

**Selected Staff Senators Procedures
as submitted by Staff Council Chair
December 11, 2015**

Relevant Bylaw

II. Section 1.A.3. Selected Staff Senators. *The four (4) staff members are selected for one year terms. The term of service of a selected staff senator shall begin with the call to order of the spring organizational meeting of the University Senate and continue until her/his successor assumes office. The eligibility requirements of selected staff senators are identical to those required for membership on Staff Council as specified in the most current version of the relevant Staff Council governance document (bylaws, constitution, etc.). The selection process for these members shall be determined by Staff Council. The Chair of Staff Council shall ensure that (1) the eligibility requirements from Staff Council governance document(s) as well as a written description of the selection procedure developed by Staff Council is submitted to the Executive Committee no later than February 1 and (2) the selection is implemented according to the procedures with the results reported to the Executive Committee no later than March 1. These eligibility requirements, procedures and results shall be archived in the appropriate format. The Executive Committee shall announce the results of these selections no later than March 6.*

Staff Council

From: Daniel McDonald

Sent: Friday, December 11, 2015 9:00 AM

To: Chavonda Mills <chavonda.mills@gcsu.edu>

Subject: Re: ELECTION OF SELECTED STAFF SENATORS

Relevant Bylaw

ARTICLE III. Section A.4 (Membership to Staff Council)...“Staff” includes all employees except ranked faculty members employed in the corps of instruction and administrators reporting to the president. To be eligible, a staff member must be employed in a full or partially benefited position and be on active duty.

ARTICLE V. Section C. University Senate Elections. The University Senate Seats shall be elected before the March University Senate Meeting using the following procedures:

1. Nominations shall be accepted after the February Staff Council meeting. Nominations may be made to the Chair of the Bylaws & Elections Committee. Current and new delegates shall be eligible for nomination for a University Senate Seat. The Bylaws & Elections Committee shall contact the nominees. Each person named on the ballot must accept the nomination and consent to their name being placed on the ballot. Once the nominations have been confirmed, the ballot shall be prepared for the election.

2. Elections shall occur before the March University Senate meeting. Should a vacancy occur during a term of office; the above election process shall be followed starting with the next regularly scheduled meeting.