
STANDARD OPERATING PROCEDURES

PROFESSIONAL STAFF S

- I. IT 1 senator
 - 1) OFFICES: Computing Svcs Admin
- J. Health & Safety 1 senator
 - 1) OFFICES: Case Management, Counseling Cntr, Employee Assistance, Environmental Health and Safety, Health Promotion and Prevention, Health Services, Univ Police Admin
- K. Institutes & Centers 1 senator
 - 1) OFFICES: Ctr for Adv Microelec Mfg (RF), Fernand Braudel Cntr, IEEC, Inst Materials Research, Institute for Child

- 1) Elections for the upcoming academic year shall be conducted between March and May. The Rules Committee will establish a timeline for elections no later than February 1st.

B. Nomination

- 1) Any constituent may submit names of constituents in nomination for election to the Senate, including self-nominations. Nominators must confirm the willingness of their nominee to run for election. Nominees must submit their full name, current title and campus unit, and a candidate statement, by the date specified by the Rules Committee.
- 2) Candidate statements are not to exceed 600 characters (including spaces) and must be submitted within the nomination window. Candidates who do not submit a written statement will not appear on the ballot.
- 3) Once the deadline for nominations has passed, the Rules Committee shall meet and review each nomination, verifying the nominee's eligibility to run for a senate seat.
- 4) The Rules Committee has the right to request changes to a candidate's statement if it violates PSS or University policies. If the candidate refuses to change the statement, the Rules Committee has the right to vote to remove that candidate from the ballot.

C. Ballot & Voting

- 1) All candidate names, offices and accompanying statements will be placed on a general ballot.
- 2) To ensure fairness, ballots will randomize the order in which candidates appear.
- 3) The ballot will be distributed to all eligible PSS voters via email.
- 4) The voting period will last no less than seven days, with periodic reminders to voters in advance of the closing date.
- 5) Each voter will cast up to five rank-ordered votes on the ballot, indicating their first, second, third, fourth, and/or fifth choices.
- 6) Voters are not required to cast all of their votes, and may indicate fewer than their top five choices.

D. Tallying Results

- 1) After polling closes, the Rules Committee will then tag each candidate with the correct Area, as dictated by the current Senate Area List.
- 2) The Committee will calculate an overall score (the "Weighted Total") for each candidate on the ballot. Each vote will be weighted as follows:

Where N = number of candidates on the ballot,

- a) First choice, N points;
- b) Second choice, N-1 points;
- c) Third choice, N-2 points;
- d) Fourth choice, N-3 points; and
- e) Fifth choice, N-4 point.

Candidates will be placed in a single taC sa placed

candidate with the highest Weighted Total. Another Area will be chosen at random and will be filled with the General candidate with the next highest Weighted Total, and so on until all Areas are filled.

F. Assigning General Seats

- 1) After all Area seats have been assigned, all General seats will be assigned to the remaining candidates in the General Pool who have the highest Weighted Total.
- 2) In the event of a tie for the lowest Weighted Total General seat, the candidate with the most first-choice votes will automatically win the seat; if that is also tied, then it will be the most second-choice votes, and so on. If the seat is still tied after these tiebreakers, the outgoing Senate will hold a vote to declare a winner, and the losing candidate(s) will be moved to the Alternate pool.

Limits on Seats by Area. No more than 3 seats per Area.

5. Special meetings may be called by the Chair or Executive Committee. Rules for the Senate meetings, as specified in the Constitution, By-Laws, and Standard Operating Procedures also apply to special meetings.
6. At least two constituency meetings shall be scheduled each year, one in each semester.
7. Standing committees shall establish a regular schedule in meetings at the start of each semester and shall meet as often as needed to meet their charges. Committee reports shall be made, as appropriate, to the full Senate at PSS meetings.
8. Senate meetings shall consider a *quorum* to be a total of 10 senators.

ARTICLE V- ATTENDANCE

1. All officers and members are expected to attend all Professional Staff Senate meetings, constituency meetings and appropriate committee meetings.
2. If any member cannot attend a Senate meeting because of unusual circumstances, a substitute (with voting privileges) can be chosen from the list of Alternates or, if no Alternates are available, can be chosen from the general constituency. Failure to appoint a substitute is defined as an absence. Requests to be excused from a committee meeting should be directed to the chair of that committee.
3. The Secretary and committee chairs shall advise the Rules Committee of excessive absences by members. Excessive absences shall be defined as three consecutive absences or four absences out of eight scheduled meetings.
4. Members identified as having met the “excessive ang CkeE,o3(nd 12 Tfuw/F1F4 1Ta0 1 e(o Alter)5(na)4(tes)-8.([(

ARTICLE VI- VACANCIES

1. Members who resign their seats should do so in writing, addressing the resignation to the Senate Chair with copies to the chairs of any working committees on which the member serves.
2. Assigning Vacant Seats
 - A. *Vacated Area Seats.* In the event that an Area seat is vacated, the following procedures will apply:
 - 1) If a vacancy occurs in an Area, the seat will fall to the Alternate candidate from that Area with the next-highest Weighted Total.
 - 2) If there are no Alternates from that Area, the seat will fall to the Alternate from any Area with the next-highest Weighted Total.
 - B. *Vacated General Seats.* In the event that a General seat is vacated, the following procedures will apply:
 - 1) If a vacancy occurs in a General seat, the seat will fall to the Alternate from any Area with the next-highest Weighted Total.
 - C. *No remaining Alternates.* If there are no remaining Alternates to fill a vacancy, nominations will be sought at the next PSS meeting. Candidates from the Area will be voted on by the Senate to fill Area seats. If there are no candidates from the Area, or if it is a General seat, candidates from any Area can be voted on by the Senate. A majority vote wins the seat.
 - D. *Vacancies occurring after Spring Nominations have begun.* If a vacancy occurs after the start of Spring Nominations, the seat will remain open and will be eligible to be filled during the upcoming elections.

ARTICLE VII- COMMITTEES

1. Standing Committees shall be as follows:
 - A. **Executive Committee** – Executive Committee membership shall consist of the Chair, ViJET/-mittee utivmmitvTm-15(utiv5(tal.rBT1 (

- A. By the Rules Committee in consultation with the Executive Committee and the subsequent majority of the Senate membership.
- B. By any professional staff member at any time. He/she may propose a modification/addition to the Rules Committee, which shall make recommendations and take them to the Executive Committee for consultation. Proposals and recommendations of the Rules Committee or Executive Committee must be made public and may be overruled by a floor motion and an affirmative vote by the majority of the elected Senate membership.

The Standard Operating Procedures as passed by the Professional Staff Senate shall be submitted to the Senate secretary for permanent record.

REVISION HISTORY:

Revised by Senate 2019-05-08

- *Revisions to elections procedures, rules to fill vacancies, and indicating two committees are Ad Hoc until the By-laws are updated to include them as regular committees.*

Revised by Senate 2019-03-06

- *Extensive revisions to elections procedures, structure of representation shifted from division-based to area-based.*

Approved by Senate 2018-09-05

Revised by Senate 2018-05-02

- *Officer elections moved to May instead of following August.*

Revised by Senate ???

- *Attendance rules and substitutes modified*

Previous revisions: *Unknown*

Adopted: *Unknown*