

**1UNIVERSITY SENATE**  
**UNIVERSITY AT ALBANY**  
**STATE UNIVERSITY OF NEW YORK**

Introduced by: Governance Council

Date: August 2, 2011

**ADOPTION OF iCLICKERS FOR UNIVERSITY SENATE VOTING**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate adopt the use of iClickers for all voting
2. That the proposal take effect at the next meeting after Senate approval.

**Rationale:**

Since its establishment, the University Senate has used a “show of hands” vote as the default voting method, with ballot voting, voice voting and roll-call voting as options when called for or when appropriate. These traditional methods are often time-consuming and have the potential for many inaccuracies.

The adoption of iClickers for Senate votes would strongly improve the efficiency of Senate votes, as well as the accuracy.

**Additional Information:**

**Default form of voting**

The default form of voting will be a “named vote” in which individual Senator’s votes are recorded in the iClicker software. Individuals’ votes will not be displayed or announced at the Senate meeting, but this information will be kept by the Senate Secretary (see “Data Management” below).

The option for an anonymous vote (the equivalent of a ballot vote) will always be available. In the same method as is currently in place, a Senator need only move that a vote be anonymous and have that motion seconded and approved. This is in keeping with *Robert’s Rules*, VIII.46: “Where the by-laws do not require the vote to be by ballot, it can be so ordered by a majority vote, or by general consent. Such motions are undebatable.”

In the case of a mandatory ballot vote, such as the Vice-Chair and Secretary elections, the vote will be done anonymously on the iClicker system.

**Data Management**

Voting records will be kept in Senate records for the Senate year (Sept. 1- Aug. 31). After that time, records will be deleted. Access to voting records will be as follows:

<b>Votes by:</b>	<b>Will be accessible to:</b>
<i>Ex Officio</i> administrators	None
Senate Officers	All senators
At Large Senators – full time	All voting faculty
At Large Senators – part time	None
Unit representatives (elected senators)	Members of the constituency except administrators (deans and above)
SUNY-wide Senate Senators	All voting faculty
Graduate Student Senators	Graduate students
Undergraduate Student Senators	Undergraduate students

Voting records will be made available by the Senate Secretary upon request.

Overall records of a vote (number in favor, number opposed, number abstaining) will be entered into the minutes by the Senate Recorder for each vote, thus retaining that information in subsequent years.

Overall voting results will be immediately available and displayed to the Senate. These results will be subject to review by the Secretary after each Senate meeting except in the case of a unanimous vote. If the Secretary discovers any apparent discrepancies (e.g., non-senators voting), he/she will bring those before the Senate at the next meeting, and announce corrected results (i.e., results minus any invalid votes).

**Cost**

The iClicker units will be purchased by the President’s office. This will be a one-time expenditure, and iClickers will remain Senate property. There will be a small annual cost of replacement batteries. The base unit and software necessary for operation will be provided free of charge by ITLAL.

**Responder Registration**

Before the beginning of each Senate year, the Secretary will register each iClicker responder online. Responders will be assigned to specific Senators. Voting with another any non-Senate registered iClicker will disqualify a senator's vote. Votes cast by anyone other than the registered senator will be disqualified.

### **Equipment Management**

iClicker responders will remain Senate property, and will be held by the Senate Secretary and/or Recorder. Units will be picked up by individual senators at the door, at the same time that senators sign in. As is currently the case and will remain so, senators MAY NOT send a proxy to vote in their stead. Only present Senators may vote. iClickers will be given ONLY to the senators to whom they were assigned. iClicker responders will be turned in at the door also, as the Senator leaves the room.

### **Training**

At the first Senate meeting of each academic year, the Secretary will conduct a short practice session of the iClicker voting process for all senators before any real votes are made. This practice session will answer the following questions:

#### **FAQ's**

<b>How can I tell that my vote registered with the system?</b>
A green light on the iClicker responder indicates that a vote has been cast. A red light indicates that a vote has not been cast. The latter will only happen if you press a button when there is no question on the floor.
<b>Can people game the system by voting multiple times?</b>
No. The system will only accept one vote from each iClicker.
<b>What if I hit the wrong button or want to change my mind?</b>
Senators can change their vote at any time before the end of voting has been announced by the Secretary. The last choice made when the voting is closed is the only one that will be entered into the system. (See <i>Robert's Rules</i> , VIII.46: "A member has the right to change his vote up to the time the vote is finally announced.")
<b>How will I know I have the right iClicker (i.e., the one assigned to me)?</b>
Each iClicker will have a label with the senator's name on it. Each Senator is assigned a number which will remain the same for the entirety of the academic year and which will be printed next to the Senator's name on the sign-in sheet. Each iClicker will have a corresponding numbered label on it.
<b>What should I do if I resign from the Senate mid-year?</b>
Tell the Secretary that you are stepping down. Whenever possible, please provide the name of your replacement.
<b>What if my iClicker's batteries are dead?</b>
The iClicker will indicate low or dead batteries with a flashing red light. If your batteries are low or dead, please see the Senate Secretary immediately.
<b>Will iClickers be used in Councils?</b>

There is no current plan to use iClickers in the Senate Councils or the SEC.