

**Clayton State University  
Election Committee  
By-Laws**

***Mission Statement:***

The Elections Committee serves to organize, publicize, and coordinate the annual Staff Council election process. In addition, the Committee receives and evaluates proposed changes or amendments to Council Bylaws, and makes recommendations to the Council regarding suggested action or resolution to issues and proposals.

***Purpose:***

- To provide a well organized and fair election
- To effectively inform staff members of the election process
- To review Staff Council Bylaws and clearly present proposed amendments once a year
- Revise Staff Council Bylaws according to approved amendments

***Membership:***

The Staff Council Chair shall appoint at least five members to the Elections Committee. This Committee may seek assistance during the elections process from staff members who are not elected to Staff Council.

***Officers:***

1. Chair
2. Vice Chair
3. Secretary
4. Columnist

***Meetings:***

Upon appointment, Committee members will hold an initial meeting to select a slate of officers. This shall occur following the Annual Staff Council in May and prior to the June Staff Council meeting. Subsequent meetings are scheduled as needed to consider proposed Bylaws amendments. The Committee shall meet at least once a month beginning in March to adequately plan, prepare, and organize the annual Staff Council elections which are held in May.