

Election Rules for the 2018 Student Trustee Election

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

Preamble

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 Trustee Nominating Committee, hereafter referred to as the committee.

Section I: Candidate Information

1.1. Eligibility

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



42 them to remain so until May in the final year of their two-year term as
43 trustee. Students enrolled at the Geneva campus of the University are
44 considered Ithaca students for the purposes of these rules. Undergraduate
45 students may run for trustee in odd years and graduate or professional
46 students may run for trustee in even years.

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

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

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

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

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

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

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68 **1.2. Online Registration Form**

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

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

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80 **Section II: Election Guidelines**

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82 **2.1. Maintaining a Fair Environment**

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



127 expenditures that are submitted on the official candidate expenditure statement
128 form with the original receipt will be reimbursed.

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

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135 2.2. Early Campaigning

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137 1. Candidates and their supporters must refrain from the following campaign
138 activities until campaigning officially begins:
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140 a. disseminating printed or electronic campaign materials,
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142 b. advertising candidacy by chalk, poster, electronic, or other means, or,
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144 c. making speeches or statements about their candidacy to student
145 organizations, employee organizations, campus organizations, university
146 departments, or classes.
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148 2. Candidates and their supporters should consult with the Office of the Assemblies
149 if they are unsure whether an action they are considering or undertaken might
150 constitute early campaigning.

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152 2.3. Compliance with Campus Life Policies and Conduct Codes

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154 1. Candidates and supporters acting on their behalf must be aware of and comply
155 with all applicable campus policies and conduct codes, including but not limited
156 to:
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158 a. University Postering & Chalking Policy,
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160 b. Campus Life policy for posting in Residence Halls,
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162 c. Dining hall policies, including a prohibition on distributing printed
163 campaign materials in dining halls without permission from authorized
164 staff, and,
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166 d. Campus Code of Conduct.
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168 2. Violations can result in disciplinary referral by officials responsible for their
169 enforcement. In addition to any sanctions available to such officials under the

170 terms of such policies and codes, officials may discipline candidates who violate
171 these policies as provided in these rules and the committee may disqualify
172 candidates in response.
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174 **2.4. Campus Mail**

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176 Use of Campus Mail to distribute campaign materials is prohibited.
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178 **Section III: Petition and Campaign Penalties**

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

189 190 **4.1. The Elections Calendar**

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- 192 1. The committee shall adopt a calendar for spring elections. The committee may
193 adopt different calendars for the student and employee elections, if both are held
194 in the same semester.
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 - 196 2. Consideration shall be given to any religious holidays that may fall during the
197 election period, so that the right to free religious observance is afforded to all
198 potential candidates.
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200 **4.2. The Trustee Nominating Committee**

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- 202 1. Committee members are expected to abide by the highest standards of personal
203 conduct and integrity. Members must refrain from endorsing, campaigning,
204 participating in any activity or deliberation associated with the endorsement of
205 candidates. Members should recuse themselves from any committee deliberation
206 that may present a conflict of interest.
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 - 208 2. The committee shall meet as soon as possible after each challenge deadline.
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 - 210 3. The committee shall verify election results.

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4.3. The Office of the Assemblies

1. The Office of the Assemblies by delegation from the committee shall prepare all printed material and distribute election materials.
2. The Office of the Assemblies shall validate petitions as follows:
 - a. Check each petition for the required number of signatures and validate candidates and signatures as to eligibility to sign petitions.
 - b. Bring any petitions it finds invalid to the committee for action.
 - c. Make petitions available to any member of the community who wishes to examine them.
3. The Office of the Assemblies will set a deadline by which students must be fully registered to be eligible to vote. Only full time students who have no holds on their registration before this deadline may vote in the election.

4.4. Conduction of Election and Tabulation

1. The order in which names appear on the ballot shall be randomly selected.
2. The Office of the Assemblies will tabulate votes using the Hare System.
3. The Office of the Assemblies will post preliminary results as soon as possible after the committee has ruled on any challenges.
4. A printout of election results shall be available in the Office of the Assemblies, 109 Day Hall, for one year.

4.5. Challenges

1. Any member of the Cornell community, except members of the committee, may submit a challenge.
2. Petition challenges must be submitted to the Office of the Assemblies, 109 Day Hall, by the petition challenge deadline specified in the elections calendar.
3. Election challenges must be submitted by the election challenge deadline specified in the elections calendar.



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



- 296 to the challenge. The reviewer may request that the committee reconsiders its
297 preliminary determination if they find:
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299 a. the committee committed a prejudicial error in interpreting these rules;
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301 b. the committee rendered a decision clearly against the evidence; or
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303 c. new evidence was discovered after the preliminary determination and
304 could not have readily been discovered before the determination, which
305 would change the outcome.
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307 11. The determination of the committee after resolution of appeals shall be final. The
308 committee will release a final, public report identifying all violations
309 substantiated and any decisions to disqualify challenged candidates.
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311 12. Members of the committee and parties to a challenge may not share the contents
312 of challenges, evidence, or decisions submitted to or received from the
313 committee, except when explicitly permitted by these rules or by the committee.
314 Unauthorized disclosure of confidential information may result in a disciplinary
315 referral.
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ⁱ The proxy must identify the candidate whom he or she represents when attendance is taken.

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