I. POLICY STATEMENT

The Board of Regents is the governing body of Northern Kentucky University. Its duties and responsibilities are extensive. These areas of responsibility include the education of external and internal constituencies about the institutions; the governance of the University; and the charge to work together for the common good of the University. The Staff Regent would fulfill those duties and responsibilities as well as being a voice for non-faculty staff.

Election Rules and Regulations:
The Election Committee of the Staff Regent shall organize and carry out the election of the regent and report the results to the campus community.

The election committee shall be appointed no later than January 1 of the year of a regent election. Interim elections may be necessary to fill an unexpired term if the Staff Regent leaves the University before his/her term has expired or is otherwise unable to fulfill the balance of his/her term. The committee will be appointed by the President to represent all areas of the University and levels of staff not to exceed six people. The committee shall be comprised of two members of Staff Congress, two staff who are not members of Staff Congress, an administrator and a representative from Human Resources.

The committee chair shall obtain, from Human Resources, a list of staff and determine the eligibility of staff to become candidates for Staff Regent. Questions of eligibility may be raised with Human Resources.

The election committee shall also determine the eligibility of all staff to vote in the election for Staff Regent. Any full- or part-time regular staff member hired prior to January 1 of the year of a regent election, including those staff whose positions are grant or contract, is eligible to vote for Staff Regent. Those individuals who are eligible to vote in Faculty Regent elections are ineligible to vote for Staff Regent.

Staff members eligible to run for Staff Regent are full-time regular staff with three or more consecutive years of service that could include grant or contract service. An exception to this is the Staff Congress President who is not eligible to run during the duration of his/her term as President.

The election committee is deemed the board of elections and is empowered to rule on matters pertinent to the election process, such as eligibility of a staff member to become a candidate for Staff Regent and the eligibility of a staff member to vote for Staff Regent.

The committee is further empowered to interpret the rules for election and other related
procedural matters.

The committee shall issue a call for nominations, which shall include a listing of the eligibility criteria for running for Staff Regent. The call shall be sent out to all staff and published as a public notice. The announcement shall include:

- Eligibility requirements for running for Staff Regent;
- Statement indicating that nominations and questions concerning the election procedures should be directed to the chair of the election committee;
- Deadline for submissions of nominations, including the date and hour;
- Statement indicating that the person being nominated must sign a statement indicating a willingness to serve as Staff Regent if elected;
- Statement specifying the duration of the tenure of the Staff Regent (3 years).

The election committee will announce the names of the candidates, listed in alphabetical order, and the dates of the election.

Each nominee for the position of Staff Regent, upon becoming a candidate, will receive a copy of the procedural rules.

At the discretion of the election committee, a balloting system will be developed for the election.

The announcement of the names of the candidates and the election information shall be made no less than seven calendar days before the election.

There will be an open forum for candidates two times during the week before the election.

Candidates’ names will be listed on the ballot in alphabetical order, and voting instructions will be included on the ballots.

The election committee shall have the responsibility for conducting the election. A roster of those eligible to vote will be created and these individuals will be sent electronically to the site for the online balloting system.

Voters shall vote for one candidate only by checking the box next to the name of the candidate he/she is voting for. If more than one name is checked, the ballot will be ruled invalid.

Ballots will be automatically tallied when received by the online balloting database. If the election yields a winner (with one candidate receiving a simple majority), the result will subsequently be announced. If the election results in a tie between the candidates, a run-off election will be scheduled no sooner than five days following the public announcement of the new election.

The procedure adhered to in the first election will be followed in subsequent run-off elections. Public announcement of the run-off election will be made.

Immediately following the election, the candidates or their representative shall be
notified by the Chair of the Election Committee of the results of the election.

Following the notification to the candidates, the names of the winner and the votes cast will be available for candidates and other staff to review in Human Resources.

The Chairperson will release the results to the press.

II. ENTITIES AFFECTED

Staff

REVISION HISTORY

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