



University Staff Council Elections

May 2023

Guidelines & Recommendations for Elections Process

Please contact Marcos Mendez (mmendez@athletics.tamu.edu), USC Elections Committee Chair, if you have any questions or concerns regarding the election process below.

Process for seeking candidates

1. As the election facilitator, please create a letter/email to **all staff in your division/college** that
 - a. includes a deadline for receiving applications (nominations)
 - b. shares the attached documentation
 - 2023 University Staff Council (USC) Elections -> May 2023 (flyer)
 - 2023 University Staff Council Candidate Application (2 pages)
2. Promote and facilitate staff participation in the application and election process
3. Communicate the following desired competencies:
 - a. Team player, good communicator, relationship builder
 - b. Strategic thinker, problem solver, good listener
4. Communicate the following representative commitments required:
 - a. Attending monthly Council meetings of all USC members
 - b. Working monthly with USC committee members
 - c. Attending/help with special events for staff
 - d. Reaching out to constituents
 - e. Participating in professional development
5. Communicate the following eligibility requirements:
 - a. Must be classified or non-classified staff employees
 - b. Must have an overall performance evaluation of “Meets Expectations” or higher on their most current Texas A&M University evaluation
 - c. Have a least 12 months of service in their college, division or unit at the time of the election
 - d. Shall be selected through an election process of their peers

Process for holding election

1. As the Election Facilitator, create an election ballot that includes the name(s) and qualifications information from the candidate application forms.
2. Conduct a confidential election (electronic and/or print) through established procedures within the Division/College, to reach all staff within the organization. Sample ballot included.
3. Report election results to all staff within the division/college.
4. **Submit a copy of the Candidate Application for the elected representative(s) to Marcos Mendez at mmendez@athletics.tamu.edu by May 29th.**