



Cornell University Employee Assembly

2020 Employee Assembly Election Rules

Amended 7/24/2020

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

4 5 I. Candidate Information

6 7 1. Eligibility

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9 Candidates must complete the online registration materials and meet the qualifications listed in sections A
10 and B below to become eligible. Candidates and their supporters shall comply with all standing rules and
11 regulations of the University.

12 13 A. Employee candidates must:

- 14 1. work full-time or part-time in a non-exempt or exempt staff category; and
15 not be a voting member of the University Faculty (as an RTE).
- 16 2. work at the Ithaca, Geneva or Cornell Tech campuses.
- 17 3. work in the corresponding academic college/school if seeking those seats, in the
18 corresponding staff unit if seeking those seats, or identify as a member of the
19 corresponding affinity group if seeking those seats.
- 20 4. plan to remain so for the duration of their two-year term.

21 B. Candidates shall attend mandatory meetings or send a proxy on their behalf. If they fail to do so, 22 they will be disqualified from the election.

23 24 2. Promotional Materials and Events

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26 A. Because all campaigning will be done virtually due to the COVID-19 pandemic and policies
27 related to social distancing and restrictions to campus, there will be no printing of posters or
28 quarter cards for the 2020 elections.

29 B. Each candidate must complete the candidate profile and statement via the [Candidate](#)
30 [Registration Form](#) online. Candidates who are not able to submit statements online may
31 contact the Office of the Assemblies via email at assembly@cornell.edu to make alternate
32 arrangements. Statements will be posted on the Employee Assembly elections website,
33 used on the ballot, and published in campus publications.

34 C. Candidates must submit their own photo by the material submission deadline on the calendar.
35 If you are unable to provide your own photo, please check with a young person you know who
36 can be of help! Alternatively, you may check with one of the young-at-heart people in the
37 Office of the Assemblies who also may be of help. These photos and other candidate
38 information will appear in campus publications, on the web, and on the ballots.

39 D. All candidates are encouraged to participate in any public candidate forums organized in
40 collaboration with the Employee Assembly.

41 42 II. Election Guidelines

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1. Maintaining a Fair Environment

- a) Candidates and their supporters must comply with the election rules stated here. They shall not create an intimidating or uncomfortable environment for other candidates 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.
- b) Candidates and their supporters may not exceed \$30 for out-of-pocket spending and fair market value of donations of materials and professional services. Candidates must submit a Candidate Expenditure Statement Form and all receipts and proof of fair market value via email to the Office of the Assemblies assembly@cornell.edu, by the deadline specified on the Elections Calendar. If no money was spent for the campaign, the Candidate Expenditure Statement Form must still be signed and dated showing a statement of zero (\$0) spending, and turned in by the deadline.
- c) Candidates may be reimbursed for up to \$30 of allowable campaign expenses. Common allowable campaign expenses include: domain name fees, and web hosting fees. If there is any question on an expenditure, Candidates should receive pre-clearance from the committee to ensure the expense is reimbursable. Only expenditures that are submitted on the official candidate expenditure statement form with the original receipt will be reimbursed.

All campaign materials published by candidates and/or their supporters must only promote the Employee Assembly candidate. Any materials that include the names, positions, or any other information regarding other candidates or elections are strictly prohibited.

2. Early Campaigning

Candidates and their supporters shall refrain from the following campaign activities until campaigning officially begins:

- a) distributing electronic campaign material to the public.
- b) advertising candidacy by any method designed for public viewing.
- c) making speeches or statements to employee organizations or groups of employees.
 - In order to ensure fair and equal access to all candidates, no in-person speeches or statements may be made during the 2020 election.
 - Any speeches or statements must be made via Zoom or other virtual platform.

Current Employee Assembly members seeking re-election are expected to refrain from any form of publicity during the petitioning period.

3. University Postering & Chalking Policy

See §I.2.A above

4. Campus Mail

Use of Campus Mail for campaigning purposes is prohibited.

5. Electronic Communications

University-hosted 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.

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6. 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.

III. Violations and Penalties

The committee shall determine whether or not a candidate has committed a campaign violation. Campaign 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](#).

IV. Election Procedures

1. The Elections Calendar

- a. The committee shall adopt an elections calendar for the assembly.
- 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.

2. 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.

3. The Office of the Assemblies

- a. The Office of the Assemblies by delegation from the committee shall receive, review, process and post all elections-related material; maintain the web-based platforms for campaigning, petitioning and voting, and be of support to the committee.

4. Conduction of Election and Tabulation

- a. All voting will take place, and all ballots will be cast online via the Office of the Assembly's voting platform, Cicero at "vote.assembly.cornell.edu". Eligible voters requiring access to electronic voting may contact the Office of the Assemblies at assembly@cornell.edu for guidance.
- b. The order of names on the ballots shall be randomly selected. The Office of the Assemblies will identify as eligible voters those who:
 - i. work full-time or part-time in a non-exempt, exempt, and are not voting members of the University Faculty (as an RTE)
 - ii. work at the Ithaca, Geneva or Cornell Tech campuses.
- c. The Office of the Assemblies will tabulate votes using the Hare System for Ranked Choice Voting, as described on the [Assemblies Elections webpage](#).

- 143 d. The Office of the Assemblies will secure ballots for one calendar year after the election.
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145 **5. Challenges**
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- 147 a. Eligibility to Challenge
148 i. Any member of the Cornell community, except members of the committee, may
149 submit a challenge.
150 b. Challenge Deadlines
151 i. Petition challenges must be submitted via email to the Office of the Assemblies,
152 “assembly@cornell.edu, by 4:30 p.m. on the next business day following the
153 petition deadline.
154 ii. Election challenges must be submitted by 12:00 p.m. on the next business
155 day after ballots are due.
156 iii. No challenges or further supporting documentation will be accepted after
157 these deadlines.
158 c. Format of Challenges
159 i. Challenges must be in writing, submitted electronically via email,
160 and accompanied by the following supporting documentation:
161 1. Challenger’s name
162 2. Candidate’s name
163 3. Date of challenge
164 4. Reason for challenge and supporting evidence
165 d. Notification of Election Challenges
166 i. The Office of the Assemblies will send an email notifying anyone who is
167 named in a challenge.
168 e. Response to Election Challenges
169 i. Because challenges may not be viewed in person during the 2020 Election, a
170 challenged candidate may ask to review challenges via a Zoom meeting hosted
171 by the Office of the Assemblies who will share the challenge(s) on the screen
172 for review.
173 ii. A challenged candidate may address the challenges via email response to the
174 committee.
175 f. Challenge Review Meeting
176 i. The committee will schedule a meeting to review challenges in closed session
177 and will decide the merit of each challenge by majority vote.
178 g. Appeals
179 i. Appeals of committee decisions should be directed to the Judicial Codes
180 Counselor (the reviewer) within 24 hours of notification by the committee. The
181 reviewer will consider whether the committee ruling was in compliance with the
182 election rules, and may ask for a reconsideration of the ruling.
183 h. Finality
184 i. The determination of the committee shall be final.
185 i. Confidentiality
186 i. All challenges are confidential and shall be available only to the
187 members of the committee.