

Professional Staff Senate
Elections Protocol

Amended March 2018

1. Scope of Authority

This document establishes the powers and duties of the Election Committee, and the rules and regulations governing the Professional Staff Senate election process. This protocol is a standing rule of the Professional Staff Senate and shall be the highest binding authority on the election process when not inconsistent with the *Professional Staff Senate Bylaws*.

2. Eligibility Requirements

2.1 Voters

All exempt staff members are eligible to nominate and vote in general elections.

2.2 Professional Staff Senators

Professional Staff Senate candidates must:

- a. be an exempt staff member at UMBC as classified by the Department of Human Resources.
- b. be employed at UMBC for at least one year by April 15 of the election year.

3. Election Committee

3.1 Election Committee Members

The Election Committee will be comprised of the executive board and a CUSS representative and a senator not up for re-election. The president or committee chair has the authority to appoint senators to the committee to fill open committee positions. The committee will appoint a chair when it first convenes, the president will serve as chair if one is not selected through consensus.

3.2 Authority

Decisions regarding the Professional Staff Senate elections which are charged to the Election Committee, when in accordance with this document and the *Professional Staff Senate Bylaws*, shall be binding.

3.3 Powers

The Election Committee shall have the power to:

- a. certify election results or declare results null and void in the event of a breach of security or serious violation of election protocol.
- b. interpret, enforce, and uphold the policies and provisions of documents affecting the election process.

- c. sanction any candidate based on violation of election rules or regulations and to reconsider such sanction. Sanctions can range from warnings to disqualification.

3.4 Duties

The Election Committee shall be responsible for:

- a. maintaining records of all candidates.
- b. developing and implementing the nomination process for the elections.
- c. establishing and maintaining polling and ballot security during the election and during tabulation of results.
- d. creating the election ballot.
- e. overseeing the tabulation of election results immediately after the close of polling.

3.5 Non-involvement with candidates

No Election Committee member may campaign, serve as a campaign staff member, give or take bribes, or commit sabotage. Any Election Committee member found guilty of any of these shall be removed from the Election Committee.

4. General Elections

4.1 Nomination Process

- a. The election Committee will solicit nominations beginning the first Monday of April through the 3rd Monday of April.
- b. Advertising for nominations shall be done through the myUMBC group page and the campus wide e-mail announcements.
- c. Nominations will be done electronically. The nomination form should include the individual's name, phone number, email and department. The Committee will confirm that the nomination was received within 72 hours.
- d. Each exempt staff member can nominate up to 6 senators and 2 CUSS representatives each nomination cycle. Any exempt staff member can nominate. Self-nominations are accepted.

4.2 Ballot

- a. Individuals who have been nominated will be contacted to determine their willingness to serve on the senate prior to their name being placed on the ballot.
- b. Candidates who have accepted the nomination do so by completing the questionnaire and submitting a photo. Responses to the questionnaire and the photo are incorporated in the ballot. Questionnaires are to be compiled by the 3rd Wednesday of April
- c. The ballot shall have the names of the candidates listed in random order.
- d. There will be no write-in candidates.

4.3 Elections

- a. Elections shall take place from the 3rd Wednesday of April through the 4th Friday of April.

- b. Each professional staff person can vote once in the category of senator and CUSS representative.
- c. Advertising will be done through e-mail announcements.
- d. Web-based voting shall take place via an electronic survey tool.

4.4 Voting

- a. All exempt staff members have the right to vote.
- b. An exempt staff member may vote for up to ten Senator candidates and two CUSS candidates.

4.5 Tallying and Verifying Results

- a. The Election Committee will be responsible for tallying all votes.
- b. The Election Committee should first tally and determine the winners from the candidates with the most votes. This is done by assigning a seat to the individual with the highest number of votes. (For example, if there are three vacancies, the individuals with the three highest numbers of votes will receive these three seats).
- c. In case of a tie, the outcome will be determined by the current president.
- d. Tallying and verification of election results shall be completed immediately following the close of elections.

5. Notification of Results

- 1. The chair of the Election Committee shall notify all candidates of the election results no later than one week after the close of elections.
- 2. The president of the Senate shall notify the campus community of the election results no later than the June senate meeting.

6. Council of University System Staff (CUSS) Representatives

- 1. The CUSS representatives will be elected during the general elections. Calls for nominations and elections will be done on the same time frame and with the same requirements.
- 2. The CUSS representative with the highest number of votes will become one of two primary CUSS representatives. The candidate with the second-highest number of votes shall be invited to serve as the alternate CUSS Representative.
- 3. The CUSS representatives or alternates will be expected to attend senate meetings in an ex officio capacity.
- 4. The CUSS representatives serve a two-year term.

7. Ratification and Amendment

- 1. The Election Protocol can be amended at any regular meeting of the senate by a two-thirds (2/3) vote of the elected Senators. The amendments must be submitted in writing to the President 15 working days prior to the Senate meeting at which the vote will be cast. The President must

distribute proposed amendments to the Senate at least 10 working days prior to the Senate meeting at which the vote will take place.

2. The By-laws committee is the responsible party for reviewing and suggestion edits to the Election Protocol.

8. Timeline

Early March: President and VP

- Check expiration term for current senators and count number of vacant seats (President)
- Reminder at March monthly meeting that nominations and elections are coming up in April and ask senators to start to think about who they will nominate (President)
- Meet with Communications Officer to review electronic process then pull together Elections Committee (Executive Board) to determine responsibilities (Vice President)
- Send email to current senators with expiring terms (President – see “Senators with Expiring Terms” email)
- Convene Elections committee and determine final membership of the committee.

Mid-March: Communications Officer (Close to 3/15)

- Contact Sherrell McNamara from HR to obtain full list for previous year of all exempt, professional staff to add to list-serve and update myUMBC membership (Communication Officer – see “Email to HR” email)

Mid to Late March: Communications Officer

- Create Google Form to accept nominations (include name, email, department, length of employment at UMBC) and share with Executive Board

April 1st: President/Vice President/Secretary/Communications Committee/Committee Chair

- Send email to President’s Council/VP’s/Dean’s to encourage nominations (President)
- Post reminders regarding nominations (early to mid-April) and elections (mid-April to early May) (Secretary)
- Send email to ALL professional staff via April newsletter Communications Committee – see “April Newsletter” email)
- Check results of nominations EVERY DAY during nomination period and send questionnaire to everyone who is nominated (Committee chair – see “Nominations” email)

Mid-April: Committee Chair/Communications Officer

- All candidates who accept nomination must complete questionnaire and submit a photo by mid-April (typically deadline is 2 to 3 days before elections go live) and questionnaires should be collected and compiled into one PDF (Communications Officer)
- Follow up with those who did not respond regarding their nomination – email them the day before the questionnaire is due (Committee chair – see “Nominations Follow Up” email)
- Create poll in myUMBC any time and set date range to line up with dates election will be live – typically mid- to end of April (Communications Officer – see “Setting Up Poll in myUMBC)

Late April (First Day of Elections): Vice President/Communications Committee

- Send email to all professional staff with notification that elections are starting TODAY – first day of elections (Committee chair or Communications Committee – see “Elections Live” email)
- Make sure no members of the election committee have access to the google form results.

Early May: Elections Committee

- Verify and tally all results immediately following the close of elections but no later than one week after the elections poll closes

Mid-May to Early June: President/Vice President/Communications Officer/Communications Committee

- Notify ALL candidates of results no later than one week after the elections poll closes (Vice President – see “Elected” and “Not Elected” emails)
- Notify senate of election results at May monthly meeting (President)
- Notify campus of results via June newsletter (Communications Committee)
- Post new PSS roster on myUMBC after June meeting and update PSS roster once Executive Board is elected after July meeting (Communications Officer)