

Graduate Council Electronic Voting Procedure
Established and approved at the February 8, 2018 at Graduate Council Meeting

1. The Graduate Council meets.
2. A draft of the minutes is distributed for review to the Chair of the Graduate Council and the Dean of the Graduate School. Any feedback is incorporated into the minutes for distribution.
3. Approximately one week following the Graduate Council Meeting, the minutes are sent, as an attachment, via email to ALL Graduate Council members (members, proxies, and ex-officio).
4. The members have one week to review the minutes and send back any edits or corrections to Catherine Cox.
5.
 - a. If edits or corrections are submitted, minutes will be revised. A summary of the corrections and the revised minutes will be sent to the voting members, along with the voting link. Voting will remain open for one week.
 - b. If there are no edits or corrections, the minutes, along with the voting link, will be sent to the voting members. Voting will remain open for one week.
6. At the conclusion of the voting period, the Graduate Council Chair and the Dean of the Graduate School will be notified of the results.
7. The approved minutes will be published on the Graduate Council webpage and forwarded to the Faculty Senate Executive Committee.