The following review of Staff Senate guiding documents was conducted by Melissa Long Shuter, Parliamentarian to confirm that there were no precluding statements in the guiding documents to prevent a candidate question and answer period prior to the 2010 Staff Senate June election. Having reviewed the constitution, bylaws and the standing rules I find no statement that precludes the requested action.

Based on my review and the request from a staff senator I recommend the following process for the June 2010 staff senate officer elections:

- Address each office election independently, i.e. presentation, Q&A, vote, then conduct next election
- Allow office candidates to present for 5 minutes.
- Allow a 10 minute Q&A, moderated by the parliamentarian, after the specific office candidate presentations.
- Allowed one question per senator until such time as no other questions are on the floor, then as time permits, a senator can ask a second question.
- Each senator asking a question will state their names, area they represent and question.
- Questions should be asked in a way that they can be addressed by both candidates.
- Questions and answers should be limited to no more than one minute.
- All candidates will have an opportunity to respond to each questions asked. Responses should be limited to one minute.

I recommend this process for each office elections beginning with the office of secretary/treasurer, proceeded by the offices of the vice chair and chair. In total, if all time is utilized, each election could take up to 20-25 minutes.

Respectfully,

Melissa Long Shuter
Staff Senate Parliamentarian

**Constitution, excerpt**

* ARTICLE IV - OFFICERS

o Section 1. Duly Elected Officers.
The Staff Senate may elect up to four officers from its own membership as specified in the By-Laws of the Staff Senate.

o Section 2. Eligibility.
Eligibility. All members duly elected to the Staff Senate shall be eligible for election to the offices described in Section 1 of this Article, and only duly elected members of the Staff Senate may nominate or cast ballots in the election of any officer.

o Section 3. Duties
The officers described in Section 1 of this Article shall perform the duties determined in the By-Laws of the Staff Senate and such other duties as are approved by the Staff Senate.

o Section 4. Term of Office.
Officers of the Staff Senate shall be elected to serve for a term of one year in the manner determined in the By-Laws of the Staff Senate. Officers shall remain in the office until an election to select their successors has been conducted and the successors have been seated. An officer of the Staff Senate may be removed from office by a two-thirds vote of the membership of the Staff Senate following the procedures outlined in the By-Laws of the Staff Senate.

o Section 5. Limitation.
No Senator shall hold more than one office at a time.
Bylaws, excerpt

Section 2. Eligibility for Office; Who May Vote
All elected members of the Staff Senate are eligible for election to the offices stated in Section 1 of this Article. Only elected members of the Staff Senate may nominate or cast ballots in the election of any officers of the Staff Senate.

Section 3. Election of Officers; When Held
a. Election of the Offices stated in Section 1 of this Article shall be conducted at the June meeting of the Staff Senate with seating at the July meeting of the Staff Senate.
b. The Parliamentarian of the Staff Senate shall be the presiding officer for that portion of the meeting devoted to such elections unless the Parliamentarian is a nominee for an officer, in which case the Parliamentarian shall appoint a temporary Parliamentarian to serve as presiding officer for that period while election for office of which the Parliamentarian is a candidate is conducted. The Parliamentarian shall appoint two members of the Staff Senate to serve as tellers in the counting of votes cast in these elections. Any teller nominated for any office shall be ineligible to serve as teller in the counting of votes for the office to which he or she has been nominated, in which case the Parliamentarian shall appoint a temporary teller to serve.
c. An election to fill a vacancy in the Office of either Vice Chair, or Secretary/Treasurer, of the Staff Senate shall be conducted at the next regular meeting after such vacancy occurs and such election shall be conducted as prescribed in sub-section b. of Section 3 of this Article.

Standing Rules, excerpt

Passed in May 2008.

IV. OFFICER ELECTIONS
Rationale: all rules pertaining to officer elections are intended to standardize procedures, thus avoiding year-to-year variations

a. Nominations for Senate officer positions must be received by the Staff Senate office in writing no later than noon the second Monday of May. Nominations from the floor will be accepted only during the May meeting. A Senator may accept a nomination for only one officer position. All senators nominated, either from the floor or previously in writing, must be in attendance at the May meeting to accept or reject their nomination, or have provided written acceptance to the Staff Senate office in writing by noon of the day of the May meeting.

b. Candidate statements for officer positions must be received in writing at least two weeks before the June meeting. Statements are limited to 500 words; longer submissions will be truncated at the 500 word mark.

c. Candidate speeches and elections shall be the first order of business at the regular June Senate meeting.

d. Candidates for Senate officer positions are allowed to speak no more than five minutes during the June Senate meeting. Candidates for the office of Secretary/Treasurer shall go first, followed by Vice-Chair and Chair. Candidates will speak in alphabetical order within each group.

e. Candidates in attendance must deliver their own speech. However, if a candidate is unable to attend, he/she should notify the Chair of the Senate and the Parliamentarian as soon as possible and identify a proxy to speak for them.

f. Candidate names for all three officer positions will be printed on a single ballot which Senators will receive as they sign in for the meeting.