

A. Charge of Elections

1. Election of members to the Staff Senate will be conducted in accordance with the guidelines established by Article III of the Staff Senate Constitution.
2. The Staff Senate Executive Committee, with support from the Administrative Coordinator, is charged with and will have full autonomy in conducting elections. Their duties will include, but not be limited to:
  - a. Certifying the number of Senators to which each EEO/job category is entitled;
  - b. Verifying eligibility, as defined in the Constitution, of all staff members filing for office;
  - c. Reviewing filing statements or candidate bios;
  - d. Compiling and circulating summaries of nominated candidates for Senate and University Staff consideration via electronic mail or paper ballot;
  - e. Making all physical arrangements pertaining to the election; and
  - f. Reporting election results.

B. Term of Office

1. Senators are elected for three-year terms beginning July 1 and expiring June 30.

C. Election Procedures

1. Staff Senate elections will be held during the spring semester at least one month before the Executive Committee election and within a timeline determined by the Executive Committee.
2. Declaration of Candidacy
  - a. The number of Senators to be elected from each specified EEO/job category will be certified by the Staff Senate Executive Committee in accordance with the Staff Senate Constitution.
  - b. At least one month prior to the election, a Call for Nominations will be sent via electronic mail or Campus Mail to each staff member identifying his or her EEO/job category and the number of Senate vacancies within that respective EEO/job category.
  - c. In the case of an eligibility dispute, the University's Office of Human Resource Management shall verify employment and appropriate EEO/job category.
  - d. In cases where there are as many candidates in an EEO/job category as vacancies, the candidates will be declared elected.
  - e. If no one files for candidacy for a particular Staff Senate position, that position will be declared vacant. The vacancy will be filled by appointment from within the EEO/job category by the President with approval of the

Staff Senate.

- f. The deadline for candidates filing for Senate elections will be no sooner than one week after the Call for Nominations has been distributed.
  - g. Candidates who wish to withdraw their names from the election must indicate their intent by sending a notice to the Staff Senate Office no later than ten calendar days after the filing date. After this date, all names certified in the filing process will appear on the ballot.
  - h. Each candidate will be provided with a copy of the Staff Senate Constitution and Bylaws.
3. Campaigning
    - a. Candidates will be responsible for their own campaign, including expenses, should they wish to campaign.
    - b. Upon request, each candidate will be provided a complete list of all persons in their EEO/job category, as defined by the University's Office of Human Resource Management.
  4. Voting
    - a. Voting will take place via electronic or paper ballot.
    - b. Each eligible staff member may vote for as many candidates as there are positions to be filled in their specified EEO/job category.
    - c. If any ballot should contain more votes than called for in the ballot instructions, that ballot will be disqualified and kept with the election process records for audit.
    - d. Votes will be tabulated by the Executive Committee, with support from the Administrative Coordinator.
    - e. The candidates receiving the majority of votes win the election; ties will be broken by a special election of the Staff Senate.
  5. Notification of Election Results and Maintenance of Records
    - a. Upon confirmation of the election results by the Executive CEI 3.1 (e)3 (E)3SaikP.

2. If no runner-up is qualified, the President will appoint, subject to Staff Senate approval, an eligible staff member from within the EEO/job category in which the vacancy has occurred. The person appointed will serve until the term of said position expires. Persons ineligible to run for election to the Staff Senate will not be eligible.

Staff Senator, a one-year term extension will be granted in order to fulfill the ex-officio Past-President term on the Executive Committee.

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4. The Executive Committee determines the place and time of special meetings.
5. All Senators will be notified in advance of special meetings via telephone, electronic mail or Campus Mail.
6. Items for consideration on the meeting agenda should be submitted to the President prior to the scheduled Executive Committee meeting.
7. The agenda of the regular meeting and the proposed minutes from the previous meeting will be disseminated to all members of the Staff Senate prior to the meeting and after preliminary approval by the Executive Committee.
8. A simple majority of the Staff Senate will constitute a quorum.
9. Meetings of the Staff Senate will be open to the public, but only senators and invited guests are entitled to speak. However, the presiding officer may permit others to speak, time permitting.
10. The Staff Senate reserves the right, upon majority vote, to go into executive session, but no final action can be taken in executive session.
11. The President, Executive Committee, or the Staff Senate

6. President's Report
  7. Committee Reports
  8. Old Business
  9. New Business
  10. Announcements
  11. Adjournment
- B. The order of business for all other Staff Senate committees is to be determined by the chair of the respective committee.

A. Attendance of monthly Staff Senate meetings

1. A record of attendance for the Senate year (July 1 through June 30) will be recorded by the Administrative Coordinator and made available at each meeting.
2. If a Senator is absent for two meetings during the year, the President may declare the seat vacant.

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- i. Standing committee chairs must be Staff Senators; assistant chairs may be non-Senators.
- 4. Standing Committee Membership
  - a. The Executive Committee will select standing committee members.
  - b. Terms of standing committee membership will be for a period of one year.
  - c. Standing committee membership is open to both Senators and non-Senators.
  - d. The President will serve as an ex-officio member of all standing committees.
- 5. Reporting on Standing Committee Activity
  - a. Standing committee chairs are required to submit written reports to the Staff Senate Executive Committee on the activities of their committee, including the date and time of the meeting, attendance and a summary of the presentation and actions taken. (Note: A committee reporting form is available on the Staff Senate website.)
  - b. Standing committee chairs will have an opportunity to present their

- be non-Senators.
- 3. Special Ad Hoc Committee Membership
  - a. The Execut