

EMPLOYEE ADVISORY COMMITTEE ELECTION PROCEDURES

Section 1. General provisions.

- A. Members of the Employee Advisory Committee will be elected in September of each odd numbered year.
- B. No public funds shall be used to support the candidacy of any employee for a position on the Employee Advisory Committee.
- C. No publication sponsored by or supported by an agency shall endorse or support any candidate for a position on the Employee Advisory Committee.
- D. Each agency shall establish policies and procedures on EAC candidate communication which will provide any nominee or announced candidate for a position on the Employee Advisory Committee the opportunity to provide campaign literature to each classified employee in his/her agency prior to the election at private expense.

Section 2. Election of Agency Representative.

- A. To be eligible for election, a nominee must be a classified employee in good standing of the agency in which the nominee seeks office. Any challenge concerning the eligibility of any nominee shall be referred to the Director for decision and the decision shall be reported to the agency and all interested parties prior to the election.
- B. The Civil Service Office shall conduct the election in accordance with these procedures and the policies of the Board.
- C. The terms of office for Agency Representatives shall be set forth by the Board.
- D. Not less than sixty days prior to an election, a Notice of Nominations and Elections shall be mailed to the classified employees of each agency via electronic mail, or at the member's last known address for those employees who do not have access to the agency's email server. The Notice shall contain information on the manner and deadline by which nominations may be submitted. In addition, the notice shall indicate the anticipated dates during which voting will take place.
- E. Nominations may be made by submitting a Nominations Form to the Civil Service Office at the address indicated on the Notice of Nominations and Elections. Those nominated shall be afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot. Only nominated candidates who do not decline shall appear on the ballot. Write-in votes shall not be valid for any purpose.
- F. In any case where there is only one nominee, such nominee shall be declared elected. In all other cases, an election shall be conducted.
- G. Not less than seven calendar days prior to an election, a Notice of Elections shall be mailed to the classified employees of each agency via electronic mail, or at the member's last known address for those employees who do not have access to the agency's email server.
- H. Voting shall be open for a period of ten business days.

EAC Election Procedures (cont'd.)

- I. All classified employees of the agency shall be afforded a reasonable opportunity to vote. Elections shall be conducted by electronic ballot for classified employees who have an agency-assigned email address. Elections shall be conducted by paper ballot for classified employees who do not have an agency-assigned email address.
- J. Agencies will be responsible for ensuring a computer is available at one or more advertised locations for use by those classified employees who may not normally have access to computers.
- K. No candidate may participate in any election-related activity to include distributing, collecting, or counting and tabulating ballot results.
- L. Upon completion of the voting, the Director shall tabulate the ballots and report, as expeditiously as possible, the results of the balloting to all candidates and voters and the agency leadership.
- M. The candidate receiving a plurality of the votes cast in each election shall be declared elected.
- N. Those elected shall take office on October 1. The pre-election incumbents shall remain on the Committee through September 30.

Section 3. Challenges and protests.

- A. Any classified employee may challenge the eligibility of any nominee within his/her agency by filing such challenge with the Civil Service Office prior to the holding of the election. The Director shall make a determination regarding the challenge, and shall report his decision ruling to the affected parties.
- B. Any protest concerning the conduct of the election may be lodged by filing such protest in writing with the Civil Service Office within ten days following the declaration of the election results. Such protests shall be thoroughly investigated by the Director, to include an opportunity to be heard by all interested parties. The Director shall issue a ruling on the protest not later than thirty days after the filing of the protest.
- C. If the Director determines that there were circumstances which may have affected the outcome of the election, he may order such election or any part thereof set aside, and a new election held. Any Agency Representatives who have been installed prior to such determination shall remain in office pending the outcome of any new election or of a future appeal.
- D. Any protestant or nominee adversely affected by a decision on a challenge or a protest may file a written appeal with the Civil Service Board within 30 days in accordance with Rule 3.2.