

# Policies and Procedures

Policy and procedures were last revised and approved by the Staff Council in May 2019.

## ELECTIONS PROCESS

### I. AUTHORITY AND GENERAL INFORMATION

- A. The process for Staff Council elections shall be in accordance with the current Staff Council Constitution and Bylaws. The Staff Council Executive Committee shall approve any modifications.
- B. The election processes for the general electorate, officers and members-at-large occur on an annual basis and are conducted by the Staff Council Nominating Committee.
- C. The designation of staff to serve on standing and ad-hoc campus wide committees and councils may be by election or appointment.
- D. In accordance with the Staff Council Bylaws, a special election may be deemed appropriate when a vacancy occurs.
- E. Chairs of Staff Council committees are elected by the membership of each committee. (Exceptions: Executive committee is chaired by Staff Council Chair, Membership Committee is chaired by Vice-Chair, and subcommittee chairs may be appointed by the standing committee chair that created the subcommittee. See Constitution and Bylaws section 1.730)
- F. Disputes, discrepancies or irregularities regarding elections shall be referred to the Executive Committee, via the Chair, for appropriate resolution.

### II. DEFINITIONS

- A. **GENERAL ELECTORATE refer to Staff Council Constitution and Bylaws Section 1.300 & 1.400 for definitions regarding membership and eligibility of the General Electorate.**
- B. OFFICERS OF THE STAFF COUNCIL
  - 1. The elected officers of Staff Council are the Chair, Vice-Chair, Secretary, and Treasurer. Refer to Staff Council Constitution and Bylaws Sections 1.520 through 1.570 for terms and duties of each officer position.
- C. STANDING UNIVERSITY WIDE COMMITTEES, BOARDS OF DIRECTORS.

1. The Staff of the University have representation on such standing university-wide committees or Boards of Directors as, the Resource Planning Process Task Force, the Campus Sustainability Task Force, the President's Commission on the Status of Women, the Campus Climate Committee, the Enrollment Advisory Committee, the University Resource Council, the International Education Committee, the University Student Union Board of Trustees, and Forty Niner Shops Board of Directors.
  - A. The university's staff as a whole elects the Staff Academic Senators. (Refer to Constitution and Bylaws section 1.800)
  - B. The President, Vice President, and/or others make calls for staff members to participate on these committees. These requests are directed to the Chair of the Staff Council who in turn forwards the request to the Chair of the Nominating Committee.
  - C. The Nominating Committee has the responsibility of soliciting possible candidates and nominations from all staff, and conducts an election at the next general Staff Council meeting. In certain circumstances, the Executive Committee may make an interim appointment or if that is not possible the Staff Council Chair may make an interim appointment until an election can take place.
  - D. The Chair of the Staff Council sends a communication with the name of the staff representative (interim or otherwise) to the person making the original request and makes appropriate notification to the Secretary of the Staff Council and selected staff.

#### D. SPECIAL AND AD-HOC COMMITTEES

1. Staff members of the University are frequently presented with the opportunity to have representation on special and *ad-hoc* university-wide committees including Administrative Review Committees and Search Committees.
2. Generally, requests for staff members to participate on these committees are made from the President, a Vice President, the Chair of the Academic Senate, and/or others. These requests are directed to the Chair of the Staff Council who in turn forwards the request to the Chair of the Nominating Committee.
3. As appropriate, the Staff Academic Senators or Staff Council Executive Committee members may have first right of refusal.
4. The Nominating Committee has the responsibility of soliciting possible candidates and nominations from all staff, and



**IV. PROCESS AND SCHEDULE FOR GENERAL ELECTIONS**

The Vice Chair shall develop a plan and process for General Elections of new members. The plan shall be presented to the Executive Committee of SC in the fall of each year.

**June**

Term begins with the June meeting.

**V. PROCESS FOR ELECTION OF OFFICERS AND MEMBERS-AT-LARGE**

**April**

First call for nominations to serve as officers of the Council. The Nominating Committee is responsible for conducting the election process.

Officer positions to be filled: Ch

**Note: during the period of the ballots being collected and**

**2. Budget Request Submitted to Executive Committee.**

- a) Each committee will be invited to submit a budget request to the Staff Council Executive via Treasurer (prescribed format).
- b) The Treasurer reviews all submissions                    til                    Executive                    via

