Nominating Committee

The Nominating committee shall be comprised of at least one delegate from the Executive Committee, and at least one delegate from each of the Standing Committees as well as the Past Chair of the UNC Staff Assembly. The Chair of the Nominations Committee shall be selected from the members of this committee. The Nominations committee shall oversee the nomination and election process each year according to the election procedures outlined in the UNC Staff Assembly By-laws and as outlined in the procedure manual. This committee will also assist with membership issues including addressing members not attending meetings and coordinating with Campus Chairs to fill vacated seats.

Nominating Process

The nominating committee will distribute the nomination form to each member on the current UNC Staff Assembly roster as provided by the secretary. This should take place no less than 182 days prior to the election. Completed forms will be submitted to the nomination committee and deadlines will be determined by the committee for the remainder of the process. If there are no candidates nominated for any particular office, the nominating committee will contact the campus chairs to ask for their assistance in soliciting potential candidates from their Staff Assembly delegation. Members of the nominating committee should then be designated to call each nominee to see if he or she is willing to serve if elected. The consent form requiring signature of supervising authority will be provided to each nominee who is willing to serve. If no member is found, the committee will leave that slot open for nominations from the floor.

Committee Report

The chair of the nominating committee will provide a written report of all eligible nominees to the Staff Assembly Chair no fewer than four weeks before the Staff Assembly meeting in which an election is to take place. The Staff Assembly Chair submits the report in writing to all executive committee members at least one week before the annual business meeting in which the election is to take place. This may be done in whatever manner the Staff Assembly Chair so chooses.

Notifying Candidates

The chair of the nominating committee notifies candidates nominated for office and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office if elected. Additional candidates may be nominated from the floor at the Staff Assembly business meeting in which elections are taking place.

Ballot Preparation

The nominating committee will prepare the ballot prior to the election with all of the eligible delegates for each office as well as an open area for write-in candidates. The nominating committee should be prepared to accommodate the floor nominations in the same manner as the balloted candidates. All candidates must have supervisor approval to serve. Any floor nomination would need to have supervisor approval by close of the business meeting where the election is taking place.