

Professional Staff Senate  
Election Policy

Amended February 2012

**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 policy 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 Human Resources department.
- b. be employed at UMBC for at least one year by April 1 of the election year.
- c. not be currently serving as the Vice President, President, or Past President for the Professional Staff Senate.

**3. Election Committee**

**3.1 Election Committee Members**

The Election Committee will be comprised of the President, Vice President, Past President, Treasurer, Secretary, and Information Technology Officer. The Vice President will serve as chair. If one of these individuals is up for re-election, they will need to resign from the election Committee. The vacancy will not be filled.

**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. overseeing the tabulation of election results immediately after the close of polling
- e. creating the election ballot

### **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 from April 1 – 15.
- b. Advertising for nominations shall be done through myUMBC group page and the campus wide e-mail announcements.
- c. Nominations will be done electronically on the Professional Staff Senate Blackboard Community. 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 nominee can nominate up to 6 senators and 2 CUSS representatives.
- e. Any exempt staff member can nominate. Self-nominations are accepted. No more than six nominees can come from the same exempt staff member.

### **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 between April 15-20.
- 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 April 20 – 30.
- 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 on the Professional Staff Senate Blackboard Community. If Blackboard is unavailable for more than three days, an email ballot and voting system will be implemented at the discretion of the election Committee.

#### **4.4 Voting**

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

#### **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 number 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 by May 31.

### **5. Notification of Results**

1. The chair of the Election Committee (the vice president of the Senate) shall notify all candidates of the election results no later than June 10.
2. The president of the Senate shall notify the campus community of the election results no later than the June meeting.

### **6. Vacancies**

1. In the event of a vacancy, the president shall return to the election results to fill the vacancy. The person with the highest number of votes not yet selected for a position will be granted the seat. That person shall be contacted to confirm they

would like to still be a senator. If he or she is willing, then that person will step into the vacancies on the same terms of the original seat. (ie: if there is a one year term left the person filling the vacancy will be a senator for the remaining of that term)

2. In the event that there is no remaining nominee that is willing to fill the seat, to attain the voting membership of 18 senators, the Senate shall fill the seat as follows.
  - a. The Senate shall identify exempt staff members who are willing to complete the term.
  - b. To complete the term, a staff member must be approved by 2/3 vote of the senate.

## **7. Council of University System Staff (CUSS) Representative**

1. The CUSS representative 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 shall be the candidate with the highest number of votes for this position. The candidate with the second-highest number of votes shall be invited to serve as the alternate CUSS Representative.
3. The CUSS representative or alternate will be expected to attend senate meetings in an ex officio capacity.
4. The CUSS representative serves a two year term.

## **8. Ratification and Amendment**

The Election Policy 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.