

## **Staff Council Nomination and Election Procedures**

### **I. Purpose**

The Election Committee is charged with facilitating a nomination and election process. The process shall provide the opportunity for fair, equitable, and balanced representation from all locations and in accordance with the Pima County Community College District Staff Council Bylaws.

### **II. Membership**

The Election Committee shall consist of members who are not eligible or will not seek reelection in the upcoming term, to the extent possible. Members of the Election Committee who have accepted nomination for re-election are unable to continue participation in the committee.

### **III. Responsibilities**

#### **A. Election of Representatives**

1. The Election Committee will be responsible for the representative nomination and election procedures to begin no less than 180 days prior to the beginning of the new term.
2. The Election Committee will review and update the nominations and election procedures and calendar, as needed. They must establish a timeline.
3. A draft of the proposed changes will be presented to Staff Council for a vote.
4. The nomination and election method will be as follows:
  - a) Request a report from Position Control to assist in identifying the number of membership vacancies based upon the formula stated in the Bylaws.
  - b) Prepare and distribute the electronic nomination ballot.
  - c) Contact nominees for acceptance or denial of nomination.
  - d) Prepare and distribute the electronic election ballot.
  - e) Notify the Staff Council Officers of the results.

(1) In the event of a tie, the nominee that has not previously served on Staff Council will receive first right of acceptance for Representative. In the case that both nominees have previously served or have not previously served, then the Officers shall have authority to select the representative.

- f) Notify the nominees of the results to verify acceptance of membership.
- g) Present election results to Staff Council and inform the College community.

## **B. Election of Officers**

1. The Election Committee will be responsible for the nomination and election process for the Officer positions to begin after the representative election, but before the first meeting of the new term.
2. Prepare and distribute the electronic nomination ballot.
3. Contact nominees for acceptance or denial of nomination.
4. Prepare and distribute the election ballot at the first meeting of the new fiscal year.
5. The Officers shall be elected by a simple majority of a quorum.
  - a) A quorum consists of two-thirds of the total continuing and new representatives for the new term.
6. As needed, notify the nominees of the results to verify acceptance of membership.
7. Inform the College community.