

## **Election Committee Guidelines**

During the month of April of each odd-numbered year, in accordance with procedures established by the council, shall convene a meeting or otherwise institute a balloting process to elect members of the staff council as follows:

- (A) Two classified employees from the administrative/managerial sector;
- (B) Two classified employees from the professional/non-teaching sector;
- (C) Two classified employees from the paraprofessional sector;
- (D) Two classified employees from the secretarial/clerical sector;
- (E) Two classified employees from the physical plant/maintenance sector; and
- (F) Advisory Council of Classified Employees representative
- (G) Board of Governors Representative\*

Terms of the members are for two years and begin on the first day of July of each odd-numbered year. Members are eligible to succeed themselves.

According to State Code § 18B-6-5, a classified staff representative to the State Advisory Council of Classified Employees shall be elected during the month of April of each odd-numbered year to serve a two-year term commencing in July. Members of this Council are eligible to succeed themselves.

\*A classified staff representative to the West Virginia University at Parkersburg Board of Governors is elected in even-numbered years for two-year terms in accordance with State Code § 18B-2A-1.

The Staff Council Chair will appoint an Election Committee consisting of at least two classified staff members and one non-classified staff member. The chair of the committee must be a classified employee. All classified employees on the committee will not be eligible to run for a position as representative on Classified Staff Council.

If a staff member wishes not to have their name included on the ballot they will need to contact the chair of the election committee to have their name removed.

The election committee will send an electronic ballot to all eligible classified staff members.

After receiving the ballot eligible, members of classified staff will have the opportunity to cast their vote. Voting will be held Monday, Tuesday, and until noon on Wednesday of the following week.