Procedure for the Election of Staff Senate Members

Staff Senate is composed of representatives from each of the five (5) Equal Employment Opportunity (EEO) categories and an off-campus representative-at-large. Elected Senators serve three year terms; approximately one-third of Senate members terms expire each year. Staff Senate holds regular elections each spring to fill vacant seats. Details regarding eligibility, terms, and vacancies can be found in the Staff Senate Bylaws. Balloting may be either electronic or paper depending on access to electronic submission. Staff Senate participation is contingent on supervisor approval.

1.0 Preparation for Elections

1.1. The Staff Senate Program Coordinator will identify the current staffing levels in each EEO category as of March 1 of each year. With the exception of the Off-Campus representative-at-large, each EEO group of up to 200 employees will elect two representatives. Categories greater than 200 will elect one representative for each additional 100 employees.

1.2. Membership openings, based on term, are determined in each EEO category, including; Classified Professional, Technical/Paraprofessional, Secretarial/Clerical, Service Maintenance, Skilled Crafts, and Off-Campus.

1.3. The Program Coordinator will prepare ballot lists for each EEO category, excluding ineligible candidates such as the Staff Senate Program Coordinator, Senators who have reached their term limit, employees not meeting the requirements identified in the Staff Senate Bylaws, and staff members who have indicated a conflict of interest.

1.4. All classified employees are eligible to vote in Staff Senate elections. Classified staff members, referred to as the eligible electorate, vote to determine the nominees in their respective categories (i.e. Secretarial/Clerical vote for Secretarial/Clerical, Skilled Craft vote for Skilled Craft, etc.). Regardless of the number of vacancies each staff member may nominate one (1) person from the list of eligible candidates. Names of potential candidates, who accept the nomination, are placed on the final ballot. Each staff member may vote for one (1) person from the list of final candidates. Categories with more than one vacancy are filled based upon the majority of votes received.

1.5. The Staff Senate office will provide election process assistance to employees.

1.6. Paper ballots are used for groups that do not have regular access to electronic submission such as Service Maintenance and Skilled Craft. Electronic ballots are used for Classified Professional, Technical/Paraprofessional, Secretarial/Clerical, and Off-Campus categories. Staff Senate bears the flat $100 administration fee for each election.

2.0 Balloting Process – Phase 1 Nominations

2.1. Staff Senate will confirm with ITC the EEO categories (Classified Professional, Technical/Paraprofessional, Secretarial/Clerical, and Off-Campus) requiring electronic ballots and names to be excluded from the electronic ballot. The EEO categories of Skilled Crafts and Service Maintenance will vote with paper ballots. The Staff Senate Program Coordinator will prepare paper ballots from the list of eligible candidates for those EEO groups requiring balloting.
2.2. The timeframe will be developed in conjunction with ITC per their electronic balloting system.

2.3. ITC will provide a link to the electronic ballot(s) and technical support for the electronic election process. Currently, ITC support is provided by Jason Rosen.

2.4. Using the appropriate classified listserv, Staff Senate will email the voting instructions, deadline, and ballot web link to the eligible electorate submitting ballots electronically. Paper ballots, voting instructions, and deadline will be distributed to the eligible electorate of Service Maintenance and Skilled Craft through MSU Mail Services.

2.5. During the time period in which the nomination phase is live online, the eligible electorate voting electronically may select a nominee by logging on to the web site with their Banner ID’s and PIN’s. During the same time period, those voting by paper ballots will vote as per ballot instructions and submit ballots to Staff Senate office through MSU Mail Services.

2.6. Results of the nomination phase will be accessible online to the Staff Senate Program Coordinator and Staff Senate Chair for 24 hours after the deadline.

2.7. After nomination ballots have been tallied, the Program Coordinator will contact nominees to confirm their willingness and supervisors’ permission to run for election. They will be requested to submit a brief biography for inclusion on the final ballot email.

2.7.1. The Staff Senate Program Coordinator will attempt to confirm each nominees’ willingness to be included on the final ballot, however nominees who cannot be contacted or do not respond will be excluded from the final ballot.

3.0 Balloting Process – Phase 2 Final Ballots

3.1. Names of the nominees, who have confirmed their willingness and eligibility to run on the final ballot, will be provided to ITC and the voting timeframe will be established.

3.2. ITC will provide a web link to the final ballot for those voting electronically. Eligible electorate voting by paper will receive ballots via MSU Mail Services.

3.3. Using the appropriate classified listserv, Staff Senate will email the final candidates’ biographies, voting instructions, deadline, and ballot web link to the eligible electorate submitting ballots electronically. For the eligible electorate voting by paper ballot, final candidates’ biographies, voting instructions, and deadline will be distributed via MSU Mail Services.

3.4. During the time period when the final ballot phase is live online, the eligible electorate voting electronically will log on to the web site with Banner ID’s and PIN’s to select a candidate. During the same time period, the eligible electorate voting by paper ballot will vote as per ballot instructions and submit ballots to the Staff Senate office via MSU Mail Services.

3.5. Results of the final balloting phase will be accessible online, to the Staff Senate Program Coordinator and Staff Senate Chair, for 24 hours after close of the election.

3.6. Newly-elected Staff Senators will confirm membership acceptance and supervisor approval with the Staff Senate Program Coordinator and receive a Staff Senate Orientation Packet.

3.6.1. Candidates not elected will be notified by the Staff Senate Program Coordinator.

3.7. Staff Senate will update the Staff Senate web page to reflect election results.
### 4.0 Quick Reference Timetable Guide

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>March 1st</td>
<td>Determine the number of staff within each EEO category.</td>
</tr>
<tr>
<td>Early March</td>
<td>Coordinate the time line and electronic ballot set up with ITC.</td>
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<tr>
<td>Mid-April (Nomination Ballot)</td>
<td>ITC provides a link to the electronic ballots and paper ballots are distributed.</td>
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<tr>
<td>After Nomination deadline</td>
<td>Confirm each candidate’s willingness to run and obtains a brief biography.</td>
</tr>
<tr>
<td>Early-May (Final Ballot)</td>
<td>ITC provides a link to the electronic ballots and paper ballots are distributed.</td>
</tr>
<tr>
<td>After Final Ballot deadline</td>
<td>Notify elected candidates and send <em>Orientation Packet</em>.</td>
</tr>
<tr>
<td></td>
<td>Notify candidates not elected.</td>
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