

# **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, February 28, 2018, February 26, 2020)

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

## **A. Election of Representatives**

1. Elections for defined areas and elected-at-large positions on Staff Council shall be held annually in the spring by secret ballot.
2. Every three years, or as necessary, the elections committee shall determine the configuration of defined areas roughly equal in number of staff employees and conforming as closely as possible to the areas of the previous years. These areas shall be presented to Staff Council for approval.
3. A call for nominations shall be distributed to all staff employees.
4. All staff employees may nominate any staff employee 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. Votes shall be tabulated or verified with the supervision of at least three members of Staff Council. No candidate shall be present during the tabulation of the ballots on which the candidate appears.
9. No candidate shall have access to the election results during the election period.
  - a) If a candidate serves on the elections committee, the candidate must recuse themselves of their duties until the election is closed and verified.
  - b) No candidate shall have access to any ballots until the election is verified.
  - c) In the event of all members of the Elections Committee being 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.

10. The candidate receiving the greatest number of votes for each ballot shall be declared elected. A drawing conducted by at least three members of Staff Council shall break a tie.
11. The ballots of an election must be retained in the Staff Council office for one year from the date of the final election verification.
12. Results of the election shall be announced to the campus. Actual vote count shall not be published, but may be obtained from the Staff Council office, upon request.
13. All candidates shall be notified in writing of election results.

B. Election of Officers and Elected Delegates, and Appointment of Appointed-At-Large Representatives

1. Election of officers and elected delegates and appointment of appointed-at-large 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-at-large position. 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.
3. It is recommended that the office of Chair be split into a Co-Chair position, and that these positions be a staggered term with a new Chair elected every two years.
4. The elections committee shall verify nominee eligibility prior to the election and any vote.
5. Votes shall be tabulated or verified with the supervision of at least three members of Staff Council. No candidate shall be present during the tabulation of the ballots on which the candidate appears.
6. The candidate receiving the most votes shall be declared elected. Results will be announced at the next regular full council meeting. A tie vote shall cause a run-off election to be conducted immediately until the position is filled. The term of office for an officer begins on the first day of July.
7. The cast ballots or digital results of any election must be retained for one year.
8. Results of the election shall be announced to the campus. Actual vote count shall not be published, but may be obtained from the Staff Council office.

C. Vacancies

1. A Staff Council position shall become vacant in the event of:
  - a.) the resignation from Staff Council, termination of service to the university, permanent incapacity, or death of a representative.
  - b.) five absences from regular Staff Council meetings within any term year with review from the executive board.
2. An officer or elected delegate position shall also become vacant in the event the officer or elected delegate is removed from that position by the process defined in the bylaws.
3. A vacancy in a defined area, elected-at-large, or appointed-at-large position shall be filled by granting the first runner-up from the last election a first right of refusal to be appointed to the vacated position. If the first runner-up declines the appointment, Staff Council may fill the vacancy for the remainder of the term by appointment by simple majority of the Executive Committee. A representative will be elected for the remainder of the term during the next election, if the position remains vacant.
4. 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 Staff Council members and an election shall be conducted to fill the position at the next regular meeting following the announcement of the vacancy.
5. 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 he or she was elected may serve until the end of the election year. During elections a new representative shall be elected for the remainder of the term.
3. A Staff Council representative whose classification moves from staff employee may serve until the end of the election year. During elections a new representative shall be elected for the remainder of the term.
4. Any variations to this code shall be approved by a vote of two-thirds of the Executive Committee.

#### E. Notification of Supervisors

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. Should the need arise, any Staff Council representative may request at any time a similar letter be sent to his or her supervisor.

Staff Council Election Code  
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