

PROCEDURES MEMORANDUM

TO: College Staff and Students

FROM: Board of Governors

SUBJECT: College-Wide Student Advisory Council and Ex Officio Members of the Board of Governors; Eligibility and Procedure

DATE: January 3, 2008

PURPOSE: To establish procedures for the nomination and election process to be used when filling vacancies for the offices of College-Wide Student Advisory Council and Student Ex Officio Member of the Board of Governors and Faculty Ex Officio Member of the Board of Governors in accordance with Board of Governors Policies.

I. Eligibility and Terms of Office

A. College-Wide Student Advisory Council

1. To be eligible and to file as a candidate for election, a student must currently be enrolled in and maintain enrollment of at least six (6) credit hours of credit classes at Metropolitan Community College per quarter (excluding the summer quarter), be in good standing, have a minimum cumulative grade point average of 2.0, and declare an intention of remaining so enrolled during the term of office.
2. Employees of Metropolitan Community College, other than those individuals who fulfill a work-study part-time capacity, are not eligible to run for this office.
3. Eligibility of candidates filing for election to this position will be determined by the Vice President of Campuses and Student Affairs of Metropolitan Community College, or his/her designee. Such determinations are final and not subject to review or appeal.
4. The Council members must be able to attend regularly scheduled meetings, as well as retreats.
5. Winners are elected annually for a one-year term (December to November).

B. Student Ex Officio Member of the Board of Governors

1. Elected annually for a one-year term (December to November) from among the members of the newly elected College-Wide Student Advisory Council.

2. The candidate must be able to attend the monthly Board of Governors meetings, which are normally held the fourth Tuesday of each month at 6:30 p.m., as well as special meetings and retreats.

C. Faculty Ex Officio Member of the Board of Governors

1. Elected each even numbered year for a two-year term, which expires on November 30 of the election year, by the full-time faculty members of Metropolitan Community College.
2. To be eligible, file, and continue to serve, the candidate must be full-time faculty at Metropolitan Community College and must declare the intention of remaining so during the two-year term of office.
3. Eligibility of candidates filing for election to this position will be determined by the Associate Vice President of Human Resources, or his/her designee, and such determinations are final and not subject to review or appeal.
4. The candidate must be able to attend the monthly Board of Governors meetings, which are normally held the fourth Tuesday of each month at 6:30 p.m., as well as special meetings and retreats.

II. Procedures For Declaring Candidacy

A. Availability of Registration Forms

1. Candidacy registration forms are available online at: www.mccneb.edu.

B. Completion Requirements

1. All candidacy registration forms must be completed in accordance with the posted instructions.
2. Late registrations are not accepted.
3. Electronic transmittals are not acceptable due to the requirements of a signature.

III. Campaign and Election Timeline

A. Notification of Elections

1. Faculty Ex Officio
 - a) The Human Resources office provides a timeline and procedures, which is also posted on the election website, about how candidates may register and an explanation of voting procedures.
2. College-Wide Student Advisory Council and Student Ex Officio
 - a) The Vice President of Campuses and Student Affairs, or his/her designee, will provide a timeline and procedures, which is also posted on the election website, about how candidates may register and an explanation of voting procedures.

B. Timeline for Campaigning

1. Following verification of eligibility, the candidates will have two weeks prior to election day to campaign.
2. Campaigning may begin once the eligible candidates are announced on the election web site.

C. Elections will be held electronically on Metropolitan Community College's web site.

D. Election Results

1. For each vacant position, the candidate who receives the greatest number of votes shall be declared the winner.
2. The candidate receiving the second greatest number of votes will be the first alternate.
3. The candidate receiving the third greatest number of votes will be considered the second alternate (and so on).
4. No write-in candidates are allowed.

E. The faculty candidate who is elected will begin his/her term at the first Board of Governor's meeting following the start of Winter Quarter.

F. College-Wide Student Advisory Council will elect the Student Ex-Officio during their first meeting following the election. The elected Student Ex-Officio will start his/her term at the first Board of Governor's meeting following the start of Winter Quarter.

IV. Campaign Rules and Procedures

A. Campaign Areas

1. Candidates may openly campaign on campus.
2. Candidates may not campaign in a classroom while class is in session, nor shall instructors permit candidates to do so.
3. A table/chairs and space for campaigning in the commons area may be reserved through Student Services at each campus.

B. Campaign Practices

1. The designated administrator at each campus/center location must **pre-approve** campaign posters before they can be displayed on Metropolitan Community College's property.
2. On election day, campaigning is prohibited within 100 feet of any polling area, including any computer room on any campus/center. Campaign posters in these areas will be taken down on election day.
3. Metropolitan Community College "posting policies" must be observed on all campuses.

4. No mass e-mails, individual electronic mailings of campaign literature, or propaganda may be sent to the student body or faculty by the candidates, Metropolitan Community College employees, or other third parties.
5. The use of Metropolitan Community College's resources (e-mail, campus mail, clerical assistance, fax machines, photocopiers) by candidates or in support of candidates is not permitted.
6. Candidates are expected to engage in a positive campaign. A candidate should not make any false or misleading statement regarding himself or herself or any other candidate.
7. No candidate or person affiliated with a candidate's campaign may remove any other candidate's campaign material.
8. All campaign materials must be removed no later than 10:00 p.m. on the day after the election. (In the event of a tie vote necessitating a run off-off election, run-off candidates need not have their campaign materials removed until 10 p.m. on the day following the run-off election.)

C. Disqualification

1. Faculty Ex Officio

- a. The Associate Vice President of Human Resources, or his/her designee, is authorized to disqualify any candidate who violates, participates in a violation, solicits or encourages any violation of any campaign rule.

2. College-Wide Student Advisory Council and Student Ex Officio

- a. The Vice President of Campuses and Student Affairs, or his/her designee, is authorized to disqualify any candidate who violates, participates in a violation, solicits or encourages any violation of any campaign rule.

D. All costs related to the election campaign are the responsibility of the candidates. Metropolitan Community College will pay only for the official mailing which announces the upcoming election.

E. Information about the eligible registered candidates, including biographies and/or pictures, will be posted on Metropolitan Community College's website and for the Faculty Ex Officio, printed in an issue of the *Inside Story*.

V. Election Day Voting Procedure

- A. Prior to the established election day students and faculty will receive instructions on how, where, and when to cast a ballot.
- B. To be eligible to vote for the College-Wide Student Advisory Council, the individual must currently be enrolled in credit classes at Metropolitan Community College and not be employed by the College, other than in a work-study capacity.

- C. To be eligible to vote for the Faculty Ex Officio Member of the Board of Governors, the individual must currently be employed as a full-time faculty member of the College.
- D. The online voting poll (www.mccneb.edu) will be open from 8:00 a.m. to 10:00 p.m. on election day(s).
- E. The winners will be announced online (on the same website) by noon on the first College business day after the election. The winners will also appear in the *Inside Story*. Winners will not be officially declared, however, until any election disputes have been resolved, and any necessary run-off elections have been held.

VI. Voting Disputes; Election Disputes Committee

A. Student Advisory Council and Student Ex Officio Election

1. Any dispute must be filed no later than twenty-four (24) hours after the polls have closed on the day of the election.
2. Disputes must be in writing and filed in the Office of the Vice President of Campuses and Student Affairs (FOC, Building 30).
3. Disputes will be reviewed by the Election Disputes Committee.

B. Faculty Ex Officio Election

1. Any dispute must be filed no later than twenty-four (24) hours after the polls have closed on the day of the election.
2. Disputes must be in writing and filed in and in the Office of the Vice President of Academic Affairs (FOC Building 30).
3. Disputes will be reviewed by the Election Disputes Committee.

C. Election Disputes Committee

1. Consists of four members including: one faculty member designated by the Vice President of Academic Affairs, the Vice President of Campuses and Student Affairs, or his/her designee, the Chair or Acting Chair of the Board of Governors or his/her designee, and one administrator designated by Metropolitan Community College's President.
2. The Committee may consider the dispute by means of electronic or telecommunications and need not physically meet to consider the dispute.
3. The Election Disputes Committee will render a decision as soon as is practical after the closing of the polls, and within ninety-six (96) hours after the deadline for filing disputes if feasible.
4. The decision of the Election Disputes Committee shall be final.
5. Any three (3) members of the Election Disputes Committee shall be a quorum to resolve any dispute.

VII. Run-Off Elections

- A. In the event of a tie, a special run-off election will be conducted in accordance with the election rules, but with such variations or adjustments considered appropriate under the circumstances.
- B. Candidates will be allowed to campaign for one (1) week prior to the special run-off election.

VII. Terms of Loss of Eligibility and Order of Succession

A. Faculty Ex Officio

1. If after entering upon or being elected to a term of office, the Faculty Ex Officio member becomes ineligible to continue serving, resigns, becomes disabled to the extent that the member is prevented from continuing to fulfill his/her duties, dies, or is for any other reason prevented from serving or unwilling to serve in such office, the office shall be vacant and shall be filled for the remaining balance of the term of office by the candidate who received the second greatest number of votes in the most recent election (the first alternate).
2. If the first alternate is unable, unwilling, or for some other reason ineligible to serve as the Faculty Ex Officio, the office shall be vacant and shall be filled for the remaining balance of the term of office by the candidate who received the third greatest number of votes at the most recent election held respecting such office (the second alternate).
3. A similar sequence of filling the vacant Faculty Ex Officio office shall continue as long as an alternate candidate who received votes at the most recent election for the office is available, eligible, and willing to serve.
4. If no such alternate candidate is produced, a new election shall be held to fill the office, unless there is less than four (4) months remaining in the term.

B. Student Ex Officio

1. If after entering upon or being elected to a term of office, the Student Ex Officio member becomes ineligible to continue serving, resigns, becomes disabled to the extent that the member is prevented from continuing to fulfill his/her duties, dies, or is for any other reason prevented from serving or unwilling to serve in such office, the office shall be vacant and shall be filled by following the same procedure as the vacancy of the Faculty Ex Officio.

C. Absence of an Ex Officio member from three (3) meetings of the Board of Governors, unless excused by majority vote of a quorum of the Board of Governors, shall establish that the Ex Officio member is prevented from serving or unwilling to serve in such office and shall automatically result in a vacancy.

D. If any other question arises concerning whether the office of an Ex Officio member has become vacant, the question shall be decided by majority vote of a quorum of the Board of Governors, and the decision shall be final.

Adopted 10/23/01; Revised 9/22/03; 11/6/03; 6/5/06; 6/29/06; 8/23/06 (title changes only);
9/1/06; 5/2/07 (removed Board Policy numbers only); 7/3/07; 1/3/08