



USI Administrative Senate Constitution & By-Laws

APPENDIX B

Adopted: 4/14/2020

1. Vacancies or resignation of officers:

Chair

Should the incoming chair resign or plan to resign from his/her University employment position or become unable to serve as chair for other reasons prior to July 1, the incoming chair will immediately resign his/her position as chair and the incoming past chair (current chair finishing term) will be asked to serve as interim chair beginning July 1 through September 30 and mentor the vice chair in preparation for the vice chair assuming the role of chair on October 1. The newly elected vice chair will be asked to serve as chair beginning October 1 and the following term that will begin July 1.

Should the chair resign from his/her University employment position or resign from his/her position as chair between July 1 and September 30, the past chair becomes interim chair immediately until September 30 and mentors the vice chair. The vice chair will be asked to serve as chair beginning October 1 and the following term that will begin July 1.

Should the chair resign from his/her University employment position or resign from his/her position as chair on or after October 1, the vice chair immediately assumes the position of chair for the remainder of the term and the following term that will begin July 1.

Vice Chair

In the event of vacancy in the vice chair position, the Executive Committee will ask the runner-up vice chair from the most recent April election to serve as vice chair effective immediately and for the remaining duration of the current term through June 30. At the beginning of the next term on July 1, the vice chair assumes the role of chair and the role of vice chair will be filled by the newly elected vice chair from the most recent April election.

Should the vice chair runner up decline or be unable to fill the role of vice chair, the Executive Committee will select an interim vice chair from the list of eligible administrators. This appointment must be approved by a 2/3 majority vote of the Senate.

In the event of appointment by Senate for interim vice chair, the interim vice chair would become eligible for chair through special vote during the annual election in April. This special vote would be a yes/no vote on the interim vice chair advancing to the role of chair for the following term. In the event of a no vote, refer to the chair section above.

Past Chair

In the event of any vacancy for chair, the Executive Committee will ask the past chair to serve an additional year as past chair. If the past chair chooses to not serve an additional year, the Executive Committee will ask a previous past chair to serve as past chair for one year beginning July 1. If no past chair is able to serve, the duties of the Chair of Nominations & Elections Committee will fall to the Chair of Administrative Senate.

Secretary/Treasurer

Should a vacancy occur in the position of Secretary/Treasurer, the Administrative Senate will elect a Secretary/Treasurer from eligible current or past senators. This individual would be eligible to run for the position of Secretary/Treasurer in the next annual election in April.

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