

## 25-26 Quorum, Vote, Vote Percentage

Quorum and vote percentage information This form may be submitted either by the POD assigned to this candidate's case, or by the POD's designee.

### QUORUM

Per Robert's Rules of Order, Quorum is determined by the number of eligible voters present when the vote is taken, not by the number of people who vote.

#### 1. Number of faculty eligible to vote on this case \*

Does not include TIU head (question 8 below) or faculty who are excused (question 2 below).

Eligible faculty are defined in each unit's APT document and are dependent on category and rank.

*Note that only faculty on a formally approved leave (e.g., FPL, FMLA, sick leave), with a conflict of interest, or those with assistant or associate dean titles should be excluded from the count on Item 1. Faculty who are on duty but absent due to teaching, research, or service responsibilities or travel (whether personal or university-approved) must be included in the Item 1 count in addition to constituting the entire count for Item 3 below*

#### 2. Number of eligible faculty on previously approved leave or excused because of a conflict of interest \*

*Only faculty on a formally approved leave (e.g., FPL, FMLA, sick leave), with a conflict of interest, or those with assistant or associate dean titles should be included in the Item 2 count. Eligible faculty who are on duty but absent due to teaching, research, or service responsibilities or travel (whether personal or university-approved) may not be included in the Item 2 count.*

#### 3. Number of eligible faculty members who are absent and unexcused \*

*The count should include all members of the eligible faculty who are absent from the meeting and are not included in the count in Item 2. Eligible faculty who are on duty but absent due to teaching, research or service responsibilities, or travel (whether university approved or not) are considered absent and unexcused and should be included in the Item 3 count.*

**4. Total faculty eligible to vote present in the meeting and discussing the case (Line 1 minus Line 3) \***

**5. Percentage of eligible faculty in the meeting discussing the case (Line 4 divided by Line 1; then multiply result by 100) \***

**6. Percentage of eligible faculty that must be exceeded for quorum (more than 66.7% for 2/3 rule, or more than 50% for simple majority) \***

- ☐ more than 66.67%
- ☐ more than 50%

*The percentage for Item 6 is stated in the APT document being used for this review.*

**7. Is quorum met? \***

(Is line 5 greater than line 6—select Yes or No)

- ☐ Yes
- ☐ No

Please fill out this field.

**8. Number of non-eligible faculty participating in the meeting \***

*Enter "1" for the TIU head. In general, there shouldn't be others present in the meeting.*

## CEF NUMERICAL VOTING RECORD

### Question A - CEF Yes votes \*

Please **input the number of yes votes** in the field below.

Please confirm that you are submitting a positive (not negative) number of yes votes.

### Question B - CEF No votes \*

Please **input the number of no votes** in the field below.

Please confirm that you are submitting a positive (not negative) number of no votes.

### Question C - CEF Abstentions \*

Please **input the number of abstentions** in the field below.

Please confirm that you are submitting a positive (not negative) number of abstentions.

#### PLEASE NOTE:

Abstentions are not counted as votes, consistent with the Office of Academic Affairs' guidelines for APT documents and with Robert's Rules of Order.

## APT DOCUMENT VOTE REQUIREMENTS

Please share the following numbers; each are from the APT document

### 1. Number of combined YES and NO votes cast by CEF on this case \*

Number input for Vote Question A (above) + number input for Vote Question B (above)

### 2. Percentage of YES votes relative to combined YES plus NO votes on this case \*

First divide the number of YES votes (Question A) by the number of combined YES and NO votes (Question A + Question B); next, multiply result by 100

**3. Percentage of YES votes (APT document used for this review) \***

In the field below, input the percentage of YES votes required by the APT document being used for this review, in order for the Eligible faculty's recommendation to be considered positive

**4. Number of eligible faculty attending the meeting abstaining \***

(these votes are NOT counted in question 3, immediately above)

**Note:**

**Abstentions are not votes, per the Office of Academic Affairs' guidelines for APT documents and consistent with Robert's Rules of Order.**

**Submitter's Signature; Submitter's Role**

Please fill out this field.

**Submitter's Signature \***

Signature of person submitting Quorum and Vote Percentage

**Submitter's Role \***

In the field below, please provide the role of the person who is submitting this form, i.e., either Procedures Oversight Designee (POD), or the role of the POD's designee