



Texas Southern University

Staff Council By-laws

Article V. ELECTIONS

Section 1. Election Term

1. Each Staff Council member position will be elected by open ballot with a two-year term.
2. Once elected, each Staff Council member will represent all eligible Staff and shall be available to their constituents as outlined in Article III, Section 5, number 3.
3. The terms will be linked to even and odd years so that half of the Staff Council will be re-elected each year.
4. Election of Staff Council members shall be held every May to become effective September 1 of the current fiscal year.
5. In the initial year of the Staff Council, organizing members who were designated for an initial one-year term will be eligible to be re-elected for a new two-year term. The Chair of the Staff Council will determine in an equitable fashion, which members will be designated for a 1-year term.

Section 2. Nominations and Election Committee

The Chair of the Staff Council shall select a Chairperson of the Nominations and Election Committee. During the year of service, the Chairperson of the Nominations and Election Committee shall not be a candidate for re-election to Staff Council. The Nominations and Election Committee may make necessary modifications to operating procedures for the nomination and election of representatives, subject to approval by the Staff Council.

Section 3. Vacancies

Staff Council positions that become vacant between annual elections shall be filled by alternates as defined in Article III. Membership.

Section 4. Nominations

Nominations of candidates for Staff Council may be made by any of TSU's eligible Staff within EEO Classification. The nominee is notified by the Nominations and Election Committee and must agree to have his/her name in nomination. The Nominations and Election Committee is responsible for verifying eligibility of nominees and for assuring that a minimum number of candidates are nominated for each category. The minimum number will be as stated in Article III. Membership. If the minimum number is not reached through the nomination process, the Nominations and Election Committee will solicit the respective classification(s) to meet the minimum number.

Section 5. Procedures for Elections

1. Nominations: Nomination forms will be solicited by EEO Classifications and the nominees will be verified by the Nominations and Election Committee. The Nominations and Election Committee will establish a schedule so that nomination forms will be available to all eligible Staff.

The Nominations and Election Committee shall verify in writing, eligibility, willingness of nominees to run and to serve, and shall inform the nominees of meeting times, attendance requirements, the time commitment required, and the fact that this is a voluntary position with no additional compensation.

2. Ballots: The Nominations and Election Committee shall prepare and distribute ballots in the same manner as the nomination forms. The maximum number of nominees per area to appear on the ballot shall not be limited.

The Nominations and Election Committee will establish a schedule so that the ballots are available to all eligible Staff. The Nominations and Election Committee has authority to designate the manner in which nominations and ballots are distributed.

3. Voting: The Nominations and Election Committee shall determine from year to year, the manner and form of voting which maximizes voting rights for all members of the TSU staff.
4. Counting Ballots: The Nominations and Election Committee shall count the ballots and present preliminary results to Staff Council for certification. At least three committee members shall count the ballots.

In the event of a tie vote, the Nominations and Election Committee will prepare a run-off ballot, repeat the election process and present the results to the Staff Council.

5. Announcement of Election Results: The Chairperson of the Nominations and Election Committee will notify new Staff Council members and alternates and invite them to attend the next meeting as guests.

Election results will be given to the Secretary for publication. Seats still open after the normal election process has concluded will be filled by alternates from the specific EEO Classification.

6. Election Records: All ballots will be sealed and held for sixty (60) days after the announcement of results. If no allegations of election disputes or error are brought forward, the ballots will be destroyed. Lists of the vote tabulation shall be secured and maintained by Staff Council Secretary for three years, from the date of the election.
7. Election Disputes: The Chair of the Staff Council shall accept and investigate all election disputes and determine what, if any, irregularities occurred during the election process. The Chair shall take whatever remedial action necessary to settle the dispute.

Section 6. Election of Executive Board Members

At the September meeting after annual elections, Staff Council shall elect, from among its members, as necessary, a Chair, Co-Chair, Secretary, and a Treasurer to comprise the Executive Board.

1. All nominees must acknowledge, in writing, their willingness to serve as an Executive Board member.
2. Election of Executive Board members shall become effective immediately.
3. Election winners will be decided by determining the candidates receiving the highest number of votes of Staff Council members, using written ballots and counted by the current Chair.
4. Ties will be decided by run-off elections. In the event of more than two (2) runoff elections, the Past Chair will cast the deciding vote.