

## ADMINISTRATIVE COMMITTEE TIMELINE

### December

1. Ask the current Staff Council chair if he/she will be able to serve as the Planning Director for the following year. If not, this will be an electable position at the March SC meeting with the first option going to outgoing BOO members. If the chair can be the planning director, but his/her term is ending, the term would need to be extended for another year.
2. Compile a list of all regular, full time staff members sorted by department. Ineligible employees should be removed (president, VPs, associate and assistant VPs, provost, associate and assistant provosts, deans, associate and assistant deans, university attorneys).
3. Count the number of staff from each department to see if the number of representatives for the district should change (1 representative for each 50 staff).
4. Obtain the list of current representatives to determine where vacancies will exist.

### 1<sup>st</sup> and 2<sup>nd</sup> Weeks of January

Staff Council Representative	Staff Senator
1. Coordinate the elections with IS&T. They will need to set-up the elections website with current eligible staff members.	1. Coordinate the elections with IS&T. They will need to set-up the elections website with current eligible staff members.
2. Create and distribute the email on January 15 <sup>th</sup> to all eligible staff members that the nominations will open on January 21 <sup>st</sup> .	2. The staff senator application should be made available on the Staff Council website.
	3. Create and distribute an email on January 5 <sup>th</sup> to all eligible staff members including the following: <ol style="list-style-type: none"> <li>a. The staff senator application is available online.</li> <li>b. Forum taking place on the week of February 3<sup>rd</sup>.</li> <li>c. Staff senator elections will open online on January 21<sup>st</sup>.</li> </ol>

**Comment [KC1]:** The database has to be updated manually via the administrator access application to reflect upcoming vacancies. Also need to adjust the SAC Elections Worksheet to reflect correct no. of open positions.

### 3<sup>rd</sup> and 4<sup>th</sup> Weeks of January

Staff Council Representative	Staff Senator
1. Announce the nominations at the January Staff Council meeting and encourage representatives from departments with vacancies to nominate other staff members.	1. Announce application availability at the January Staff Council meeting about staff senator vacancies.
2. The staff council nominations open online on January 21 <sup>st</sup> . Send an email reminder.	2. Staff senator applications made available online.
3. Staff council nominations will close on January 31 <sup>st</sup> .	4. Plan the staff senator forum that will be held during the week of February 3 <sup>rd</sup> . Mary Nell Stone can help with the logistics.
	5. Send a reminder email about the Forum.
	6. Staff senator applications are due on January 31 <sup>st</sup> .

### 1<sup>st</sup> Week of February

Staff Council Representative	Staff Senator
1. Administrative committee member divide up the list of nominated staff members and contact them individually to verify the nomination.	1. The staff senator applications should be made available to staff council members and the forum should take place this week.
2. If a nomination was not submitted for a district with a vacancy attempt to find a person from that district to nominate.	2. The Forum will take place on February 3 <sup>rd</sup> .
3. Update the elections database with nominated staff members. (Verification of the nominations must take place early in the week so this can occur.)	3. Send email about the upcoming election to be held February 10 <sup>th</sup> – 21 <sup>st</sup> .
4. Send email about the upcoming election to be held February 10 <sup>th</sup> – 21 <sup>st</sup> .	

### 2<sup>nd</sup> and 3<sup>rd</sup> Weeks of February

Staff Council Representative	Staff Senator
1. The staff council elections website is open to all eligible staff members from February 10 <sup>th</sup> – 21 <sup>st</sup> .	1. The staff senator elections take place at the February staff council members. **Ballots must be created for staff senator elections.
	2. Notify the elected staff senators (they can attend the March meeting, but their term does not start until April).

### 4<sup>th</sup> Week of February

Staff Council Representative	Staff Senator
1. If necessary because of a tie vote, conduct a run-off election.	1. If necessary because of a tie vote, conduct a run-off election.
2. Notify the elected staff representatives (their term starts in March) and ensure that they are willing to serve.	2. If any vacancies exist, the Executive committee must fill it.
3. If any vacancies exist, the Administrative committee must fill it.	

### March Staff Council Meeting

1. Elect the BOO (chair, vice chair, and directors).
2. Swear in new members.
3. Swear in newly elected BOO.
4. Have new members select committees.

### April Staff Council Meeting

1. Swear in staff senators.
2. Staff senators are assigned to senate committees.

**Comment [KC2]:** Database needs to be updated with new member names/ term begin dates.

**Comment [JAE3]:**