Employees' Advisory Council 2016 Election Procedures

- **Notification**: Notification of the upcoming Primary and General Elections shall be sent to the Appointing Authorities in September.

- **Nominations**:
  - Candidates for election can self-nominate or be nominated by a person from any delegate area within the same EAC group by submitting a nomination form to the Human Resources Department.
  - Candidates must agree to participate in the election.
  - Approval of departmental management is required.

- **Campaign Policies**: Campaign activity will permit candidates to get support from employees in other delegate areas of their group and must be conducted in accordance with the following policies:

  - Campaigning is confined to co-workers in all delegate areas within the nominee's own group.
  - Candidates may campaign at their own or other work sites by distributing campaign literature or discussing campaign issues.
  - Campaigning shall not interfere with employees' performance of their official duties.
  - Campaign literature may consist of posters, flyers or handouts and should be posted only in break areas and on bulletin boards.
  - Handouts may be distributed during the employees' lunch or break periods and limited to areas not devoted to the performance of the employees' official duties.
  - Campaigning via County email is not permitted.
  - For further clarification or questions, please contact the EAC Elections Committee.

- **Candidate Information Form**: Each candidate will be asked to provide brief information about themselves and a statement addressing why he or she would like to be elected to the Council. This information will be distributed to voters with their ballots during the Primary and General Elections.

- **Primary Election**: A Primary Election will be held only if the Elections Committee deems one is necessary to reduce the number of candidates running in the General Election.

  - In no case will a Primary Election be held if there are six (6) or fewer qualified candidates for a group.
  - If a Primary Election is deemed necessary for a group, the election shall occur prior to the General Election.
  - Official ballots and each candidate's nomination form for that group shall be distributed to those delegate areas up for election.
  - There will be one official ballot for each permanent classified employee.
  - Completed ballots must be submitted to the EAC Elections Committee c/o the Human Resources Department by 5:00 p.m. no later than fourteen (14) days after the balloting period begins.
  - Elections Committee members will certify the results of the election.
  - The three (3) nominees with the most votes from that group will be candidates for the General Election.

- In the event a top vote-getter declines or is disqualified, the person with the next highest number of votes will be added to the General Election ballot.
- Additional nominees will be included in the General Election ballot in the event of a tie for the final eligible candidate.

- **General Election:** A General Election for group Council members shall occur in November/December.
    - Ballots and candidates' information forms for that group shall be distributed to employees in those delegate areas up for election.
    - There will be one official ballot for each permanent classified employee.
    - Completed ballots must be submitted to the EAC Elections Committee c/o the Human Resources Department by 5:00 p.m. no later than fourteen (14) days after the balloting period begins.
    - Elections Committee members will certify the results of the election.
    - All elections will be based on a plurality for a winning decision.
    - In case of a tie, one run-off will be held two (2) weeks later among those involved.
    - In the event of another tie, the winner will be decided by lot.

- **Online Election**:
    - Ballots for contested seats in the EAC Representatives election will be distributed electronically.
    - Paper ballots will be available upon request.
    - Nomination forms will be distributed electronically by email and posted to the EAC website.