**Nonclassified Staff Council Inaugural\* Election Guidelines**

*\*Elections subject to change as council is formed*

Following the recommendation of a task force assembled by Robin Riner, chair of the Marshall University Shared Governance Committee, a nonclassified staff council will form at the university, effective Spring 2024.

* 1. Elections will follow the structure used by Faculty Senate, wherein Faculty Senate representatives are elected by their college, then officers are nominated from the elected representatives.
  2. A simple formula will be used for representation: 1 rep to every 20 constituents.
  3. Robert’s Rules of Order will be used initially, allowing the inaugural council to create necessary bylaws.

**Authority:**

Authority of the nonclassified staff council includes the following areas:

* Votes:
  + Calendar
  + Budget
* Committees (both those internal to Nonclassified Staff Council and university-wide).
* Policies and Procedures, where decisions of the university may directly affect nonclassified employees.

**Membership and Elections:**

Nonclassifed Staff will be divided into seven units, six of which are eligible for representation on the Nonclassified Staff Council. The only unit that will not have representatives on the council fall under President’s Direct Reports. The seven units are:

1. President’s Direct Reports (ineligible to sit on council)
2. Academic Affairs
3. University Operations
4. University Services/Finance/Communication
5. Students Affairs and Services
6. Information Technology
7. Athletics

The Nonclassified Staff Council shall consist of one (1) elected representative for each twenty (20) full-time employees per unit, plus one (1) more representative if the number of full-time employees in each unit exceeds a multiple of 20 by 11 or more. Officers will come from the elected representatives. The elected body will work with Human Resources and Institutional Research to adjust positions (adding and removing) as needed.

**Nomination Guidelines:**

Nominations will take place during a 2-week period. Dynamic Forms will be used to collect nominations. Employees can self-nominate or nominate coworkers. Nominated employees will be contacted to confirm they want to accept the nomination.

Employees can nominate **up to 3 people** from their group*.*

**Elections:**

One week after nominations end, the election will take place. The election will use Microsoft Forms with assistance from IT. Employees may vote ONLY for employees in their classification, but anyone can vote for chair, vice chair and secretary.

Elections will run from a Thursday to the following Monday so it can cover two separate work weeks.

For the initial group, it might be best to use the Classified Staff Council elections committee to confirm election results, as they do with CSC elections.

**Initial Positions:**

* Academic Affairs: (2)
* Operations: (2)
* University Services/Finance/Communications: (3)
* Student Affairs: (3)
* IT: (2)
* Athletics: (2)

**Elected Officers:**

1. **Chair**:
   * The **Chair** is the leader and presiding officer of the nonclassified staff council. Their responsibilities include:
     + **Facilitating Meetings**: The Chair presides over council meetings, ensuring that discussions are orderly, relevant, and productive.
     + **Setting Agendas**: They collaborate with other council members to create meeting agendas, ensuring that important topics are covered.
     + **Representing the Council**: The Chair serves as the primary spokesperson for the council, both within the university and externally.
     + **Promoting Collaboration**: They encourage active participation from all council members and foster a collaborative environment.
     + **Overseeing Elections**: During election cycles, the Chair ensures fair and transparent elections for council positions.
2. **Vice Chair**:
   * The **Vice Chair** supports the Chair and assumes their duties in their absence. Their role includes:
     + **Assisting the Chair**: The Vice Chair collaborates closely with the Chair, helping organize meetings and manage council affairs.
     + **Leading Subcommittees**: They may oversee specific subcommittees or working groups within the council.
     + **Preparing for Succession**: The Vice Chair is often groomed to eventually assume the role of Chair, ensuring continuity in leadership.
3. **Second Vice Chair**:
   * The **Second Vice Chair** holds a similar role to the Vice Chair but provides additional support. Their responsibilities include:
     + **Backup Leadership**: In the absence of both the Chair and Vice Chair, the Second Vice Chair steps in to lead meetings.
     + **Special Projects**: They may take charge of specific projects or initiatives assigned by the council.
     + **Collaboration and Communication**: The Second Vice Chair works closely with other officers to maintain effective communication and coordination.
4. **Secretary**:
   * The **Secretary** plays a crucial administrative role within the council. Their responsibilities include:
     + **Meeting Minutes**: The Secretary records accurate minutes during council meetings. These minutes capture discussions, decisions, and action items.
     + **Documentation**: They maintain official records, including agendas, meeting minutes, and any relevant documents.
     + **Communication**: The Secretary communicates important information to council members, such as meeting schedules, agendas, and updates.
     + **Correspondence**: They handle incoming and outgoing correspondence on behalf of the council.
     + **Elections and Voting**: During elections, the Secretary ensures a fair voting process and keeps track of results.
     + **Archiving**: Over time, the Secretary maintains an organized archive of council-related materials.

These roles can evolve based on the needs of the nonclassified staff council.

**Ex-officio roles**

* Faculty Senate representative
* Graduate Council representative
* Classified Staff representative
* Student Government representative

**Meetings:**

This body will meet regularly following one of these three options:

1. Monthly – 12 month (new year starting July 1)
2. Monthly through Academic Year
3. Bi-monthly, opposite of the Board of Governors