

# STAFF REGENT ELECTION

**POLICY NUMBER:** ADM-STAFFREGENTELEC

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF HUMAN RESOURCES OFFICER

**RESPONSIBLE OFFICE:** STAFF CONGRESS

**EFFECTIVE DATE:** UPON APPROVAL – 1/29/2018

**NEXT REVIEW DATE:** PREVIOUS REVIEW PLUS FOUR (4) YEARS – 6/17/2026

**SUPERSEDES POLICY:** HUMAN RESOURCES POLICY B-6, STAFF REGENT ELECTION: RULES AND REGULATIONS

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The Board of Regents is the governing body of Northern Kentucky University (NKU). Its duties and responsibilities are extensive and include the education of external and internal constituencies about the institution, governance of the University, and the charge to work together for the common good of the University. The Staff Regent fulfills those duties and serves as the representative of all nonteaching personnel of NKU, excluding the president, vice presidents, academic deans, and academic department chairpersons, as provided in [Kentucky Revised Statute \(KRS\) 164.321](#). The following provisions from [KRS 164.321\(7\)\(a\)](#), govern the election of the Staff Regent:

- The member shall be elected by secret ballot by the nonteaching employees.
- The member shall serve a term of three (3) years and until a successor is elected and qualified.
- The member shall be eligible for reelection but shall not be eligible to continue to serve as a member of the board if ceasing to be an employee of the university.
- Elections to fill vacancies shall be for the unexpired term in the same manner as provided for the original election.

The *VII. PROCEDURES* section of this policy enumerates the process by which election of the Staff Regent shall take place, along with the eligibility requirements to qualify for election as Staff Regent or to vote in the election of the Staff Regent.

## II. ENTITIES AFFECTED

All NKU staff members eligible to elect and/or be elected Staff Regent, but particularly the staff in the Office of Human Resources, Office of Information Technology, and on Staff Congress who are responsible for the coordination of the election process

## III. AUTHORITY

[KRS 164.321](#) *Boards of Regents of Eastern Kentucky, Morehead State, Murray State, Western Kentucky, Kentucky State, Northern Kentucky Universities, and Kentucky Community and Technical College System – Membership – Terms.* § (1)(a) describes the composition of the Board of Regents for the comprehensive universities; § (7)(a) describes the qualifications for the nonteaching member of the Board of Regents for the comprehensive universities.

## IV. DEFINITIONS

[KRS 164.360](#) *Appointment and removal of president, faculty, and employees.* § (2) describes restrictions on employment of an individual at an institution where that individual's relative serves on the Board of Regents for that institution.

[KRS 164.001](#) *Definitions for chapter.* § (16) defines "nonteaching personnel" as "any employee who is a full-time staff member, excluding a president, chancellor, vice president, academic dean, academic department chair, or administrator"; § (20) defines "relative" as cited in other sections of the chapter, to mean "a person's father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law".

## V. RESPONSIBILITIES

- As the shared governance entity responsible for representation of nonteaching/staff employees of NKU, the Staff Congress, through its Credentials and Elections Committee (CEC), shall organize and carry out the election of the Staff Regent, including reporting the results of the election to the campus community.
- The Staff Congress President is responsible for oversight of the CEC and certification of compliance of the Staff Regent election process and results.
- Upon request of the CEC, the Office of Human Resources is responsible for providing accurate lists of employees and relevant employment data to support the determination of employees eligible to run as candidates and vote in the election of the Staff Regent.
- Upon request of and in cooperation with the CEC, the Office of Information Technology is responsible for providing assistance in the execution of the election, such as an automated balloting system.

## VI. COMMITTEE

The primary responsibility for implementation of this policy will be assumed by the Credentials and Elections Committee (CEC), a standing committee of the NKU Staff Congress.

## VII. PROCEDURES

1. The CEC will obtain from the Office of Human Resources a list of nonteaching staff employees as defined in [KRS 164.321](#) and determine the eligibility of those employees to become candidates for Staff Regent according to the requirements below. Specific questions of eligibility may be raised with the CEC. Employees who do not meet these requirements are ineligible to run as candidates for Staff Regent.
  - a. Employee's primary assignment must be classified as regular staff at the time of the election.
  - b. Employee's primary assignment must be classified as full-time at the time of the election.
  - c. Employment must include at least three (3) consecutive years of continuous service, which may include time worked under grant or contract status.
  - d. Staff Congress President cannot serve concurrently as Staff Regent; should the sitting Staff Congress President (if eligible) be elected Staff Regent, the role of Staff Regent

cannot be assumed until the term of the presidency ends, whether through expiration or resignation.

- e. Employee cannot be a member of the President's Cabinet.
  - f. Employee cannot occupy a position on an interim basis that would result in disqualification based on the above requirements. Should the sitting Staff Regent assume an interim role that would result in disqualification from service as Staff Regent based on the above requirements, the individual must step down from the Staff Regent role as soon as a successor is elected and qualified.
2. The CEC will obtain from the Office of Human Resources a list of nonteaching staff employees as defined in [KRS 164.321\(7\)\(a\)](#) and determine the eligibility of those employees to vote in the election of the Staff Regent. Eligibility requirements to vote for Staff Regent are the same as those to be a candidate (see VII(1)(a)–VII(1)(f) above). However, those employees who are eligible to vote in the election of the Faculty Regent are ineligible to vote in the election of the Staff Regent. Specific questions of eligibility may be raised with the CEC.
  3. The CEC shall issue a call for nominations, which shall be sent out to all staff and published as a public notice. The announcement shall include the following information:
    - a. Eligibility requirements for running for Staff Regent
    - b. Statement indicating that nominations and questions concerning the election procedures should be directed to the chair of the Staff Congress Credentials and Elections Committee (CEC)
    - c. Deadline for submissions of nominations, including the date and hour
    - d. Statement indicating that the person being nominated must sign a certification of willingness to serve as Staff Regent, if elected
    - e. Statement specifying the duration of the tenure of the Staff Regent (3 years)
  4. The CEC will announce the names of the candidates, listed in alphabetical order, and the dates of the election, no fewer than seven (7) calendar days before the election.
  5. Each eligible nominee for the position of Staff Regent, upon becoming a candidate, will receive a copy of the procedural rules.
  6. At the discretion of the CEC, a balloting system will be developed for the election.
  7. Prior to the election, there will be two open forums for the Staff Regent candidates.
  8. Candidate names will be listed on the ballot in alphabetical order, and voting instructions will be included on the ballots made available to all eligible voters.
  9. If using paper ballots, voters shall vote for one candidate only by checking the box next to the name of the selected candidate. If more than one name is checked, the ballot will be ruled invalid.
  10. Ballots received by the voting deadline will be tallied by the CEC.

## VIII. REPORTING REQUIREMENTS

1. Immediately following an election, the CEC chair shall notify the candidates of the election results.
2. If an election yields a winner with one candidate receiving a simple majority, the result will be announced to the campus community by the CEC chair. If the election results in a tie between or plurality among the candidates, a run-off election will be scheduled no sooner than five (5) days following the public announcement of the new election. The procedure adhered to in the first election will also be followed in all run-off elections.
3. Immediately following any election, the names of the winner and the votes cast will be available for candidates and other staff to review in the Staff Congress office.

## IX. EXCEPTIONS

None, given the statutory basis for the policy. Further revisions would be contingent upon changes to the relevant KRS language or requirements.

## X. COMMUNICATIONS

All NKU employees classified as staff

## XI. REFERENCES AND RELATED MATERIALS

### **REFERENCES & FORMS**

Announcements, notifications, and ballots as described in the *VII. PROCEDURES* and *VIII. REPORTING REQUIREMENTS* sections of this policy.

### **RELATED POLICIES**

This policy revises the previous Human Resources Staff Regent Election policy under which the Staff Regent election had been conducted by the Office of Human Resources. To better align with the method used by other Kentucky comprehensive universities, as well as NKU's own governance bodies (Faculty Senate and Student Government Association) who elect the faculty and student regents, this policy assigns responsibility for the election of the Staff Regent to Staff Congress.

REVISION TYPE	MONTH/YEAR APPROVED
Review/Minor Edits to Clarify Wording & Add URLs	June 17, 2022
Revision	January 29, 2018
Human Resources Policy B-6, Staff Regent Election: Rules and Regulations	

# STAFF REGENT ELECTION

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature



Date 1/29/18

Gerard St. Amand

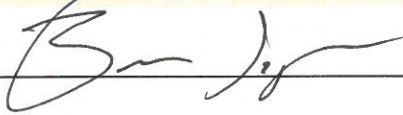
## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 5 / 2 / 18.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
  - The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
  - The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature



Date 5.9.18

Benjamin Jager