To: All Staff Senators
From: Staff Senate Office
Date: March 26, 2010
Re: Staff Senate Communication Guidelines

The following is a brief overview of protocol for bringing issues to the Staff Senate’s attention and the proper use of the Staff Senate LISTSERV account.

**New Issues:**

New issues should be forwarded to the Staff Senate officers for distribution to the Executive Committee (EC) for consideration of action. If EC determines that the issue needs further attention, the EC will assign it to an appropriate Staff Senate standing committee and may elect to add the issue to the directed committee’s goals and objectives.

**Research:**

Committees may use the Staff Senate LISTSERV (staffsen@listserve.louisville.edu) on occasion to request information that could be useful when researching a particular topic. The standing committee chair will request permission to use the Staff Senate LISTSERV from the Staff Senate Chair, via the Staff Senate office, before sending any information on the LISTSERV. This will keep the Staff Senate informed and also allow members with expertise in a given area to contribute their knowledge.

**Bringing Motions to the Full Staff Senate:**

After receiving an issue from EC, it becomes the standing committee’s responsibility to research, record and, if appropriate, make a recommendation to the full Senate. A proposed recommendation should be brought to the Senate floor in the form of a motion. The motion will be ratified by a majority vote of Senators present.

Prior to a committee bringing a motion before the full Staff Senate, committees should forward the recommendation to the Staff Senate’s LISTSERV. The standing committee must also include appropriate rationale and background information in order to fully inform Senators before the vote.

The Chair of the Staff Senate must be notified ten days prior to a Staff Senate meeting that a motion will be brought before the full Senate for a vote. Written background information and rationale should be submitted at the same time. The motion will be added to the agenda.

**Internal Communication Channels – LISTSERV:**

The Staff Senate LISTSERV is an open forum for Senators to discuss issues that interest or concern the university’s Staff. Senators should remember that all messages sent through LISTSERV are distributed to all subscribers (over 80 people) and that each reply to a LISTSERV message is also distributed to the entire subscriber list.
Use discretion when replying to LISTSERV and refer to the following guidelines:

- The LISTSERV should be used as an information exchange for the purpose of distributing, clarifying and discussing issues.
- Provide original information; do not repeat what has already been stated.
- Stay focused on the current topic.
- Be brief, polite and professional – no flaming remarks please.
- Do not use the LISTSERV to reply to one person, remember all 80+ people will receive a LISTSERV message. Repeated misuse may lead to the shutdown of your LISTSERV reply option.

Contact the Staff Senate office if you have any questions about appropriate use of the Staff Senate LISTSERV.

Distributing Information from the LISTSERV:

Please confer with the Staff Senate Chair, via the Staff Senate Office, before sending any information to your constituents or other University groups that does not originate from the Staff Senate office, one of the Staff Senate officers or one of the Standing committee chairs. Information sent by the Staff Senate office that is intended for distribution to your constituents will be noted at the top of the e-mail message.

Approved Communication with constituents:

1. Introduce yourself to your constituents at the beginning of the fiscal year when you receive your new constituent list from the Staff Senate Office. You will receive the list and instructions for setting up your constituency group in GroupWise at that time.

2. Forward email received from the Staff Senate LISTSERV marked ***FOR DISTRIBUTION TO CONSTITUENTS***

Unapproved Communication with constituents:

1. Anything not sent to you by the Staff Senate office, an officer or a committee chair of the Staff Senate.

2. Anything that does not have prior approval of the Staff Senate office and its officers.