

**Elections Committee**

Members of the Elections Committee met immediately following the Civil Service Council meeting on January 9, 2013. The committee elected a Chair and set the next meeting for February 6, 2013, immediately following the Civil Service Council meeting. Due to Jesus Rosado's job reassignment, he will not be eligible to be on the Elections Committee as his sector has changed and he will be required to rerun for a seat on the Civil Service Council. The committee requested an operating paper or official procedures to follow for the Elections Committee. Becky forwarded a draft with revisions of the Elections Procedures to the Chair. An email from the Chair was composed to the committee on January 16, 2013 with attachments of the tentative election schedule and proposed procedural changes (discussed in prior years) to reflect current practices and to obtain a consensus from the committee. The draft was reviewed by the Elections Committee members, with some revisions by the committee, it was then voted on unanimously for approval by nine available members (one member was off work and unavailable to vote). The draft of the proposed Election Procedures was forwarded on January 18, 2013 to the Civil Service Council secretary for Executive Committee consideration at their meeting on January 22, 2013 [see attached]. Another memo was forwarded to the Election Committee by the Chair on January 29, 2013, with an attachment of the CS 2013 Election list of Civil Service Employees, for review of status errors/duplications/revisions. Becky Armstrong will update the list and sort it by sector before printing it for the February 6, 2013 Elections Committee meeting; when the committee will determine the number of open seats in each sector available on the Civil Service Council and finalize the Election Schedule.

Respectfully submitted,

Loretta Diane Frew, Chair  
Civil Service Council Elections Committee

**Staff Excellence Awards Committee**

Members of the Staff Excellence Awards Committee met on January 24, 2013 at 8:30 a.m. The committee discussed the seven nomination packets received. After careful consideration by the committee, recommendations were forwarded to the Chancellor. Due to the confidentiality of the staff employee nominees, no additional information is reportable at this time. The University-Level Staff Excellence Award Recipient will be announced in April 2013.

Respectfully submitted,

Loretta Diane Frew  
Civil Service Council Member representing  
the FY13 Staff Excellence Awards Committee

**ELECTION PROCEDURES  
CIVIL SERVICE COUNCIL**

Approved November 6, 2002

**\*\* Draft \*\***

The following procedures are to be followed by the Election Committee in conjunction with the Council Bylaws, Article II - Membership. Any changes recommended by the Election Committee require Council approval.

The annual election shall be held in April. All Civil Service Employees holding a status appointment shall be eligible to vote in their respective sectors. For the purpose of this election, "Status" is defined as permanent position, either full time or part time, having completed an initial probationary period, and not an extra help or contractual appointment. A sector is defined as the employees in the Vice Chancellor and Chancellor areas as used by the University Administration at the time the Election preparation is begun. Employees are divided into sectors as defined by the Council Bylaws [see Article II.B]. The election shall be by secret ballot. The Professional Constituencies Office should be utilized for clerical support and scheduling of meetings. One representative will be elected for each 100 employees (51 rounds up; 50 and fewer rounds down) in each sector. In keeping with the practice established by the Civil Service Council in 2002, the committee will adjust the terms on upcoming vacant seats to insure that a proportional number of representatives in each sector (approximately one-third) rotate off the Council each year.

Should any member of the Election Committee or the Council become aware of ballot tampering or ballot fraud, he/she should notify the Election Committee Chairperson immediately. The Election Chair should contact the Council President for recommendation and guidance.

ITEMS NEEDED TO INITIATE THE ELECTION PROCEDURES: 1) previous year schedule; 2) computer listing of employees; 3) two sets of mailing labels; 4) Notice of Election/Statement of Candidacy forms; 5) two signed Duplicating Requests; 6) two signed Campus Mail Service Requests; 7) ballots with Statement of Candidacy; 8) Ballot Envelopes; 9) conference room to count ballots; 10) tally sheets for counting and totaling ballots.

EARLY JANUARY: 1) If not already determined, a chairperson of the committee should be elected; 2) review election procedures and prepare tentative schedule.

THIRD WEEK OF JANUARY: Request ~~electronic computer~~ list of "status" Civil Service Employees by major responsibility area (Vice Chancellor and Chancellor areas) from Human Resources in order to certify number of employees in each sector; ~~request two sets of mailing labels at same time so lists are consistent.~~ Labels shall be generated from the final list of employees. The ~~purpose of~~ labels are for: 1) distribution of Notice of Election/Statement of Candidacy form and 2) distribution of ballots. The list/labels are to include Carbondale Campus employees only. Individuals who change sectors after the list/labels are printed are ineligible to run in their old sector.

Meet with the Election Committee on the first Wednesday in February following the regular Council meeting to: 1) certify number of employees in each sector; 2) determine number of vacant positions in each sector; 3) finalize election schedule.

NOTIFICATION OF ELECTION/STATEMENT OF CANDIDACY FORMS: notice of the election and procedures shall be circulated to eligible employees prior to the election:

- type form for each sector.
- have forms printed and folded in half by Duplicating Services; using ~~appropriate~~ different color ~~scheme~~ paper for each sector.
- arrange for appropriate labels to be attached by Duplicating Services. A Duplicating Request and one Campus Mail Service Request form, signed by the Treasurer, will be needed.

LATE FEBRUARY: arrange to have Duplicating Services deliver the Candidacy forms to Campus Mail Service with the second completed Campus Mail Service Request.

MID-MARCH: Final date to file statement of candidacy with biographical information.

FIVE BUSINESS DAYS FOLLOWING RETURN OF CANDIDACY STATEMENTS: Deadline for a candidate to withdraw from the election -- he/she must present a statement of withdrawal in writing to the Election Chair.

Verify that each candidate is eligible to be on the ballot from the master computer list.

#### BALLOTS:

- type ballots and individual biographical information;
- no duplicate or replacement ballots will be distributed;
- have ballots duplicated (each sector with its appropriate color); have Duplicating Services enclose the Ballot envelopes. A Duplicating Request and Campus Mail Service Request form will be needed;
- notify the Campus Mail Service supervisor the ballots are coming and should be held there for pick-up on a specific date.

10 BUSINESS DAYS PRIOR TO THE CLOSE OF THE ELECTION: mail ballots.

1<sup>ST</sup> BUSINESS DAY AFTER THE DEADLINE FOR BALLOTING: two members of the Election Committee shall pick up the ballots at Campus Mail at a designated time and the Committee shall count them. Ballots shall be counted twice by two different sets of individuals, preferably outside of their own sector, and tally sheets signed by each person counting. Results are then verified by the Election Chair.

Vacancies will be filled in compliance with the Civil Service Council Bylaws (Article II.G. -Vacancies)

In the case of a tie vote, the tie will be broken by the flip of a coin if between two candidates and by lot if between three or more candidates and shall be done in the presence of the candidates who are tied, Council President, and Election Chair.

The Election Chair shall immediately file the ballots in the Professional Constituencies Office. The ballots are brought to the May Council meeting.

WITHIN TWO BUSINESS DAYS AFTER THE RESULTS ARE TABULATED: the Chair or the Chair's designee(s) shall notify the elected candidates of the election results by telephone. After all elected candidates have accepted, all candidates are to be notified in writing of the results.

WITHIN FIVE BUSINESS DAYS AFTER THE RESULTS ARE TABULATED: the Chair shall send a copy of the official tally and final election results to both the President and the **Corresponding** Secretary of the Council.

AT THE MAY MEETING: before the candidates are seated, the Election Chair or the Chair's designee shall request that the election results become a permanent part of the minutes (the election results are official at this point); then ask the Council for permission to destroy the ballots.

AFTER THE CANDIDATES ARE SEATED: the Election Committee shall place in the appropriate employee publication(s) Civil Service Update and other publications the official list of elected candidates and those continuing.