

## **BOULDER CAMPUS STAFF COUNCIL ELECTIONS CODE**

(Adopted September 5, 2001, Amended July 1, 2010, Amended June 21, 2011, Amended June 13, 2012, Amended February 12, 2014, Amended September 2014, Amended January 24, 2018, Amended February 28, 2018, Amended February 26, 2020, Amended February 24, 2021, Amended October 27, 2021, Amended October 25, 2023, Amended March 12, 2025)

### **Terms and Definitions:**

**Staff:** For the purposes of this document, “Staff” includes all CU Boulder employees with a job title of University Staff, Classified Staff, (Sr.) Professional Research Assistant, or (Sr.) Research Associate.

**Officers:** Officers are elected from the Staff Council Representatives and include the roles of Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

**Executive Committee:** The Staff Council Executive Committee is comprised of the Staff Council Officers and Committee Chairs.

**Elected Representative:** Individual elected to represent a specific Area of departments on campus. Elected for a 3-year term.

**Elected At Large Representative:** Individual elected to represent all of campus. Elected for a 3-year term.

**Appointed At Large Representative:** Individual appointed to represent all of campus. Appointed for a 1-year term.

**Elected Delegate (UCSC):** Staff Council Representative elected to represent CU Boulder Staff Council in the University of Colorado Staff Council. Elected for a 3-year term.

**Year:** Staff Council operates on the CU Fiscal Year, with a new year starting on July 1 and ending on June 30.

**Term:** The length of time for which an individual was elected (3 years) or appointed (1 year).

**Area(s):** A collection of campus departments/units that are grouped to promote equal representation in Staff Council.

**Voting Member:** All elected and appointed Staff Council representatives, including Officers.

Frontline Staff: Staff working in a frontline service job code, as defined by HR.

Any Staff Council seat not filled in conformity with this Election Code shall be declared vacant.

A. General Election Guidelines (Representatives and Officers)

1. The elections committee shall verify nominee eligibility and willingness to serve prior to the election and any vote.
2. Votes shall be tabulated or verified by a member of the election committee with the supervision of at least three members of Staff Council (who may be members of the elections committee or may be general Staff Council members).
  - a. No candidate shall have access to any ballots, be present during the tabulation of the ballots, or have access to the election results during the election period and until the election is verified.
  - b. If a candidate serves on the elections committee, the candidate must recuse themselves of their duties until the election is closed and verified.
  - c. If all members of the Elections Committee are on the ballot at the same time, an Ad Hoc Election Committee shall be formed by the full council comprised of at least three voting members of Staff Council.
3. The candidate receiving the greatest number of votes for each race shall be declared elected. In the event of a tie:
  - a. Elected Representative: A vote shall be conducted at the next full council meeting to determine the elected representative.
  - b. Officer: A run-off election will be conducted immediately until the position is filled.
4. All candidates shall be notified in writing of election results within one month of the deadline to complete ballots. If the election has not been verified at that time, a status update will be provided. Officer election results shall be announced at the next regular full council meeting.
5. Results of the election shall be announced to the campus after all candidates have been contacted and confirm acceptance. The actual vote count shall not be published, but may be obtained from the Staff Council office, upon request.
6. The term of an elected representative or elected officer will begin on the first day of July.
7. The ballots of an election must be retained in the Staff Council office for one year from the date of the final election verification.

## B. Election of Representatives

1. Every three years, or as necessary, the elections committee shall review the overall configuration of defined areas and propose updated area structures, as necessary, to ensure roughly equal numbers of Staff employees per area. These areas shall be presented to the full Staff Council for approval.
2. Staff Council elections for defined areas and elected-at-large positions with vacant seats shall be held annually in the spring by secret ballot.
3. A call for nominations shall be distributed to all Staff employees ([example timeline](#)).
4. All Staff employees may nominate any Staff employee, including themselves, as a candidate for election to Staff Council.
5. The elections committee shall verify nominee eligibility and willingness to serve on Staff Council. A candidate may choose to run as either a defined area representative or an elected-at-large representative.
6. Ballots shall be distributed to Staff employees in the spring allowing at least a two-week return time.
7. Staff employees may only vote for elected-at-large candidates and candidates in their defined area.
8. To increase representation of frontline service Staff on the Council and create equitable access to shared governance participation, the Council created an Appointed-Frontline-Service Representative position in 2021 that will serve in a two-year appointment to promote appropriate onboarding and engagement. This role may be fulfilled by any Staff working in a frontline service job code, as defined by HR. To maintain the maximum 52 representatives in accordance with the bylaws, there shall be no more than 3 Appointed-Frontline-Service Representatives on the Council in a year.
9. In 2023, the Council approved the addition of Research Associate and Professional Research Assistants to the representative body of Boulder Campus Staff Campus, one elected representative position for each role. This increased the number of total representatives to 52 in the Council bylaws beginning in 2023-2024 and moving forward.

In 2025 the Council approved the forming of a new Area (Area 10) for Professional Research Assistants and Research Associates, with 4 elected representatives.

Table 1

	<b>Staff Council Representatives (beginning FY26)</b>
Elected Area Reps	27
Elected at Large	12
Appointed at Large	6
Appointed Frontline Service	3
Elected RA/PRA (Area 10)	4
<b>Total</b>	<b>52</b>

**B. Election of Officers and Elected Delegates, and Appointment of Appointed Representatives**

1. Election of officers and elected delegates and appointment of appointed representatives shall be held annually in the spring by secret ballot. If there is only one candidate for a position, Staff Council may elect or appoint that candidate by acclamation.
2. The elections committee shall solicit nominations for each elected officer position from the Staff Council membership, and from any Staff employee for each elected delegate and appointed representative. Nominees for officers must be elected Staff Council representatives who have served at least one year on Staff Council prior to taking office. Any Staff employee may be an elected delegate or an appointed-at-large representative. Only Staff employed with a frontline service job code as dictated by CU Boulder Human Resources may serve as an appointed-frontline-service representative.
3. It is recommended that the office of Chair be split into a Tri-Chair position, and that these positions be a staggered term with a new Chair elected every two years.

**C. Vacancies**

1. A Staff Council position shall become vacant in the event of:
  - a) The resignation from Staff Council, separation of service to the University, or permanent incapacity or death of a representative.

- b) Five absences from regular Staff Council meetings within any term year by a representative and with review from the executive board.
  - c) A current representative's University position transitions from a Staff role (University Staff, Classified Staff, Professional Research Associate, or Research Assistant) to a non-Staff role represented by other CU Boulder shared governance (e.g., Faculty, student, etc.).
- 2. An officer or elected delegate position shall become vacant in the event the officer or elected delegate is removed from that position by the process defined in the bylaws or chooses to step down.
- 3. A vacancy in an elected representative position shall be filled by granting the first runner-up from the last election the first right of refusal to be appointed to the vacated position for the remainder of the former representative's term. If the first runner-up declines the appointment or is otherwise unable to serve (e.g., no longer employed at the University, in a non-staff role), additional runners up from the previous election may be contacted to be appointed to the vacated position for the remainder of the former representative's term. If no runners up fill the vacated position, the Executive Committee may fill the vacancy for the remainder of the year by appointment by simple majority.
- 4. If the number of current elected representatives is less than 2/3 of the total number of potential elected representatives, a special election will be held to fill those vacancies.
- 5. A vacancy in an appointed position shall be filled by appointment by simple majority by Executive Committee for the remainder of the year.
- 6. A vacancy in the position of chair shall be filled by appointing the Vice Chair to the position for the remainder of the original term. In the event the Vice Chair declines the appointment, a notice of the vacancy shall be given to Staff Council members and an election shall be conducted to fill the position at the next regular meeting following the announcement of the vacancy.
- 7. A vacancy in the positions of Vice Chair, Secretary, Treasurer and Elected Delegate shall be filled by giving a notice of the vacancy to Staff Council members and conducting an election to fill the position at the next regular meeting following the announcement of the vacancy.

#### D. Other

1. Current Staff Council defined area representatives shall not lose their positions because of reappointment of defined areas by the elections committee. If all positions in a representative's new area are filled, the representative shall remain in the current area until there is a vacancy in the new area, or until the end of the term.
2. A Staff Council defined area representative who moves or transfers out of the defined area from which they were elected may serve until the end of the year. If they wish to continue, they can run in their new area's election, as an at large representative, or express interest in an Appointed position. During elections a new representative shall be elected for the remainder of the term.
3. Any variations to this code shall be approved by a vote of two-thirds of the Executive Committee.

#### F. Notification of Supervisors

1. Following each election the supervisor of each new representative shall be sent a letter from the CU Boulder Chancellor authorizing participation in Staff Council activities and requesting that release time or administrative leave be granted to perform the duties of a Staff Council representative, to include the expected approximate monthly time commitment. Should the need arise, any Staff Council representative may request at any time a similar letter be sent to their supervisor.

Staff Council Election Code

3/12/2025