



## **Election Code (Revised February 2025)**

Any Staff Council seat not filled in conformity with this Election Code will be declared vacant:

### **I. The Certification Committee**

- A. This committee will consist of at least three individuals among the following: the Staff Council President; the President-Elect, or, in their absence, a different current Staff Council Officer; the Chair or Co-Chair of the Membership and Elections Committee; and other Membership and Elections Committee members. Any individual who is a candidate in the current election for Staff Council cannot serve on the Certification Committee.
  
- B. This committee will meet within twenty-four hours after the online elections close in order to conduct the review of the election results in coordination with the manager(s) of the online voting site. The official election results will be signed by at least three members of the Certification Committee.

### **II. Election of Representatives**

#### **A. Nominations and Voter's Guide**

- 1. Elections for open positions on Staff Council will be held annually between the first Monday in March and the first Wednesday in April by online secret ballot.
  
- 2. The Membership and Elections Committee will determine the apportionment for each division as specified by the Staff Council by-laws. The proposed apportionment will be presented to Staff Council for approval annually in February.
  
- 3. The call for nominations will be distributed to all staff employees on or before the fourth Friday in March. The call for nominations will include details for the nomination procedure, the nominee eligibility standards as specified by the Staff Council by-laws, and the beginning and end dates for the online election.

4. All staff employees may self-nominate or nominate any other staff employee in accordance with the call for nominations.
5. The Membership and Elections Committee will verify nominee eligibility. A candidate may choose to run as either a representative for their division or as an At-Large representative. The current University of Houston divisions are specified in the Staff Council by-laws.
6. The Voter's Guide will be distributed to all staff employees on or before the second Monday in April. The Voter's Guide will include the names, positions, departments, and brief biographies of all candidates and details for the online voting procedures.

#### B. Voting

1. Online voting will take place between the third Monday in April and the third Friday in May. The Membership and Elections Committee will establish the voting dates three months prior to the first day of elections.
2. The ballot will be available at AccessUH during each day of voting and staff employees must use their CougarNet username and password to obtain the ballot and cast their vote.
3. Staff employees may cast their vote for no more than the number of open positions available for their division and for one At-Large candidate. They may write-in one candidate for their division if the division has open positions and one At-Large candidate.

#### C. Certification of Elections

1. In each division or At-Large election, the candidate(s) receiving the greatest number(s) of votes will be declared elected to the open position(s). Write-in candidates will be regarded the same as formally nominated candidates. In the event of a tie vote, the Chair or Co-Chairs of the Membership and Elections Committee and at least one other member of the committee will conduct a drawing.

#### D. Notification and Announcement of Results

1. All candidates will be notified by email of election results by the Staff Council President or their designee no later than one week following the certification of election results.
2. A list of all elected candidates will be published on the Staff Council website.
3. Official election results will be retained by the Chair or Co-Chairs of the Membership and Elections Committee for one year,