



## 2021 Employee Assembly Election Rules

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 “the Committee”) (*See below* §III, Violations and Penalties).

### **I. Candidate Information**

#### **1. Eligibility**

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

##### **A. Employment Criteria:**

1. Work full-time or part-time in a non-exempt or exempt staff category; and not be a voting member of the University Faculty (as an RTE);
2. Work at the Ithaca, Geneva or Cornell Tech campuses;
3. 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 group if seeking those seats; and
4. Plan to remain so for the duration of their term.

##### **B. Mandatory Candidate Meeting(s)**

All eligible candidates are required to attend one of the mandatory information sessions listed below. If the candidate cannot attend, they may send a proxy on their behalf. If they fail to do so, they will be disqualified from the election. Information sessions will be held:

- Thursday, April 8, 2021, from 8:30-9:00 AM
- Thursday, April 8, 2021, from 2:00-2:30 PM
- Thursday, April 8, 2021, from 5:00-5:30 PM

#### **2. Promotional Materials and Events**

A. Because all campaigning will be done virtually due to the COVID-19 pandemic and related policies on social distancing and other physical restrictions to campus, there will be no printing of posters or quarter cards for the 2021 elections.

B. Each candidate must complete the candidate profile and statement via the [Candidate Registration Form](#) online by Tuesday, April 6, 2021 at 5 PM. Candidates who are not able to submit statements online may contact the Office of the Assemblies via email at [assembly@cornell.edu](mailto:assembly@cornell.edu) to make alternate arrangements. Statements will be posted on the Employee Assembly elections website, used on the ballot, and published in campus publications.

- C. Candidates must submit their own photo by the above material submission deadline. This photos and other candidate information will appear in campus publications, on the web, and on the ballots.

## II. Election Guidelines

### 1. 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 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.

### 2. Digital Campaign Expenses & Reimbursement

- A. 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](mailto:assembly@cornell.edu), by Wednesday, April 28, 2021, at 4 PM. 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.
- B. Candidates may be reimbursed for up to \$30 of allowable campaign expenses. Examples of 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.

### 3. Campaigning (Definition and Restrictions)

- A. **“Campaigning” is broadly considered any activity, action, or conduct taken to further or advance a candidate’s standing or electability in the Employee Assembly elections.**
- B. Candidates and their supporters shall refrain from all campaigning or campaigning-related activities until campaigning officially begins on Friday, April 9, 2021, at 9 AM. This includes:
1. Distributing electronic campaign material to the public;
  2. Advertising candidacy by any method designed for public viewing; and
  3. Making speeches or statements to employee organizations or groups of employees.
    - i. To ensure fair and equal access for all candidates, no in-person speeches or statements may be made during the 2021 election.
    - ii. Any speeches or statements must be made via Zoom or other virtual platform.
- C. Employees may use their Cornell e-mail accounts for campaigning purposes. However, University-hosted email traffic is at the discretion of the list owner, and candidates may not send campaigning materials, communications, or announcements to university-hosted lists or listservs (e.g., a CNG list serve, a department or unit list serve) without first obtaining express permission from the owner of

the list.

- D. It is permissible for candidates to include candidacy information in the signature block of their Cornell e-mails (e.g., adding a link to a candidate's election profile and/or to the voting website). However, if such a signature block is sent to a list serve as described above, this would (even incidentally) be considered a campaign communication. Accordingly, candidates must be sure that they have first obtained express permission from the owner of the list prior to sending. If a candidate does not have express permission from the owner of the list serve, they are to remove the campaigning materials from their signature block.
- E. Current Employee Assembly members seeking re-election are expected to refrain from any form of campaigning or publicity during the petitioning period.
- F. All campaign materials published by candidates 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.
- G. All campaigning activities must stop when campaigning ends on Sunday, April 25, 2021, at 11:59 PM.

#### **4. University Postering & Chalking Policy**

Because all campaigning will be done virtually due to the COVID-19 pandemic - including related policies on social distancing and other physical restrictions to campus - there will be no printing of posters or quarter cards for the 2021 elections. See §I.2.A above

#### **5. 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. The Committee may take action it deems necessary or appropriate by way of 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](mailto:assembly@cornell.edu) for guidance.
- B. The order of names on the ballots shall be randomly selected.
- C. The Office of the Assemblies will tabulate votes using the Hare System for Ranked Choice Voting, as described on the [Assemblies Elections webpage](#).
- D. The Office of the Assemblies will secure ballots for one calendar year after the election.

### 5. Challenges

- A. Eligibility to Challenge
  - 1. Any member of the Cornell community, except members of the committee, may submit a challenge.
- B. Challenge Deadlines
  - 1. Election challenges must be submitted by April 28, 2021 at 4 PM.
  - 2. No challenges or further supporting documentation will be accepted after these deadlines.
- C. Format of Challenges
  - 1. Challenges must be in writing, submitted electronically via email, 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
  - 1. The Office of the Assemblies will send an email notifying anyone who is named in a challenge.

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196 E. Response to Election Challenges

197 1. Because challenges may not be viewed in person during the 2021 Election, a  
198 challenged candidate may ask to review challenges via a Zoom meeting hosted by  
199 the Office of the Assemblies who will share the challenge(s) on the screen for  
200 review.

201 2. A challenged candidate may address the challenges via email response to the  
202 Committee.  
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204 F. Challenge Review Meeting

205 1. The Committee will schedule a meeting to review challenges in closed session and  
206 will decide the merit of each challenge by majority vote.  
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208 G. Appeals

209 1. Appeals of Committee decisions should be directed to the Judicial Codes Counselor  
210 (the reviewer) within 24 hours of notification by the Committee. The reviewer will  
211 consider whether the Committee ruling was in compliance with the election rules and  
212 may ask for a reconsideration of the ruling.  
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214 H. Finality & Confidentiality

215 1. The determination of the Committee shall be final. All challenges are confidential and  
216 shall be available only to the members of the Committee.  
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