



# ADMINISTRATIVE / PROFESSIONAL COUNCIL

*Illinois State University*

## Elections Committee

The Elections Committee administers the annual A/P nomination and election process which occurs in March each year, with newly elected members being seated at the August Council meeting. Council members cannot stand for re-election while serving on the Elections Committee. Should a Council seat be vacated during the year, the Election Committee identifies the next highest vote-getter from the most recent election to fill the vacancy.

### Committee Chairperson Responsibilities

*The elections committee also facilitates elections of A/P representatives to serve on search committees upon request.*

#### Chairperson Duty

Coordinate elections timeline  
Communicate with nominees  
Prepare ballot and communicate with web liaison to implement  
Communicate with A/P staff about voting opportunities, timeline, process  
Notify Chair of election winners. Provide contact information. After Chair contacts and notifies all winners, send out official notification to those elected and those not elected.

#### Time Commitment

During an election cycle, the Chairperson commits 6-8 hours, total, to the process. When an election is not in progress, there is no time commitment.

## Committee Membership

#### Member Duty

#### Time Commitment

Assist with creating the election timeline	1 hour
Approve committee communications	2 hours
Work to increase voter response by communicating with A/P population in collaboration with the Council communications committee.	TBD