

## **Election Rules for the 2018 Employee-Elected Trustee Special Election**

1 *Adopted by the Trustee Nominating Committee on Wednesday, 3 March 2010.*  
2 *Amended Thursday, 3 February 2011; Tuesday, 6 March 2012; Monday, 10 February*  
3 *2014, January 21, 2016.*  
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### **Preamble**

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7 Candidates and their supporters must follow all election guidelines outlined in this  
8 document. Failure to do so may result in disqualification of candidates by the Trustee  
9 Nominating Committee, hereafter referred to as the committee.  
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### **Section I: Candidate Information**

#### **1.1. Eligibility**

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15 1. Candidates must meet all of the petition requirements by the petition deadline  
16 specified in the official calendar for the election in which they wish to run to be  
17 eligible to participate in that election as candidates.  
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19 2. All petitions may be reviewed in the Office of the Assemblies (109 Day Hall,  
20 Monday-Friday from 9am-12:15pm, 1pm-4:30pm) by any member of the  
21 community who wishes to examine them. Petitions may not be photocopied. The  
22 Office of the Assemblies will contact petitioners within 48 hours of the  
23 petitioning deadline if their petitions are deemed invalid.  
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25 3. The following rules apply to both student and employee candidates:  
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27 a. All candidates must attend mandatory meetings or send a proxy<sup>i</sup> on their  
28 behalf. If they fail to do so, they will be disqualified from the election.  
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30 b. All elected trustees are expected to remain in residence at the Ithaca or  
31 Geneva campus for the full duration of their terms.  
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33 c. Only the official petition forms issued by the Office of the Assemblies will  
34 be accepted.  
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36 4. The following rules apply only to student candidates:  
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38 a. Student candidates must be full-time students in residence at the Ithaca



39 campus and be enrolled in or admitted to a course of study that will allow  
40 them to remain so until May in the final year of their two-year term as  
41 trustee. Students enrolled at the Geneva campus of the University are  
42 considered Ithaca students for the purposes of these rules. Undergraduate  
43 students may run for trustee in odd years and graduate or professional  
44 students may run for trustee in even years.

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46 b. Each petition must have 200 valid, distinct signatures. Only signatures of  
47 those eligible to vote in the election shall be valid. It is recommended that  
48 candidates collect more than 200 signatures in the event that some cannot  
49 be validated.

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51 5. The following rules apply only to employee candidates:

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53 a. Employee candidates must work full-time or part-time in a non-exempt,  
54 exempt, or academic non-professorial staff category;

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56 b. Employee candidates must work at the Ithaca or Geneva campus; and,

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58 c. Employee candidates must plan to remain so for the duration of their four-  
59 year term as trustee.

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61 6. Each petition must have a total of 100 valid, distinct signatures. Only signatures  
62 of those eligible to vote in the election shall be valid. It is recommended that  
63 candidates collect more than 100 signatures in the event that some cannot be  
64 validated.

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66 **1.2. Online Registration Form**

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68 1. Each candidate must complete the online candidate background questions and  
69 statement. Statements will be posted at the Trustee elections website, used on the  
70 ballot, and published in campus publications.

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72 2. The Office of the Assemblies, located in 109 Day Hall, will take photographs of  
73 candidates prior to the petitioning deadline on the calendar. These photos and  
74 other candidate information will appear in campus publications, on the web and  
75 on the ballots. Candidates may also submit their own photograph for use in these  
76 official materials, per the size/resolution restrictions on the registration form.  
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78 **Section II: Election Guidelines**

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80 **2.1. Maintaining a Fair Environment**



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1. Candidates and their supporters shall comply with the election rules stated here.
  2. They shall not create an intimidating or uncomfortable environment for other candidates, students, or employees.
  3. They must notify the committee of any potential violations immediately after they occur by emailing the Office of the Assemblies [assembly@cornell.edu].
  4. They shall rectify any violations to the best of their ability upon notification by the committee.
  5. Candidates and their supporters may not interfere or interact with other people who are in the process of voting and they must take reasonable measures to avoid the possibility or appearance of such behavior. Specifically, candidates and their supporters may not:
    - a. offer their personal computers or electronic devices for others to use in voting or operate voting booths and kiosks;
    - b. watch, speak with, or hover around people whom they know, or reasonably should know, to be in the process of voting with electronic devices or otherwise;
    - c. engage in campaigning activities at computer labs or in any other environment where people appear to be in the process of voting; or,
    - d. troubleshoot others' election difficulties or attempt to explain to others how to prepare and cast a ballot.
  6. Candidates and their supporters should direct those who report difficulty voting to the Office of the Assemblies for support.
  7. Candidates and their supporters may not exceed \$50 for out-of-pocket spending and value of donations of materials and professional services.<sup>ii</sup> Candidates must submit a Candidate Expenditure Statement Form along with any receipts and proof of fair market value to the Office of the Assemblies, 109 Day Hall, by the deadline specified in the elections calendar.
  8. Candidates may be reimbursed for up to \$50 of allowable campaign expenses. Common allowable campaign expenses include: chalk, photocopies from on-campus vendors, domain name fees, and web hosting fees. Candidates should



124 receive preclearance on expenditures to ensure that they are reimbursable. Only  
125 expenditures that are submitted on the official candidate expenditure statement  
126 form with the original receipt will be reimbursed.

- 127
- 128 9. Candidates and their supporters may not as an explicit or implicit condition for  
129 initiation to, admission into, affiliation with, or continued membership in a group  
130 or organization compel any person to endorse their candidacies, assist their  
131 campaigns, or act as supporters.

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### 133 2.2. Early Campaigning

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- 135 1. Candidates and their supporters must refrain from the following campaign  
136 activities until campaigning officially begins:

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138 a. disseminating printed or electronic campaign materials,

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140 b. advertising candidacy by chalk, poster, electronic, or other means, or,

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142 c. making speeches or statements about their candidacy to student  
143 organizations, employee organizations, campus organizations, university  
144 departments, or classes.

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- 146 2. Candidates and their supporters should consult with the Office of the Assemblies  
147 if they are unsure whether an action they are considering or undertaken might  
148 constitute early campaigning.

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### 150 2.3. Compliance with Campus Life Policies and Conduct Codes

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- 152 1. Candidates and supporters acting on their behalf must be aware of and comply  
153 with all applicable campus policies and conduct codes, including but not limited  
154 to:

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156 a. University Postering & Chalking Policy,

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158 b. Campus Life policy for posting in Residence Halls,

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160 c. Dining hall policies, including a prohibition on distributing printed  
161 campaign materials in dining halls without permission from authorized  
162 staff, and,

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164 d. Campus Code of Conduct.

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- 166 2. Violations can result in disciplinary referral by officials responsible for their

167 enforcement. In addition to any sanctions available to such officials under the  
168 terms of such policies and codes, officials may discipline candidates who violate  
169 these policies as provided in these rules and the committee may disqualify  
170 candidates in response.

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## 172 2.4. Campus Mail

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174 Use of Campus Mail to distribute campaign materials is prohibited.

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## 176 **Section III: Petition and Campaign Penalties**

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178 The committee shall determine whether or not a candidate has committed a campaign  
179 violation. Campaign violations may result in appropriate remedial measures determined  
180 by the committee up to and including disqualification of a candidate. Should the  
181 committee decide that a violation or series of violations have been committed on such a  
182 scale as to alter the fairness of the election, it may disqualify a candidate by two-thirds  
183 majority vote of members present. Any concerns or complaints may be sent to the Office  
184 of the Assemblies [assembly@cornell.edu].

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## 186 **Section IV: Election Procedures**

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### 188 4.1. The Elections Calendar

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190 1. The committee shall adopt a calendar for spring elections. The committee may  
191 adopt different calendars for the student and employee elections, if both are held  
192 in the same semester.

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194 2. Consideration shall be given to any religious holidays that may fall during the  
195 election period, so that the right to free religious observance is afforded to all  
196 potential candidates.

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### 198 4.2. The Trustee Nominating Committee

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200 1. Committee members are expected to abide by the highest standards of personal  
201 conduct and integrity. Members must refrain from endorsing, campaigning,  
202 participating in any activity or deliberation associated with the endorsement of  
203 candidates. Members should recuse themselves from any committee deliberation  
204 that may present a conflict of interest.

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206 2. The committee shall meet as soon as possible after each challenge deadline.

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208 3. The committee shall verify election results.

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#### 210 4.3. The Office of the Assemblies

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212 1. The Office of the Assemblies by delegation from the committee shall prepare all  
213 printed material and distribute election materials.

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215 2. The Office of the Assemblies shall validate petitions as follows:

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217 a. Check each petition for the required number of signatures and validate  
218 candidates and signatures as to eligibility to sign petitions.

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220 b. Bring any petitions it finds invalid to the committee for action.

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222 c. Make petitions available to any member of the community who wishes to  
223 examine them.

224

225 3. The Office of the Assemblies will set a deadline by which students must be fully  
226 registered to be eligible to vote. Only full time students who have no holds on  
227 their registration before this deadline may vote in the election.

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#### 229 4.4. Conduction of Election and Tabulation

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231 1. The order in which names appear on the ballot shall be randomly selected.

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233 2. The Office of the Assemblies will tabulate votes using the Hare System.

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235 3. The Office of the Assemblies will post preliminary results as soon as possible after  
236 the committee has ruled on any challenges.

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238 4. A printout of election results shall be available in the Office of the Assemblies,  
239 109 Day Hall, for one year.

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#### 241 4.5. Challenges

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243 1. Any member of the Cornell community, except members of the committee, may  
244 submit a challenge.

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246 2. Petition challenges must be submitted to the Office of the Assemblies, 109 Day  
247 Hall, by the petition challenge deadline specified in the elections calendar.

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249 3. Election challenges must be submitted by the election challenge deadline



- 250 specified in the elections calendar.  
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252 4. No challenges or further supporting documentation will be accepted after these  
253 deadlines.  
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255 5. Challenges must be in writing and accompanied by the following supporting  
256 documentation:  
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258 a. challenger's name  
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260 b. candidate's name  
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262 c. date of challenge  
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264 d. reason for challenge and supporting evidence  
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266 6. The Office of the Assemblies will send an email notifying anyone who is named in  
267 an election challenge.  
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269 7. A challenged candidate may review challenges in the Office of the Assemblies,  
270 109 Day Hall and address written statements in response to the committee. The  
271 deadline for responses is set in the elections calendar.  
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273 8. The committee will schedule a meeting to review challenges in closed session. For  
274 each challenge, the committee will determine:  
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276 a. whether a preponderance of evidence substantiates each alleged violation;  
277 and,  
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279 b. which, if any, substantiated violations or combination thereof altered the  
280 fairness of the election to the extent the challenged candidate should be  
281 disqualified.  
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283 9. For each challenge, the committee will report to the challenger(s) and the  
284 challenged candidate all evidence received, any violations substantiated, and any  
285 decisions to disqualify the challenged candidate.  
286  
287 10. An appeal process is provided to assure challenges are fairly decided in a manner  
288 consistent with these rules. Appeals must be submitted to the Judicial Codes  
289 Counselor (the reviewer) by email no more than 24 hours after the preliminary  
290 report has been provided to parties to the challenge. The reviewer must review  
291 the preliminary report and associated documents and issue a decision that either  
292 upholds the preliminary determination or requests reconsideration. The reviewer

293 must provide a copy of the decision to members of the committee and all parties  
294 to the challenge. The reviewer may request that the committee reconsiders its  
295 preliminary determination if they find:

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- 297 a. the committee committed a prejudicial error in interpreting these rules;
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  - 299 b. the committee rendered a decision clearly against the evidence; or
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  - 301 c. new evidence was discovered after the preliminary determination and
  - 302 could not have readily been discovered before the determination, which
  - 303 would change the outcome.
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305 11. The determination of the committee after resolution of appeals shall be final. The  
306 committee will release a final, public report identifying all violations  
307 substantiated and any decisions to disqualify challenged candidates.

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309 12. Members of the committee and parties to a challenge may not share the contents  
310 of challenges, evidence, or decisions submitted to or received from the  
311 committee, except when explicitly permitted by these rules or by the committee.  
312 Unauthorized disclosure of confidential information may result in a disciplinary  
313 referral.

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<sup>i</sup> The proxy must identify the candidate whom he or she represents when attendance is taken.

<sup>ii</sup> Professional services are defined as services provided in exchange for financial compensation. Services donated by current Cornell students are excluded from this limitation.