

Staff Senate Election Procedures

The following procedures govern the Staff Senate election procedures, including the nomination process. This is a supplemental document to the Staff Senate Constitution & Bylaws and can be amended separately by a vote of the Staff Senate.

Nomination & Voting Application

- Staff Senate utilizes a nomination and voting application built by ITS that pulls information directly from Banner so that it is timely and accurate. This system identifies who is eligible for nomination and who is eligible to vote in each respective EEO category.
- The Staff Senate Vice President has the ability to remove those who are not eligible for nomination within the application prior to the nomination process (i.e. senators who are concluding their three-year term, must sit out a year before running again).
- ITS has built a Banner program to pull the data for all full-time benefited employees that will automatically refresh on a regular schedule in the nomination and voting application. This ensures that new employees that are hired throughout the nominating and voting timeframe are captured and added to the system.
- The nomination function allows all eligible staff in each EEO category to self-nominate or nominate peers in the online application. The system sends out automatically generated emails to each nominee letting the nominee know how to accept the nomination.
- Nominees accepting the nomination must agree to a list of election and campaigning rules when accepting the nomination and nominees will attest that they agree to abide by these rules.
- Nominees who accept the nomination must upload a short biography in a text box (limit 250 words). Nominees can also upload a photo and change their name (i.e. David James Smith could list D.J. Smith as their preferred name). If a nominee does not upload a photo their A-State ID photo will be utilized.
- All accepted nominations will automatically become the candidates for the election in each respective EEO category. The Staff Senate Vice President will verify these candidates before voting commences.
- Employees will be able to see all the candidate biographies and photos in their EEO category when voting. The candidates will be listed along with their department (i.e. Name, Department).
- The list of candidates to vote for will be randomized and will not be alphabetical.
- The voting application will remain open for 72 hours after voting commences.
- Both the nominating function and voting function will have a search bar at the top so that voters can easily search for the nominees/candidates of choice.
- Only the ITS team that builds the application and the Staff Senate Vice President will have access to this application to ensure a fair and equitable nomination and voting process.
- For both the nomination and voting process the Staff Senate Vice President of Communication will send out one email to all full-time benefited employees with the link for nominations and the link for voting. The Vice President of Communication will also send one reminder for both the nomination process and the voting process.

Nomination & Election Calendar

- Nominations will occur annually in March and are based on the open seats for each respective EEO category.
- Once a nominee has accepted their nomination they will be considered a candidate and must abide by all campaigning rules.
- Elections will occur annually in April utilizing a voting application developed by ITS.
- Staff Senate Executive Committee will determine the calendar dates (3 days/72 hours) for voting each year to correspond to the university calendar.
- Newly elected Staff Senators will observe May and June meetings, but not be formally installed until July when the new fiscal year begins.

Campaigning Rules

- Nominees must agree to the following campaigning rules when accepting their nomination to become a candidate for Staff Senate.
- There will be a designated two weeks of campaigning in April each year prior to the election. Staff Senate Executive Committee will determine the calendar dates (14 days) of campaigning each year to correspond to the university calendar.
- Campaigning may take the form of in-person communications, social media posts, and A-State email communications are permitted. No promotional merchandise, flyers, or print materials are allowed.
- Negative campaigning will not be tolerated. The Staff Senate Executive Committee will address any negative campaigning that is brought to their attention. Candidates may be disqualified if violations occur.
- Once voting has commenced all candidates may no longer actively campaign. Candidates will be expected to observe a dark period for the 72 hours that the ITS voting application is open.

Special Elections

- If there is a Staff Senate vacancy and no alternates are available a special election will be held to fill that vacancy (see Article I, Point 4 in the Staff Senate Bylaws).
- The Election Procedures as stated in this document will be in force for all special elections.

Adopted by Staff Senate in January 2019.