



## Cornell University Employee Assembly

### 2017 FALL - EMPLOYEE ASSEMBLY ELECTION RULES FILLING INCIDENTAL VACANCIES

Candidates and their supporters must follow all election guidelines outlined in this document. Failure to do so may result in disqualification of candidates by the Employee Assembly Elections Committee, hereafter referred to as the committee.

#### CANDIDATE INFORMATION

##### I. Eligibility

Candidates must complete the online registration materials and meet the qualifications listed below to become eligible. Candidates and their supporters shall comply with all policies and regulations of the University.

- a. Employee candidates must
  - i. work full-time or part-time in a non-exempt, exempt, or academic non-professorial staff category
  - ii. work at the Ithaca or Geneva campus
  - iii. work in the corresponding academic college/school if seeking those seats, in the corresponding staff unit if seeking those seats, or identify as a member of the corresponding affinity if seeking those seats.
  - iv. plan to remain so for the duration of their two-year term.
- b. Candidates shall attend mandatory meetings or send a proxy on their behalf. If they fail to do so, they will be disqualified from the election.

##### II. REQUIREMENTS

- a. Each candidate must complete the candidate background questions and statement via the [Candidate Registration Form](#) online. Candidates who are not able to submit statements online may contact the Office of the Assemblies to make alternate arrangements.
  - i. Statements will be posted at the Employee Assembly elections website, published in campus publications, and shared with the Employee Assembly members prior to the regular meeting on 18 October 2017.
- b. Candidates must submit their own photo or have a photo taken by the Office of the Assemblies when registering on the online Candidate Registration Form. The Office of the Assemblies, located in 109 Day Hall, will take photographs for candidates prior to the material submission deadline on the calendar. These photos and other candidate information will appear in campus publications, on the EA website, and in EA social media.
- c. Candidates must collect at least 25 petition signatures on the [approved form](#).
- d. All candidates are encouraged to attend the meetings of the Employee Assembly.

## **ELECTION GUIDELINES**

### **I. Maintaining a Fair Environment**

Candidates and their supporters must comply with the election rules stated here. They shall not create an intimidating or uncomfortable environment for other candidates, students, or employees. They shall notify the committee of any potential violations immediately after they occur by emailing the [Office of the Assemblies](#). They shall rectify any violations to the best of their ability upon notification by the committee. They may still submit a challenge for any violation at the conclusion of the campaigning period if desired.

### **II. Campus Mail**

Use of Campus Mail for campaigning purposes is prohibited.

### **III. Electronic Communications**

University-monitored e-mail traffic is at the discretion of the list owner. When in doubt, the candidate shall obtain permission from the owner of the list.

### **IV. Campus Code of Conduct**

All candidates and their supporters shall comply with applicable rules and policies of the University, including the [Campus Code of Conduct](#). Violations of the Code may be referred to the Judicial Administrator for appropriate action.

## **VIOLATIONS AND PENALTIES**

The committee shall determine whether or not a candidate has committed a violation of the Elections Rules. Violations may result in appropriate remedial measures determined by the committee up to and including disqualification of a candidate. Should the committee decide that a violation or series of violations have been committed on such a scale as to alter the fairness of the election, it may disqualify a candidate by majority vote. Any concerns or complaints shall be sent to the [Office of the Assemblies](#).

## **ELECTION PROCEDURES**

### **I. The Elections Calendar**

- a. The committee shall adopt a fall elections calendar, specific to elections filling incidental vacancies.
- b. Consideration shall be given to any religious holidays that may fall during the election period, so that the right to free religious observance is afforded to all potential candidates.

### **II. The Employee Assembly Elections Committee**

- a. Committee members are expected to abide by the highest standards of personal conduct and integrity. Members shall recuse themselves from decisions and deliberations in which they have a vested interest as a candidate or as a public supporter of a candidate.
- b. The committee shall meet as soon as possible after each challenge deadline.
- c. The committee shall verify election results

### III. The Office of the Assemblies

- a. The Office of the Assemblies by delegation from the committee shall prepare, distribute, and receive all printed material and distribute election materials.

### IV. Conduction of Election to Fill Incidental Vacancies

- a. Filling incidental vacancies:
  - i. In the event a seat remains open because an eligible staff candidate did not run for election, that seat is first filled from any eligible candidates not seated from other elections. If there are no eligible candidates, that seat remains open and quorum for that session will be based on the filled seats. If a candidate later emerges for that seat, the Assembly may vote by a simple majority of seated members to appoint that candidate to fill the remainder of the open seat's term.
  - ii. Should an incidental vacancy occur for any seat, the Assembly seats the highest-ranked, unseated candidate from the most recent election for the seat.
  - iii. Should an incidental vacancy occur and no eligible candidates remain to be seated from the most recent election for that seat, the Assembly may seat a member to fill the vacancy by the following process:
    1. The Assembly solicits interest from the employee community within two weeks of the vacancy's occurrence. The solicitation proceeds for no less than two weeks, and continues until it is closed by the Assembly.
    2. At the next meeting after solicitation has been closed, a slate of eligible candidates must be presented to the Assembly.
    3. To conduct the election, the chair of the meeting:
      - a. Allows each candidate to make an opening statement;
      - b. Allows all members present to ask questions of the candidates, including the candidates for the office;
      - c. Closes question and answer period;
      - d. Moves to a vote by secret ballot; and,
      - e. Repeats voting as needed until one candidate receives a majority of votes cast, eliminating the candidate receiving the fewest votes in each round of voting.
    4. Members who fill incidental vacancies shall serve the full remainder of the term.

### V. Challenges

- a. Eligibility to Challenge  
Any member of the Cornell community, except members of the committee, may submit a challenge.
- b. Challenge Deadlines
  - i. Challenges must be submitted to the Office of the Assemblies, 109 Day Hall, by 4:30 p.m. on October 13th, as noted on the Elections Calendar.
  - ii. Election challenge responses must be submitted by 12:00 p.m. on the next business day after Challenges are due.
  - iii. No challenges or further supporting documentation will be accepted after these deadlines.
- c. Format of Challenges
  - i. Challenges must be in writing and accompanied by the following supporting documentation:

1. Challenger's name
  2. Candidate's name
  3. Date of challenge
  4. Reason for challenge and supporting evidence
- d. Notification of Election Challenges
    - i. The Office of the Assemblies will send an email notifying anyone who is named in a challenge.
  - e. Response to Election Challenges
    - i. A challenged candidate may review challenges in the Office of the Assemblies, 109 Day Hall and address written statements in response to the committee.
  - f. Challenge Review Meeting
    - i. The committee will schedule a meeting to review challenges in closed session and will decide the merit of each challenge by majority vote.
  - g. Appeals
    - i. Appeals of committee decisions should be directed to the Director of the Office of Assemblies (the reviewer) within 24 hours of notification by the committee. The reviewer will consider whether the committee ruling was in compliance with the election rules, and may ask for a reconsideration of the ruling.
  - h. Finality
    - i. The determination of the committee shall be final.
  - i. Confidentiality
    - i. All challenges are confidential and shall be available only to the members of the committee.