UNC STAFF ASSEMBLY NOMINATION FORM

Candidate Information 2010-2011

Last Name _____ **First Name** _____

University _____ **Department** _____

Phone Number _____ **Today's Date** _____

Signature of Nominee _____

Check the One that Applies to Nominee: ☐SPA Full-time ☐SPA Permanent Part-time ☐EPA (non-teaching Full-time)

Supervisor's Name _____

Supervisor's Signature _____

UNC System

Appalachian State University

East Carolina University

Elizabeth City State University

Fayetteville State University

North Carolina Agricultural and Technical State University

North Carolina Central University

North Carolina State University

University of North Carolina at Asheville

University of North Carolina at Chapel Hill

University of North Carolina at Charlotte

University of North Carolina at Greensboro

University of North Carolina at Pembroke

University of North Carolina School of the Arts

University of North Carolina at Wilmington

Western Carolina University

Winston-Salem State University

Constituent High School

North Carolina School of Science and Mathematics

University of North Carolina General Administration/Affiliates

An Equal Opportunity/Affirmative Action Employer

~ Return Form to: ~

thompsonr@uncw.edu

by September 20, 2010

UNC Staff Assembly

2010 Election

Officer Nomination Form

2010-2012 Term

What is the UNC Staff Assembly?

The Staff Assembly serves in an advisory capacity to the president of the University of North Carolina system. As an organization, it is dedicated to addressing the needs and concerns of staff through developing a close working relationship between its sister institutions within the UNC system and the UNC administration.

Working collaboratively with all its stakeholders, the Staff Assembly strives to continually improve our work environment, "to attract, retain, develop, and motivate a diverse and competent workforce." (1)

(1) Taken from OSP website

How Often Does the Staff Assembly Meet?

A regular meeting of the Staff Assembly shall be conducted quarterly per fiscal year in accordance with a schedule published and distributed no later than July 1 of each year to Staff Assembly delegates by the Secretary of the Staff Assembly. However, the chair may call special meetings as needed. All meetings are conducted in accordance with North Carolina's Open Meetings Law.

http://uncstaffassembly.northcarolina.edu

What are the Duties of Officers?

1. Officers shall attend all regular monthly meetings and serve, as appointed, to one standing committee.
2. Officers shall make themselves known to their constituents, indicating how they can be contacted.
3. They shall be receptive to collecting information of importance to the university and staff and communicate this effectively to the Staff Assembly. In turn, delegates must keep their constituents informed of the work of the Staff Assembly and matters that the administration wishes to communicate to the UNC Staff.

Officer Job Descriptions

Chair - The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership.

Vice Chair - The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair.

Communications Officer- The Communications Officer responsibilities will include but are not limited to newsletters, website, and distribution of internal and external communication.

Chair-Elect - A Chair-Elect will be elected in the second year of the term of the Chair and shall have duties as designated by the Chair.

Parliamentarian - The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to *Robert's Rules of Order Newly Revised* and ensure that all meetings are conducted according to the Bylaws and procedures.

At-Large (4) serve as members of the Executive Committee for two years and, as officers, serve on one other standing committee.

The Election Process

- Individuals wanting to be considered or the Staff Assembly must complete the nomination form on this brochure.
- Approval of the supervisor is also necessary before a nominee's name is placed on the ballot. Supervisors should sign the Nomination Form on the back of this brochure prior to submission.
- **All Nomination Forms Must Be Returned by September 20, 2010.**
- After the closing date for nominations, the Nominations Committee of the Staff Assembly will certify the eligibility of the nominees and shall notify the nominees that their names will be placed on the election ballots.
- Elections for officers to the Staff Assembly are conducted at the fall meeting. The election ballots will contain the name of the nominees in alphabetical order, the number of delegates to be elected, and instructions for voting.
- Results will be announced at the fall meeting.
- Officers will be selected based on the highest number of votes received. In the event of a tie, there will be a run off.
- All elected delegates shall assume responsibilities at the fall meeting.

Terms of Office

The officers, including the Chair, shall serve for two years from the date of election or until their successors are elected. The terms of the Vice Chair, Communications Officer, and the four At-Large members will be staggered. No officer shall hold more than one office at a time.