UNC STAFF ASSEMBLY NOMINATION FORM

Candidate Information 2011-2012

Last Name_____ First Name_____

University_____ Department_____

Phone Number_____ Today's Date_____

Signature of Nominee_____

Circle 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: ~

nbjones@uncw.edu

UNC Staff Assembly

2011 Election

Officer Nomination Form

2011-2012 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

Importance of the Staff Assembly

The Staff Assembly, which represents all permanent non-faculty employees at UNC's 17 campuses and General Administration, had its inaugural meeting in Chapel Hill. The employees have struggled for a few years to organize and get permission to form an assembly that reports to UNC President Erskine Bowles. Bowles told the delegates that some questioned his decision to OK the assembly, but that he thinks it was the right thing to do. "I believe in a one-team team, and I need your help," Bowles said at the meeting. "I need your support, I need your advice and I need you to be candid with me." He also gave the group a couple of guidelines. They should deal with system wide issues, instead of concerns that apply only to single campuses. They also should act as an advisory, and not a decision-making group, he said. "What I need is your candid, straightforward advice," Bowles said. "With it, I think I can make better decision." (1)

(1) *Durham Herald-Sun*

What are the duties of officers?

1. Officers shall attend all regular monthly meetings and one subcommittee meeting.
2. Officers shall serve on appointed staff assembly committees.
3. Officers shall make themselves known to their constituents, indicating how they can be contacted.
4. They shall be receptive to collecting information of importance to the university and staff on behalf of their representative division 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.

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 as soon as possible.

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.