

**Classified Senate  
NOMINATION/ELECTION PROCEDURES  
APPENDIX I**

**Elections**

The Classified Senate Vice President of Elections and Governance will appoint three (3) classified professionals to serve on the Election and Appointments Committee inclusive of the Classified Senate Secretary.

The Election and Appointments Committee will review the nomination and elections guidelines outlined here, as well as relevant Articles of the current Senate Bylaws, to ensure elections are carried out appropriately and effectively.

**A. Nominations**

1. The Election and Appointments Committee will communicate the nominations process and timeline of acceptance for nominee inclusion on a subsequent ballot to classified staff in a manner and method that provides ample time and equitable access to eligible members.
2. Incumbents seeking re-election will be identified as such on any communication soliciting nominations.
3. Classified members will be allowed to nominate any number of active classified members, and may also self-nominate.
4. The Election and Appointments Committee will collect nominations and confirm acceptance of nominations in a manner that allows for sufficient time for nominees to appropriately consider their nomination ahead of being placed onto the ballot.
5. The Election and Appointments Committee will make an effort to solicit nominations that reflect the diversity of classified members.

**B. Election**

1. Upon completion of the nomination process, the Election and Appointments Committee will generate election ballots inclusive of all confirmed nominees. Incumbents seeking re-elections will be identified as such inclusive of their current E-Board title, if any. Nominees should be presented in either alphabetical order or presented randomly.
2. Ballots will be distributed to classified members with sufficient time to complete the election process before any deadline outlined in the Bylaws (Article III.3.a).
3. Classified will be given a minimum of three (3) working days to submit their election ballot. In the event that elections are scheduled to conclude after June 1<sup>st</sup>, voting must be opened at least three (3) working days prior to June 1<sup>st</sup> to provide an opportunity for classified members working a 10-month schedule an opportunity to participate.
4. The Election and Appointments Committee will ensure that any classified member votes only once.
5. Absentee ballots will be provided to all classified staff members on leave provided that requests for such ballots are submitted to The Election and Appointments Committee at least ten (10) days prior to the date of election. Absentee ballots are to be returned to the Elections and Appointments Committee within the specified voting days.
6. Ballots shall be confidential.

Commented [CW1]: Did we do this last year?

Commented [AB1R2]: Yes, and my guidance to this year's leaders has been clear that we need to adhere to this rule.

7. Ballots that are not received pursuant to the specified election process will be deemed invalid - VOID.
8. The Election and Appointments Committee will ensure that any classified member votes only once. ~~Duplicate votes shall be deemed invalid and not counted toward the election results.~~
9. The Election and Appointments Committee will count all verified ballots.
10. The candidates receiving the most votes will be elected to the first open senate seat. The candidate receiving the second most votes will be elected to the second open seat and so forth until all seats up for election are filled.
  - a. Should a tie exist between two or more candidates to fill the last seat up for election, the Election and Appointments Committee will conduct a run-off election at its first available convenience and in a good-faith effort to conclude the run-off election before any deadline outlined in the Bylaws (Article III.3.a).
  - b. In an event that a seat with a partial term is on the ballot, full term seats will be filled first.
  - c. Seats not filled in an election are considered vacant and the senate may act according to Article 5.2
11. The Election and Appointments Committee will report the election results to the senate.
12. The Senate president shall contact newly elected senators with election results, verify acceptance, and invite them to the appropriate senate meeting for swearing in.
13. The Senate secretary shall announce the election results District-wide.
14. The Senate secretary will draft a memo to the Superintendent/President from the Classified Senate president announcing the results of the elections.

**Commented [CW2]:** Does this mean the "original" vote counts? How is the "original" determined?

**Commented [AB2R2]:** Good question.

**Commented [AB2R3]:** I'm in favor of striking the last sentence and suffice it to say you can only vote once and leave it to the committee running the election how to enforce that. That leaves it intentionally vague and that's not always a good approach... Thoughts?

**Commented [CW3]:** Secretary or Comms Officer?

**Commented [AB3R2]:** It is currently the Secretary's role to 'announce' but how that occurs is up to interpretation. It would be reasonable to request communication from the CCO.

### **Seating of Senators and Officer Elections**

At the last Senate meeting of the year, currently serving and newly elected senators shall be in attendance. The Senate president shall proceed with business as usual up to the first order of business.

First order of business shall be the stepping down of old senators and newly elected senators taking their seats. Currently serving Executive Board members shall stay in attendance to assist in the procedures for officer nominations and election.

#### **A. President**

1. The currently serving Senate President shall open the nominations for the position of President. If the currently serving Senate President is nominated for the position and accepts, he/she shall step down and ask a vice president to continue the election process for this position.
2. Upon accepting one or more nominations for president, the election official shall ask each nominee for acceptance. The election official shall then ask for a vote for each nominee.
3. A verbal yea/nay vote shall take place. Upon request by any senator, a ballot vote may take place.
4. With a majority vote, the new Senate president shall take his/her seat and continue the election process.

5. Should there be a tie in any officer election process, discussion on resolving the tie immediately opens to the Senate floor, concluding with another vote. Should a tie still be held, the vote shall go to the entire classified staff in a special election.

B. Other Executive Officers

1. The newly elected Senate president will continue with elections of the remaining E-Board officers using the outlined procedures above.

**Area Appointments**

Following the election of E-Board members, the senate will solicit nominations for each Area Representative from elected senators not holding an E-Board office.

Preference should be given to senators who previously represented an Area.

Preference should be given to senators working in, or in close relation with the area they are nominated to represent.

Senators will be confirmed to an Area Representative by a simple majority vote.

In the event of a vacancy on the senate:

- an E-Board member may be nominated to fulfill the duties of an Area Representative.
- a senator may be appointed to more than one Area
- ~~the President may put forth an appointment for the vacancy from the Classified body, to be confirmed by simple majority vote of the Senate~~

Commented [AB4]: Vacancies are handled in the Bylaws and would be redundant here and potentially fall into conflict.

**Amendments**

Amendments to this document may be proposed by the Senate by the Elections and Appointment Committee and require Senate approval (ARTICLE III).

Amended March 2, 2022  
July 1<sup>st</sup> 2025  
**XX/XX/2026**