1. Why would I be interested in running for Staff Senate?

If you are interested in promoting the general welfare of the university, providing input on issues impacting staff and encouraging communication across campus, consider becoming involved as a senator.

Meetings of the staff senate are held once per month during the academic year (August – May). Senate meetings are normally one hour in length. All meetings take place during regular working hours.

Senators are encouraged to become involved in one of several committees that have been established. The work of these committees takes place outside of regular senate meetings. The time required of committee members varies depending on the focus and charge.

2. Who is eligible to run for a Staff Senate seat?

Any full-time, unclassified ULM employee, with a minimum one (1) year of ULM employment as of Feb. 1 of the current year, may run for a Staff Senate seat.

3. When does the one (1) year eligibility begin?

The one (1) year eligibility date is set by the date the nominations for elections opens – February 1.

For example, to be eligible for the current year Staff Senate election, the nominee must have started working full-time at ULM on or before Feb. 1 of the previous year. For the 2017 election, the one (1) year eligibility starts February 1, 2016.

In the event of no one meeting the one-year eligibility requirement, eligibility requirement moves to six (6) month employment as of February 1 of the election year. For the 2017 election, the six (6) month eligibility starts August 1, 2016.
4. **Faculty are considered unclassified employees, so are faculty allowed to run for the Staff Senate?**

Per Article III of the ULM Faculty Senate Constitution:

> “Full-time (75% and above) faculty with the rank of instructor or above, excluding administrative officers and budget unit heads at the University, are hereinafter referred to as General Faculty. Membership in the Faculty Senate shall be restricted to General Faculty.”

Any faculty member, not represented by the Faculty Senate is automatically represented by the Staff Senate, with the exception of any ULM administrators who may also hold faculty rank (see FAQ #5).

5. **Are any other groups not represented by the Staff Senate?**

Yes. Classified employees are not covered by the Staff Senate, since classified employees are represented by Civil Service.

In addition, seven (7) ULM administrators are not represented by the Staff Senate:

- University President
- Special Assistant to the President
- Vice President for Academic Affairs
- Executive Vice President
- Vice President for Student Affairs
- Chief Business Officer
- Director of Athletics

However, in the spirit of Shared Governance with Civil Service, the Faculty Senate and the President’s Office, a non-voting liaison from each group will be invited to Staff Senate meetings. The non-voting liaisons are appointed by their respective groups, and are not counted in the number of Staff Senate seats available.
6. How many Staff Senate seats are available?

In 2017 the total number of Staff Senate seats is 15, although not all seats are available in any given election cycle (see FAQ #10.)

Representation of each “Organizational Unit” is based on the number of eligible unclassified employees working within an organizational unit. At a minimum, there are two (2) base seats available for each organizational unit.

In addition, another Staff Senate seat is available for every 40 employees working in an organizational unit, with a maximum of five (5) seats total, including the base seats.

Since Academic Affairs has a significant number of employees, both unclassified staff, and unclassified staff with faculty rank (see FAQ #4), one (1) base seat is allocated to each group within Academic Affairs.

7. How long does a Staff Senate term last?

Staff Senate terms are for two (2) years.

8. What is an “Organizational Unit”?

An “Organizational Unit” is how the Staff Senate determines representation.

<table>
<thead>
<tr>
<th>Unclassified Employees by Organizational Unit</th>
<th>Unclassified Employees</th>
<th>Percent</th>
<th>Base Seats</th>
<th>Addn’l Seats</th>
<th>Total Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs (includes faculty rank)</td>
<td>130</td>
<td>35.4%</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Athletics/President’s Office</td>
<td>79</td>
<td>21.3%</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>25</td>
<td>6.8%</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>107</td>
<td>29.2%</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>26</td>
<td>7.1%</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>TOTALS</td>
<td>367</td>
<td>100%</td>
<td>10</td>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

Employee Count Source: ULM’s Department of Human Resources as of February 1, 2017
9. So how many Staff Senate seats are we electing in 2017?

Staff Senate seats available for nomination for the 2017 - 2019 term, by Organizational Unit (see FAQ#8) is:

- Academic Affairs (w/o Faculty Rank) – 2
- Athletics/President’s Office – 1
- Business Affairs – 1
- Executive Vice President – 2
- Student Affairs - 0

Total available seats for the 2017 Election: 6

10. What is the timeline for the elections?

<table>
<thead>
<tr>
<th>ELECTION EVENT</th>
<th>2017 DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification to eligible employees of elections</td>
<td>Monday, March 27</td>
</tr>
<tr>
<td>Nomination forms online (electronic filing only)</td>
<td>Monday, March 27</td>
</tr>
<tr>
<td>Nomination deadline</td>
<td>Friday, April 7 @ 11:30 am</td>
</tr>
<tr>
<td>Candidate Profiles online</td>
<td>Wednesday, April 12</td>
</tr>
<tr>
<td>Online Elections</td>
<td>Wed. Apr. 26 and Thur. Apr. 27</td>
</tr>
<tr>
<td>Tie-Breaker coin toss (if needed)</td>
<td>Friday, April 28</td>
</tr>
<tr>
<td>Results announced</td>
<td>Friday, April 28</td>
</tr>
<tr>
<td>Elected Senators take office</td>
<td>Wednesday, May 17</td>
</tr>
</tbody>
</table>

11. What if there is a tie? Do we have a run-off?

To be elected, a candidate needs only a plurality (the most votes,) not a majority (50 percent +1 vote.) If a dead-heat tie occurs, the tie-breaker procedure is:

- Tie-Breaker coin toss by the Staff Senate President. Candidate with employment seniority gets to call “heads” or “tails”.

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12. How does one get nominated to run for a Staff Senate position?

Beginning on Monday, March 27, 2017 and running through Friday, April 7, 2017 at 11:30 a.m., you can nominate yourself or a fellow co-worker to run for Staff Senate seats.

The nomination form is available at www.ulm.edu/staffsenate/nomination

No confidential information is required, and nominations are accepted online only.

13. Can I nominate a co-worker from another “Organizational Unit”?

Yes, you may nominate a co-worker from another Organizational Unit.

As a courtesy, please discuss your intent with your co-worker prior to nominating them.

14. How do I know if I am eligible to run for Staff Senate?

You can check your eligibility online at www.ulm.edu/staffsenate/eligibility.html.

The eligibility list is provided by Human Resources and provides the following information:

- Name
- Organizational Unit
- Department and Job Title
- Faculty Rank (if applicable)
- Hire Date

You can use this information to determine yours or a co-worker’s eligibility.
15. I’m pretty sure I’m eligible, but I’m not on the eligibility list. What do I do?

For any eligibility questions, please email the Staff Senate Election Committee at staffsenate@ulm.edu

The committee will review your eligibility and respond to you within two (2) working days of the request.

16. If I’m eligible to vote in the Staff Senate elections, although not eligible to run (due to length of employment), can I still vote?

Yes.

As long as you are a full-time, unclassified ULM employee, you may vote in the Staff Senate elections.

17. When will the Staff Senate election start?

The Staff Senate election will take place online starting at 8:00 a.m., Wednesday, April 26, 2017 and will end Thursday, April 27, 2017 at 5:00 p.m.

You may vote using any Web browser with Internet access, either on or off-campus.

You can also vote using the ULM app, available free for your smart device at ulm.edu/app.
18. How do I vote?

All voting is done online and all eligible voters will be sent an email with a link to go online to vote. A link to the voting site will also be available on the Staff Senate Home page (ulm.edu/staffsenate). You can also vote using the ULM app, available free for your smart device at ulm.edu/app.

The online voting is set up on a secure, encrypted Web page, and to vote you will need to enter the username of your ULM email address – everything prior to the @ symbol – and email password.

For example, if your email address is jdoe@ulm.edu, you would enter jdoe in the login box.

19. I’ve forgotten my password. What do I do?

If you have forgotten your password, you must have it reset by the ULM Computing Center. You can call the ULM Computing Center Help Desk at ext. 3333 between the hours of 7:30 a.m. to 5:00 p.m.

The Computing Center cannot “look-up” your password. They must assign you a new one. Passwords cannot be “reset” via an email request.

20. OK, I’ve successfully logged in. Who can I vote for?

You can vote only for the candidates within your Organizational Unit. Based on your login, your voting screen will present only the applicable candidates for your Organization Unit.
21. How many times can I vote?

You may vote only once.

One you click the “Submit Votes” button within the ballot, your selections are tallied and you cannot vote again or change your vote.

22. I’m uncomfortable voting online. Can I vote with a paper ballot?

All voting is done online.

ULM’s online voting process is secure and encrypted. The University and the Computing Center can determine only that you voted, not who you voted for.