

**STAFF SENATE
PASSED**

STAFF SENATE Bill #41

Title: Staff Senate Credentials and Elections Committee Update

Date: June 08, 2011

Author: Senator Aimee Appelhans, Senator Christy Nordmann

Sponsors: Senator Tod Scott, Senator Jim Logue

1 WHEREAS, to ensure consistency, procedures must be clearly defined for conducting the
2 elections of Senators and Senate officers, and for filling vacant Senate seats, and;
3 WHEREAS, regular review and update of functions and powers of every committee is necessary
4 to ensure adequate knowledge of duties and best practices are passed to future Staff Senate
5 bodies;
6 THEREFORE, be it enacted that Article IV, Section 1, Subsection B of the Rules and Procedures
7 of the University of Wyoming Staff Senate be updated as outlined in Addendum A;
8 THEREFORE, be it further enacted that a new Article VI be inserted as outlined in Addendum
9 A, and all subsequent articles be renumbered accordingly.

Date of Passage: June 8, 2011

"Being enacted on 6/8/11 **I do hereby sign my name hereto and approve this
Senate action."**

Stacy Lane
Staff Senate President, Stacy Lane

Addendum A

Article IV

Section 1.

B. Credentials and Elections Committee

1. Function – The Committee shall conduct the elections of the Staff Senate and its officers, and fill vacant seats, as outline in these Rules and Procedures; further, the Committee shall provide the list of each division’s constituents to the Senator(s) representing that division.
2. Powers – The Committee shall ensure that candidates for Staff Senator have fulfilled the requirements as set forth in the Bylaws.
3. Membership – The Committee shall have a minimum of five members, one member elected by the Committee and approved by the President to serve as the chairperson.

Article VI Elections and Vacancies

Section 1. Election of Senators

- A. As soon as possible after September 1 of each odd numbered year, the Credentials and Elections (C&E) Committee will conduct the biannual calculation of eligible staff employees per division. Based on this calculation, the C&E Committee will apportion Staff Senate seats for the biennium which begins July 1 of the next even numbered year.
- B. Nominations for Senate seats will open by the third Wednesday of March and close on the first Friday of April.
 1. Senators with expiring terms will be asked if they wish to be placed on the ballot for reelection before nominations open. The C&E Committee shall ensure that Senators wishing to be reelected will not be exceeding the term limits as outlined in the Bylaws and these Rules.
 2. Names of candidates may be submitted by any staff employee eligible to vote in the upcoming election. An individual may submit the name of an employee outside their division, and/or may submit his/her own name.
 3. The C&E Committee will verify that all staff nominated are eligible to serve and will contact each nominee to determine his/her willingness to serve.
- C. Elections will be by electronic ballot, with the help of the Communications Committee if needed.
 1. A write-in option shall be included on each ballot.
 2. The C&E Committee shall ensure that eligible staff receive the ballot for the vacancy(ies) in their division.
 3. To be counted, all ballots must be received by the close of business on the last Friday of April.
 4. In the event of a tie, the seat shall be awarded to the candidate that was nominated first. The candidate(s) of the tie not awarded the seat shall be offered a Senator-At-Large position if one is available.

5. All write-in candidates who win the election shall be verified for eligibility and contacted to confirm their willingness to serve.
6. The results of the election shall be submitted to the Communications Committee for distribution to constituents.

Section 2. Election of Officers

- A. The C&E Committee will accept nominations for President-elect throughout the month of December for election at the January Senate meeting.
- B. The C&E Committee will begin accepting nominations for the offices of Vice President, Secretary, Member-at-Large, and Parliamentarian in May. Election of these offices shall be held at the June Senate meeting.
- C. A Senator cannot be nominated and/or elected for an office if they have served less than six months as a Senator.
- D. In the event that no person is elected (by nomination or write-in) for an office, the nomination and election process shall be repeated until the seat is filled.

Section 3. Interim vacancies

- A. The C&E Committee shall nominate willing and eligible staff to fill vacated seats.
 1. Runners-up in the annual election will be contacted first for consideration to fill interim vacancies. If there were no runners-up in the election, nominations will be opened.
 2. If there is only one candidate the Senate shall vote to confirm the nominee. If there is more than one candidate, the Senate shall vote by ballot to elect one of the nominees.
- B. The names of nominees for the vacant seat will be presented to the Senate for confirmation at a regular meeting.
- C. Senator-At-Large seats are used to fill seats that have been vacant for three months or more in a division that has no other representation. The Senator-at-Large, though not from that division, will represent the staff of that division.