committee

DATE: March X, 20XX

RE: Faculty Senate Elections for _____

Unofficial results for your unit's Senate and Senate Committee elections are now available at the link provided below:

[Http://www.??????](http://www.??????)

Please review the results carefully for errors and irregularities. You must declare winners and provide runoff information (if necessary) to the Elections Administrator within 24 hours. This information must be provided on your unit's ballot creation form located at the following address:

<http://www.??????>

Instructions for indicating winners are provided on the form. If a runoff election is necessary, please write "Runoff" in the Comments field and indicate which candidates should be included on the runoff ballot.

The Senate Executive Committee regards the attached detailed vote tabulation as privileged information. Please disseminate the information according to your unit's by-laws or other governing documents. The Faculty Senate will release only the election winners. That is, the Senate will not publish actual vote tallies for any election.

If you have any questions regarding these instructions, you may contact _____, Chair of the Senate Elections Committee at _____. Thank you for your cooperation and support.

Exhibit I: Sample Senate Elections Results Report

Exhibit J: Sample Timetable of Senate Elections Procedures

Slight changes in actual dates will occur from year to year due to holidays, weekends, etc. Annually, the Senate Elections Committee will provide an official elections calendar for that year.

√	ACTIVITY	DATE
	Senate Elections Committee provides the Senate Executive Committee and the unit elections committees with a list of Senate and Senate Committee vacancies along with a list of eligible voters	November 15
	Unit elections committees submit certified nominations and voting lists to Senate Elections Committee	January 21
	Senate Elections Committee creates sample ballot and sends to unit elections committees for review and certification	January 21 – 24
	Online voting (Last Friday in January through the following Wednesday)	January 25 – 30
	Unit elections committees certify election results and determine whether runoff elections are necessary	January 30 – 31
	Runoff period voting (Friday – Wednesday cycles) First runoff, if necessary	February 1 – 6
	Unit elections committees certify runoff results and determine whether additional runoff elections are necessary	February 6-7
	Second runoff, if necessary	February 8 –13
	Unit elections committees certify runoff results and determine whether additional runoff elections are necessary	February 13-14
	Third runoff, if necessary	February 15 – 20
	Unit elections committees certify runoff results and determine whether additional runoff elections are necessary	February 20-21
	Fourth runoff, if necessary	February 22-27
	Due date for unit election committees to propose changes in the Senate election procedures	September 1