2015 Nomination and Election Guidelines

Nomination Process

Each unit will:

- Describe the role and expectations of being a USC member - outlined in the attached memo from the University Staff Council Chair
- Promote and facilitate staff participation in the nomination process
- Conduct the nomination process electronically and/or in print format to reach all staff within the college/unit; the nomination form is available online on the Governance and Committees page at http://staff.tamu.edu
- Encourage staff who have not had as many professional development opportunities to consider being nominated to serve on the USC; outreach should be conducted electronically, in print and/or in staff meetings to reach all staff in the organization
- Communicate the following desired competencies: ability to build relationships, interpersonal skills, leadership, creative problem solving, strategic thinking, commitment to staff issues and university mission, development of staff and others, communications skills, ability to devote time and energy to USC meetings and committee assignments

Election Process

- Each organization will create an election ballot and conduct a confidential election, electronic and/or print, through existing established processes within the organization, to reach all staff within the organization [sample of ballot provided by USC]
- If an established practice does not exist within the organization and an electronic ballot is preferred, collaborate with USC to create a ballot and conduct a confidential election

Each unit election coordinator will:

- Submit the name of the elected representative(s) to the USC Elections Co-Chair on or before May 31, 2015
- Submit copies of nomination forms to the USC Elections Co-Chair for record-keeping on eligibility with the elected representative’s name on or before June 28, 2015
- Report election results electronically and/or in print to reach all staff within the organization
- Report election results via e-mail to the USC Elections Co-Chair, Willie Hobbs, whobbs@tamhsc.edu