

**COMMUNICATION DEPARTMENT
PROCEDURES FOR ELECTING AND REAFFIRMING
THE DEPARTMENT CHAIR**

-based on revisions in by-laws, 2/10/99

(1) The chair is elected every three years in October. Nominations for the position are made from the floor of the Executive Committee. All voting members are eligible to make nominations and to vote for the chair. The chair is affirmed every year in March by the Executive Committee. The Executive Committee is composed of all tenured and probationary faculty, * temporary faculty, the secretary, and student representatives. Each member has one vote. Voting for the chair and for reaffirmation is done by secret ballot.

*part-time instructors who teach 6 or more units in a semester are considered temporary faculty.