

# USAC Election Procedures

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## Executive Committee

- 1) The Parliamentarian shall be the primary elections administrator for Executive Committee officers unless eligible to run for an office and intending to do so. In the event said conflict of interest, the chair shall appoint an elections administrator who is not eligible for executive office.
- 2) Nominations for Chair, Vice Chair and Secretary/Treasurer will open in January of each year.
- 3) Nominations for the Executive Committee will close at the end of February each year
- 4) The elections administrator will confirm the eligibility of the nominees and verify whether each nominee accepts the nomination (see Article III, Section 2 and Article IV, Section 6 of the Bylaws).
- 5) Election of the Executive Committee Officers will occur following the regular meeting in March.
- 6) The election of the Executive Committee will be by secret ballot. Elections for executive officer positions (Chair, Vice Chair, and Secretary/Treasurer) will be determined by simple majority. The prevailing candidate must win by more than half of the electors (50 percent plus one). In the event, that the election does not result in any candidate earning more than half of all votes, a run-off ballot will be issued for the top candidates remaining.
- 7) The elections administrator and another Council member not nominated for an elected position will tally all votes and certify results to the current Executive Committee and Council.
- 8) All members of the University Staff Advisory Council are eligible to vote in the Executive Committee elections.
- 9) Newly elected members of the Executive Board shall begin their terms of office July 1.

## Election of Council Members

- 1) The chair shall appoint membership for the Elections Committee prior to the academic year. Representatives from lower-turnout divisions should be included.
- 2) The chair of the Elections Committee shall serve as the elections administrator and will open nominations for general Council seats in March of each year.
- 3) Announcements for the opening of the nomination process are sent by SpiderBytes, on D-flyers, and through current Council members informing their constituents.

- 4) The Election Committee will also work to announce the opening of the nomination process and help solicit nominations from each division for the open seats on the ballot. Eligible nominations for a division will be accepted from eligible electors of the electing division.
- 5) The Election Committee will post election policies on the USAC website prior to opening nominations.
- 6) The Elections Committee will request from Human Resources a census of all full-time and part-time staff members by Division and Department within Division, excluding senior executive staff.
- 7) Nominations will close two full weeks (14 calendar days) after the process opens.
- 8) The Elections Committee will ensure each nominee is eligible for election to USAC (Article IV of the bylaws) and verifies whether nominees accept the nomination.
- 9) Nominees will be required to submit a written statement to the Elections Committee, to be published on the ballot, as to why they want to serve on the Council.
- 10) The Elections Committee will pull nominee photographs from the University directory to include on the ballot. Nominees will also be afforded the opportunity to submit a photograph of themselves to be posted on the ballot.
- 11) The election process will open after the nomination process has closed.
- 12) The election process shall be open and available to all voting-eligible staff members for a period no shorter than one week.
- 13) Currently, USAC pays to use SimplyVoting.com to administer the general election. This website allows electors to log-in with their own identity and vote. The website does not allow for changes to ballot questions in the electoral process after elections are open, but it does allow for addition and deletion of electors; and, it certifies the results after elections close.
- 14) Each elector will be electing the following from their own division and/or office:

*Academic Affairs (including the President's Office Staff):*

- 1 At-large member from divisional staffs not included in specified categories (including the Center for Civic Engagement/UR Downtown, CTLT, Institutional Effectiveness, International Education, President's Office, Provost's Office, Registrar's Office and UR Better)
- 4 At-large members from the five school staffs, with no more than one representative for each school at a time
- 1 member from Boatwright Memorial Library staff (including the Digital Scholarship Lab and the Music Library)

*Advancement*

- 1 At-large members from divisional staff

*Athletics*

- 2 At-large members from divisional staff

*Business Affairs*

- 2 At-large members from divisional staff not included in categories below (including Campus Services (non-dining), Controller's Office, Human Resources, Internal Audit, Planning & Budget, Spider Management, and Sustainability)
- 2 members from Dining Services (including Heilman Dining Center, Catering, Concessions, and Retail Operations)
- 2 members from Facilities
- 1 member from Public Safety (including Emergency Management, Environmental Health & Safety, Parking Services, Police, and Risk Management)

*Communications*

- 1 At-large member from divisional staff

*Enrollment Management*

- 1 At-large member from divisional staff

*Information Services*

- 2 At-large members from divisional staff

*Student Development and Chaplaincy*

- 2 At-large members from divisional staffs

- 15) At-large elections for Academic Affairs and Business Affairs shall be elected by staff in offices or units which do not have designated departmental seats.
- 16) A run-off ballot will be issued in the event of any USAC divisional elections that result in a tie among the candidates with the highest number of votes. In the event that a run-off ballot results in a tie, the Council will elect the seat among the remaining candidates via an electronic ballot.
- 17) The election process will close by the end of the first week of May of each year.
- 18) The Elections Committee Chair will download the results of the election.
- 19) The Elections Committee Chair will share the results of the election with the election committee.

- 20) The Election Committee will certify the results of the election to the current Executive Board no later than the end of the first week of May.
- 21) The current Executive Board will announce the results of the election to campus in a manner deemed appropriate by the May monthly USAC meeting.

### **Election of Planning and Priority Committee Members**

- 1) USAC elects three staff members of the Planning and Priorities Committee for three-year terms.
- 2) To fill a “non-immediate vacancy”, the spring before a term is set to expire, the Council shall open nominations to staff, who submit statements of interest and qualification to the Council.
- 3) Anonymous review of the candidates will be completed to determine up to five candidates to present to USAC during the May monthly meeting.
- 4) During the May meeting closed session, USAC members will vote on the candidates, and said elections will be determined by simple majority. The prevailing candidate must win by more than half of the electors (50 percent plus one). In the event, that the election does not result in any candidate earning more than half of all votes, a run-off ballot will be issued for the top candidates remaining.
- 5) For an “immediate vacancy”, the above process will be followed with exception of the anonymous candidate review and presentations, due to tight timing to fill the seat as quickly and efficiently as possible, in order for P&P to not lose momentum with a vacant staff seat.

#### **Updates:**

Approved April 9, 2019, by Council vote.