

**UNIVERSITY OF NEW MEXICO
STAFF COUNCIL
ELECTION CODE**

ARTICLE 1: PURPOSE

Section 1. Preface

The Staff Council is composed of sixty staff members with thirty elected each year. Staff Councilors serve two-year terms. This Election Code sets forth the manner in which members are elected to the Staff Council as well as the manner in which officers of the Staff Council are elected.

Section 2. Rules and Elections Committee

The Staff Council has established the Rules and Elections Committee as a permanent standing committee and has charged it with conducting annual elections. The Rules and Elections Committee is further charged with carrying out and enforcing this Election Code in a fair and consistent manner, as provided herein.

ARTICLE 2: ELECTION OF STAFF COUNCILORS

Section 1. Division of Staff Council

- A. Every staff member shall have dual representation on the Staff Council.
- B. Thirty members of the Staff Council shall be elected to represent the division of staff employment grades. Each grade shall be represented; however, grades may be combined if necessary to provide sufficient numbers of staff to complete a seat within the deviation from average set forth herein, and provided further that the combination with another grade is with the immediately adjacent grade number or grade numbers. A grade, or combined grades, may be represented by more than one Councilor. Grade members shall be elected in odd-numbered years.
- C. Thirty members of the Staff Council shall be elected to represent precincts. Precincts shall be determined first by organization code, second by lines or reporting authority, and third by physical location. A precinct shall be made up of organization codes that follow the same line of authority, beginning at the lowest level and proceeding upward, and which report to the same office of president or vice president. If it is necessary to combine precincts that cross lines of authority, the precinct shall next be determined by organizations that report to the same vice president and which are physically located near each other. If it is necessary to cross vice-presidential lines of authority, the designation of organization codes within a precinct shall be determined by the closest proximity possible of the actual physical location of the working place of the affected staff members. Precinct members shall be elected in even-numbered years.

- D. Each grade or precinct seat shall be as close in number to the average number for the grades or precincts elected that year. The average number shall be determined by taking the full number of eligible voters that year and dividing that number by thirty. Deviations from the average number shall, wherever possible, be less than fifteen percent. Deviations of greater than fifteen percent shall be made expressly apparent to the full Staff Council and shall be allowed only with the approval of the full Staff Council.
- E. Councilors shall serve one two-year term beginning with the May meeting of the Staff Council in the year in which they are elected. Councilors may stand for reelection.
- F. Once elected, a Councilor continues to represent those constituents who elected the Councilor regardless of whether the Councilor has changed grades or work location. A Councilor who stands for reelection shall run in the grade or precinct that he or she is in at the time of that election.

Section 2. Election Process

- A. The number of employees used to set grade or precinct seats shall be determined by the number of employees in the various grades or organization codes no later than January 31st. Once the number has been set, the division of grades or precincts shall be made by the Rules and Elections Committee and presented to the full Staff Council for its approval at the regularly scheduled February meeting of the Staff Council.
- B. By the second working day following Staff Council approval of the grades or precincts, the Staff Council Administrator shall solicit self-nominations for election to the Staff Council. Only self-nominations shall be allowed. The nomination period shall close at 5 p.m. on March 7th, or at 5 p.m. on the following work day if March 7th shall fall on a non-working day. The self-nominations shall be solicited by electronic mail sent to eligible University staff.
- C. By no later than the fourth working day following the close of nominations the Rules and Elections Committee shall determine the order of candidates on the ballot in those races where there are two or more candidates. The order of candidates shall be provided by random draw by no later than one week before elections. The Staff Council Administrator shall notify candidates of their positions on the ballot prior to the election.
- D. Campaign period. Campaigns may begin immediately upon self-nomination. Candidates shall be allowed to contact voters by paper materials or through electronic mail. No-one may use any UNM listserv, including Staff Council constituent listservs, for campaigning purposes except the Staff Council Administrator as indicated herein. All candidates may provide one campaign

- statement to the Staff Council Administrator at any time after ballot positions are determined. The Staff Council Administrator shall forward the campaign statement to the voters of the particular grade or precinct in as timely a manner as possible. Campaign statements will not be edited by the Staff Council Office. Campaign statements shall not be placed on or included with the actual ballots. Any campaign materials provided to voters outside of this provision shall be at the candidate's expense.
- E. The list of eligible voters shall be set by February 15th or the next working day should the 15th fall on a non-working day. The requirements for eligibility to vote shall be the same as those requirements to run for election to the Staff Council.
 - F. The election balloting period shall begin on the Monday of the last full week of March. Ballots shall be sent electronically to the appropriate grades or precincts. Electronic balloting shall cease at 5 p.m. on the Friday following the Monday on which ballots were distributed. Ballots cast or received outside of these parameters shall not be counted. Electronic ballots shall be tabulated immediately upon the close of balloting.
 - G. Notification of election results in all races shall be made to all candidates by the second business day in April.
 - H. In the event of a tie, the Staff Council Office shall notify the candidates and set a date and time by the fourth working day in April for the candidates to participate in a tie breaker. The candidates shall each draw one card from a deck of playing cards, and the candidate drawing the highest card shall be declared the winner. In the event the candidates shall draw the same number, they shall repeat the process. In the event a candidate cannot participate, a member of the Rules and Elections Committee shall draw on behalf of the absent candidate.
 - I. Challenges to an election must be made, in writing, to the Staff Council Office by no later than 5 p.m. on April 7th, or by 5 p.m. on the following work day should April 7th fall on non-working day. The Rules and Elections Committee shall hear and decide all challenges on the next working day following the deadline for challenges. Challenges of the election results shall be heard by and decisions made by the Rules and Elections Committee in open session. The Rules and Elections Committee shall invite all candidates in the challenged election to the session. Challenges and the decisions made thereto shall be presented at the next meeting of the full Staff Council for ratification. The decision of the full Staff Council is final.
 - J. The chairperson or other member of the Rules and Elections Committee shall ask the council to certify election results at the April meeting of the Staff Council. Elected candidates shall be invited to observe the April meeting, but they may not participate in voting unless they are already serving in a previously elected seat.

- K. Elected candidates shall begin their two-year term effective with the May meeting following the annual election.

Section 3. Ballot

- A. The Rules and Elections Committee is charged with ensuring the integrity of the ballot. The committee may make and publish such additional rules as are necessary to safeguard ballots.
- B. Each ballot will include clear instructions on how to select candidates and how many candidates a voter may select in that election. The instructions shall next provide information about the wording and effects of all constitutional amendments and other questions being placed before the voters. Electronic ballots shall be so set that a voter may not vote for more than the appropriate number of candidates in that election, can only vote “Yes” or “No” on constitutional amendments, and must follow the appropriate procedures for non-constitutional questions. Candidates are expressly allowed to vote for fewer than the number of seats allowed in their grade or precinct and to decline to vote on constitutional and other questions on the ballot.
- C. The order of the ballot shall be:
 - 1. Listing of candidates in the order previously determined, followed by a space or spaces for write-in candidates, not to exceed the number of candidates being elected from that grade or precinct.
 - 2. Constitutional amendments shall be placed on the ballot in the order in which they were adopted by the full Staff Council.
 - 3. Other questions shall be placed on the ballot in the order in which they were adopted by the full Staff Council.

Section 4. Election of Staff Council Officers and Executive Committee

- A. The positions, duties and time commitments of the Staff Council Officers and other Executive Committee members shall be presented to current and elected Staff Councilors at the April Staff Council Meeting. Nominations and self-nominations may be made at any time between the April and May Staff Council Meeting. Staff Councilors may nominate other Staff Councilors.
 - 1. Candidates for the Executive Committee may campaign immediately upon nomination. Candidates may contact current and elected Staff Councilors to campaign. Each candidate may provide a statement to the Staff Council Office to forward to the Councilors. Elections of the

Executive Committee and Officers shall take place during the May Staff Council Meeting. Paper ballots shall be provided for each position, along with spaces for write-in votes. Ballots shall be counted by the Rules and Elections Committee (excluding those who are running for the Executive Committee) during the May Staff Council meeting, and results shall be announced therein.

- B. The May meeting of the Staff Council shall be called to order by the highest ranking member of the outgoing Executive Committee who continues to be an elected member of the Staff Council. Rank order is as follows: President, Speaker, Treasurer, At-Large Representatives in the off year of their election. In the event no member of the Executive Committee is present, the meeting shall be called to order by the chairperson or another member of the Rules and Elections Committee.
- C. Following the approval of the agenda and the minutes of the preceding meeting, the order of the May meeting thereafter shall be:
 - 1. Election of Executive Committee. The election of officers shall be conducted by paper ballot by the chairperson or, in the event the chairperson is running for any position on the Executive Committee, another member of the Rules and Elections Committee, through the election of the Speaker. After the election of the Speaker, the Speaker shall conduct the remainder of the meeting. The order of election shall be: President, if not assumed; President-Elect; Speaker; Treasurer; Grade At-Large Representatives, and Precinct At-Large Representatives.
 - 2. Installation of Executive Committee and new Councilors. Installing Officer shall be the outgoing Staff Council President or Chairperson or other member of the Rules and Elections Committee. The Executive Committee and new Councilors shall be asked to rise. The Installing Officer shall read the University Of New Mexico Staff Council Code Of Ethics and will ask if they agree to abide by the Staff Council Code of Ethics. The Installing Officer will then proclaim them installed.
 - 3. The remainder of the agenda shall be as set by the outgoing Executive Committee in accordance with the normal order that the Staff Council conducts its meetings.

ARTICLE 3. AMENDMENTS

Amendments to this code may be made by the full Staff Council in the same manner in which resolutions are voted on by the Staff Council. A simple majority vote shall be necessary to amend.

Adopted by the Staff Council 16 January 2007

Amended October 16, 2007
Amended April 19, 2011
Amended: March 17, 2015
Amended: February 16, 2016
Amended: February 21, 2017
Amended: April 18, 2017