

Article III - Staff Regent Election – Rules and Regulations

Section 1 - Organization and Execution of the Election

The Staff Congress Credentials & Elections Committee shall organize and carry out the election of the regent and report the results to the campus community.

Section 2 - Eligibility of Candidates for Staff Regent

The Staff Congress Credentials & Elections Committee chair shall obtain from Human Resources a list of staff and determine the eligibility of staff to become candidates for Staff Regent based on the below requirements. Questions of eligibility may be raised with the Staff Congress Credentials and Elections Committee. Questions of SOC, EEO or Employee Subgroup information can be raised with Human Resources. If an employee does not qualify based upon eligibility requirements, they are ineligible to run in the election for Staff Regent.

- a) Employee's primary assignment is categorized as staff
- b) Employee's primary assignment is categorized as full time
- c) Staff member has worked at NKU for at least 3 consecutive years, which may include grant or contract service
- d) Employee is not a member of the President's executive team
- e) Staff member does not occupy on an interim basis a position which would be disqualified based on the above eligibility requirements
- f) Should the sitting Staff Congress President choose to run for and be elected Staff Regent, the role of Regent cannot be assumed until the term of the presidency ends, whether through expiration or resignation

Section 3 - Further Considerations of Eligibility

Elections to fill vacancies shall be for the unexpired term in the same manner as provided for the original election.

Section 4 - Eligibility to Vote for Staff Regent

The Staff Congress Credentials and Election Committee shall obtain from Human Resources a list of staff and determine the eligibility of all staff to vote in the election for Staff Regent based on the below requirements. Questions of eligibility may be raised with the Staff Congress Credentials and Elections Committee. Questions of SOC, EEO or Employee Subgroup information can be raised with Human Resources.

- a) Employee's primary assignment is categorized as staff
- b) Staff member has successfully completed the 90-day probationary period
- c) Staff member does not occupy on an interim basis a position which would be disqualified based on the above eligibility requirements
- d) Employee is not eligible to vote in Faculty Regent elections

Section 5 - Call for Nominations

The Staff Congress Credentials and Elections 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:

- 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
- c) Deadline for submissions of nominations, including the date and hour
- d) Statement indicating that the person being nominated must sign a statement indicating a willingness to serve as Staff Regent, if elected
- e) Statement specifying the duration of the tenure of the Staff Regent (3 years)

Section 6 - Announcement of Candidates

The Staff Congress Credentials and Elections Committee will announce the names of the candidates, listed in alphabetical order, and the dates of the election, no fewer than seven calendar days before the election.

Section 7 - Provision of Rules to Candidates

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

Section 8 - Open Forums

Prior to the election, there will be two open forums for the Staff Regent candidates to meet with NKU staff and answer questions.

Section 9 - Ballot System and Voting Process

At the discretion of the Staff Congress Credentials and Elections Committee, and in accordance with KRS 164.321 (7)(a), a secret ballot system will be developed for the election and made available to all eligible voters.

- a) Candidates' names will be listed on the ballot in alphabetical order
- b) Voting instructions will be included on the ballot
- c) If using paper ballots, 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

Section 10 - Certification and Announcement of Election Results

- a) Ballots will be verified and tallied by the Staff Congress Credentials and Election Committee when received by the voting deadline
- b) Immediately following the election, the candidates shall be notified by the chair of the Credentials & Elections Committee of the results of the election
- c) If the election yields a winner (with one candidate receiving a simple majority), the result will be announced to the campus community by the chair of the Staff Congress Credentials and Elections Committee
- d) 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

Immediately following any election, the name of the winner and the total votes cast will be available for candidates and other staff to review in the Staff Congress office.