



Staff Senate

Nominations and Elections

Frequently Asked Questions

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 April 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 closes – April 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 April 1 of the previous year. For the 2021 election, the one (1) year eligibility starts April 1, 2020.

In the event of no one meeting the one-year eligibility requirement, eligibility requirement moves to six (6) month employment as of April 1 of the election year. For the 2021 election, the six (6) month eligibility starts October 1, 2020.



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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. The Staff Senate does not cover classified employees, since Civil Service represents classified employees.

The Staff Senate does not represent any ULM administrator who serves on the University President’s Executive Council. Visit ulm.edu/president/council.html for a list of current Executive Council members.

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 is 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.



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6. How many Staff Senate seats are available?

In 2021 the total number of Staff Senate seats is 18, although not all seats are available in any given election cycle (see FAQ #9.)

Representation of each “Organizational Unit” is based on the number of full time unclassified employees working within an organizational unit.

Each Organizational Unit has a maximum of (2) base seats based on the number of employees within the Organizational Unit, with a maximum of four (4) total seats. The first base seat is for 1-20 employees, the second base seat is for 21-40 employees. Remaining seats are allocated for 41-80 employees, and 81+ employees.

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.

Employees by Organizational Unit:	# of F/T Employees	% of F/T Employees	# of Base Seats	# of Add'nl Seats	Total Seats	Total Available Seats
Academic Affairs w/o Faculty Rank	107	28.31%	1	2	3	1
Academic Affairs w/Faculty Rank	32	8.47%	1	0	1	0
TOTAL ACADEMIC AFFAIRS	139	36.77%	2	2	4	1
Athletics/President's Office	71	18.78%	2	1	3	1
Business Affairs	31	8.20%	2	0	2	2
Information Services & Student Success	48	12.70%	2	1	3	2
Student Affairs	43	11.38%	2	1	3	2
Enrollment Mgmt & Univ. Relations	46	12.17%	2	1	3	1
TOTAL	378	100.00%	12	6	18	9

Employee Count Source: ULM's Department of Human Resources as of February 23, 2021.



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9. So how many Staff Senate seats are we electing in 2021?

Staff Senate seats available for nomination for the 2021- 2022 term, by Organizational Unit (see FAQ#8) is:

- Academic Affairs (w/o Faculty Rank) – **1**
- Academic Affairs (with Faculty Rank) – **0**
- Athletics/President’s Office – **1**
- Business Affairs – **2**
- Information Services & Student Success – **2**
- Student Affairs – **2**
- Enrollment Management and University Relations - **1**

Total available seats for the 2021 Election = **9**

10. What is the timeline for the elections?

ELECTION EVENT	2021 DATES
Notification to eligible employees of elections	Monday, March 22
Nomination forms online (electronic filing only)	Monday, March 22
Nomination deadline	Thursday, April 1 @ 5:00 pm
Candidate Profiles online	Wednesday, April 14
Online Elections	Mon. Apr. 26 and Tue. Apr 27
Tie-Breaker coin toss (if needed)	Wednesday, April 28
Results announced	Wednesday, April 28
Elected Senators take office	Wednesday, May 19

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 22, 2021 and running through Thursday, April 1, 2021 at 5:00 p.m., you can nominate yourself or a fellow co-worker to run for Staff Senate seats.

The nomination form is available at 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 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.



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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 Melissa Rhodes, chair of the Staff Senate Election Committee, at rhodes@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 who meets the eligibility requirement of the Staff Senate, 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., Monday, April 26, 2021 and will end Tuesday, April 27, 2021 at 5:00 p.m.

You may vote using any Web browser with Internet access, either on or off-campus, at ulm.edu/vote and click the "2021 Staff Senate Election" link.

You can also vote using the ULM app, available as a free download for your smart device at ulm.edu/app.



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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 as a free download for your smart device at ulm.edu/app. Once the Staff Senate election starts, login to the app and tap the "Vote" icon.

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 ULM email password.

For example, if your email address is jdoe@ulm.edu, you would enter [jdoe](mailto:jdoe@ulm.edu) 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 ULM's Office of Information Technology. You can call the Office of Information Technology Help Desk at ext. 3333 between the hours of 7:30 a.m. to 5:00 p.m.

The Office of Information Technology cannot "look-up" your password. They must assign you a new one. Note that having your password change may affect access to other ULM systems, such as Banner, Email, *myULM*, your university computer workstation, etc. 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.



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21. How many times can I vote?

You may vote only once.

Once 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 Office of Information Technology can determine *only that you voted*, not who you voted for.