

## Election Procedure

Elections Work Group – The Elections Work Group shall consist of at least 4 Employee Forum members to be elected by the July Forum meeting. The Elections Work Group is charged with developing or revising an election procedure and assuring that all Employee Forum positions are filled throughout the year. The Elections Work Group will, as necessary, solicit administrative support from the Human Resources staff liaison to hold its yearly elections and identify replacements in the eventuality of a vacancy.

### Election of Members

Timeline – The Elections Work Group shall present the Human Resources staff liaison with a memorandum outlining the call for election of Employee Forum members twelve (12) weeks prior to the December Employee Forum meeting each year. The Human Resources staff liaison shall present a slate of nominees to the Forum eight (8) weeks prior to the December Employee Forum meeting each year. Elections shall be completed two (2) weeks prior to the December Employee Forum meeting each year. According to procedures approved by the Forum and the Town Manager, and the names of the new Delegates shall be reported to the Chair of the Forum and the Manager by one (1) week prior to the Employee Forum's December meeting.

### Nominations and Elections

Eligibility – To be eligible to serve as a Forum representative a full time or part time regular employee must have completed the probationary period and have 12 months continuous service with the Town prior to being nominated. Determination of eligibility will include a review by the appropriate department head to insure that the employee is meeting job performance requirements and is in good standing.

Membership – Terms of office will be two years and will be staggered so that approximately one-half of the members are elected each year. In the first year of the Employee Forum existence, one half of the representatives will serve a one year term. Department heads may not be elected to the Employee Forum.

Each department will be represented by (1) one Employee Forum member for each (50) fifty employees. There shall be one member for 50 or fewer employees, 2 members for between 51 and 100 employees, and 3 members for between 101 and 150 employees, etc. Human Resources will be requested to review the distribution of Employee Forum seats, to make adjustments as necessary to reflect the composition of the Town's work force, prior to the inception of each election cycle.

Representation will be as follows:

Department	# of members	Term Expires in Dec
Administration (Legal, Clerk's Office, Manager)	1	even year
Engineering	1	even year
Finance	1	even year
Fire	2	1-odd year, 1-even year
Housing	1	odd year
Human Resources	1	even year
Information Technology	1	even year
Inspections	1	even year
Library	1	odd year
Parks and Recreation	1	odd year
Planning	1	odd year
Police	3	2-odd year, 1-even year
Public Works	3	2-odd year, 1-even year
Transportation	4	2-odd year, 2-even year
Total	22	

Members of the Employee Forum engaged in regularly scheduled Forum activities will report time spent as work time. Supervisors and managers shall support participation, including necessary release time for Forum activities, including committee meetings.

Nominations – A nomination form will be sent to each regular Town employee and each employee may nominate up to four employees to be representatives to the Employee Forum. After the closing date of the nominations, Human Resources will certify the eligibility of the nominees. The Employee Forum will provide a letter to notify the employee that their names will be placed on the election ballots. Unless the employee notifies the Human Resources department of their intent to withdraw by a specified date their name will be placed on the election ballots.

Ballots indicating the name of the department, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting will be prepared and sent to employees through their department. Only employees who have agreed to serve if selected should be placed on the ballot. Elections will be by secret ballot.

Members – The nominees in each department who receive the highest number of votes for the number of department seats available will become Employee Forum members. In case of a tie, there will be a run off. If the number of candidates running within a department is equal to or less than the number of seats for that department, those candidates will represent the department and an election will not be required. Ideally, supervisory and non-supervisory positions will be represented.

Consecutive Terms – Employee Forum members are allowed to serve consecutive terms if elected by their department.

Substitutes – It is the responsibility of the Employee Forum representative to send a substitute to represent him/her at Employee Forum functions if they are unable to attend. If the Employee Forum member chooses, he/she may communicate their department's information to the Employee Forum prior to the meeting and follow-up on what happened during the meeting subsequent there to.

Vacancies– In the event that any department cannot fill each of its apportioned positions due to the resignation and/or termination of that division's elected member(s), the Forum Chair shall have the authority to appoint members from that department, selected in consultation with the remaining members from that department, the Forum Election Work Group, and the prospective members' supervisor(s). These newly appointed members shall serve the remainder of the vacant position.

Approved 9-11-03 by the Employee Forum  
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