



Election Rules for the 2019 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, January 15, 2019

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Preamble

Elections are the foundation upon which representative governance rests. These rules are designed to protect the rights of candidates, as well as members of the University community, and to ensure that the election process takes place in respectful and fair arena. 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. 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.
3. 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 them to remain so until May in the final year of their two-year term as trustee. Students enrolled at the Geneva campus of the University are considered Ithaca students for the purposes of these rules. Undergraduate students may run for trustee in odd years and graduate or professional students may run for trustee in even years.
 - b. Each petition must have **300** valid, distinct signatures. Only signatures of those



- 40 eligible to vote in the election shall be valid. It is recommended that candidates
41 collect more than 300 signatures in the event that some cannot be validated.
42 i. All eligible students –undergraduates, graduates and professional students–
43 vote in each election, even if their constituency is not being elected that year.
44 c. Candidates running for Student-elected Trustee may not run for any other office
45 concurrently. This would include races within the Student Assembly and Class
46 Councils.
47
48 4. The following rules apply only to **employee** candidates:
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50 a. Employee candidates must work full-time or part-time in a non-exempt, exempt, or
51 academic non-professorial staff category;
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53 b. Employee candidates must work at the Ithaca or Geneva campus; and,
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55 c. Employee candidates must plan to remain so for the duration of their four-year term
56 as trustee.
57
58 5. Each petition must have a total of 300 valid, distinct signatures. Only signatures of those
59 eligible to vote in the election shall be valid. It is recommended that candidates collect more
60 than 300 signatures in the event that some cannot be validated.
61
62 6. All petitions may be reviewed in the Office of the Assemblies (109 Day Hall, Monday-Friday
63 from 9am-12:15pm, 1pm-4:30pm) by any member of the community who wishes to examine
64 them. Petitions may not be photocopied. The Office of the Assemblies will contact
65 petitioners within 48 hours of the petitioning deadline if their petitions are deemed invalid.
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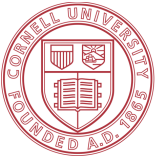
67 1.2. Online Registration Form

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69 1. Each candidate must complete the online candidate background questions and statement.
70 Statements will be posted at the Trustee elections website, used on the ballot, and published
71 in campus publications.
72
73 2. The Office of the Assemblies, located in 109 Day Hall, will take photographs of candidates
74 prior to the petitioning deadline on the calendar. These photos and other candidate
75 information will appear in campus publications, on the web and on the ballots. Candidates
76 may also submit their own photograph for use in these official materials, per the
77 size/resolution restrictions on the registration form.
78

79 **Section II: Election Guidelines**

80 81 2.1. Maintaining a Fair Environment

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- 83 1. Candidates and their supporters shall comply with the election rules stated here.
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85 2. They shall not create an intimidating or uncomfortable environment for other candidates,
86 students, or employees.
87
88 3. They must notify the committee of any potential violations immediately after they occur by
89 emailing the Office of the Assemblies [assembly@cornell.edu].
90
91 4. They shall rectify any violations to the best of their ability upon notification by the
92 committee.
93
94 5. Candidates and their supporters may not interfere or interact with other people who are in
95 the process of voting and they must take reasonable measures to avoid the possibility or
96 appearance of such behavior. Specifically, candidates and their supporters may not:
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98 a. offer their personal computers or electronic devices for others to use in voting or
99 operate voting booths and kiosks;
100
101 b. watch, speak with, or hover around people whom they know, or reasonably should
102 know, to be in the process of voting with electronic devices or otherwise;
103
104 c. engage in campaigning activities at computer labs or in any other environment where
105 people appear to be in the process of voting; or,
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107 d. troubleshoot others' election difficulties or attempt to explain to others how to
108 prepare and cast a ballot.
109
110 6. Candidates and their supporters should direct those who report difficulty voting to the
111 Office of the Assemblies for support.
112
113 7. Candidates and their supporters may not exceed \$50 for out-of-pocket spending and value
114 of donations of materials and professional services.ⁱⁱ Candidates must submit a Candidate
115 Expenditure Statement Form along with any receipts and proof of fair market value to the
116 Office of the Assemblies, 109 Day Hall, by the deadline specified in the elections calendar.
117
118 8. Candidates may be reimbursed for up to \$50 of allowable campaign expenses. Common
119 allowable campaign expenses include: chalk, photocopies from on-campus vendors, domain
120 name fees, and web hosting fees. Candidates should receive preclearance on expenditures to
121 ensure that they are reimbursable. Only expenditures that are submitted on the official
122 candidate expenditure statement form with the original receipt will be reimbursed.
123
124 9. Candidates and their supporters may not as an explicit or implicit condition for initiation to,
125 admission into, affiliation with, or continued membership in a group or organization compel



126 any person to endorse their candidacies, assist their campaigns, or act as supporters.

127

128 2.2. Early Campaigning

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130 1. Candidates and their supporters must refrain from the following campaign activities until
131 campaigning officially begins:

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133 a. disseminating printed or electronic campaign materials,

134

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

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137 c. making speeches or statements about their candidacy to student organizations,
138 employee organizations, campus organizations, university departments, or classes.

139

140 2. Candidates and their supporters should consult with the Office of the Assemblies if they are
141 unsure whether an action they are considering or undertaken might constitute early
142 campaigning.

143

144 2.3. Compliance with Campus Life Policies and Conduct Codes

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

148

149 a. University Postering & Chalking Policy,

150

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

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

155

156 d. Campus Code of Conduct.

157

158 2. Violations can result in disciplinary referral by officials responsible for their enforcement. In
159 addition to any sanctions available to such officials under the terms of such policies and
160 codes, officials may discipline candidates who violate these policies as provided in these rules
161 and the committee may disqualify candidates in response.

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163 2.4. Campus Mail

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

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167 2.5 Standards for Petitioning and Campaigning in Classes and Residence Halls

168 The following standards apply to all potential candidates and nominated candidates. These standards



169 are intended to avoid conflicts of interest and to provide fairness in access to opportunities.

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171 1. No potential candidate may solicit nomination petition signatures immediately before,
172 during, or immediately after a class for which they are a Teaching Assistant (TA) or grader.
173 For reasons of fairness, no other potential candidates may solicit signatures in those classes,
174 either. Nor may TAs solicit signatures from their own students when they encounter them in
175 other situations. (The TNC recognizes that other students soliciting signatures on behalf of
176 potential candidates may not know who is a student in a particular course and will not
177 penalize potential candidates where there is no intention to violate the standard.)
178

179

180 2. No potential candidate may solicit nomination petition signatures in a residence hall where
181 s/he is a Resident Advisor (RA) or Graduate Residential Fellow (GRF). For reasons of
182 fairness, no other potential candidates may solicit signatures in those residence halls, either.
183 Nor may RAs and GRFs solicit signatures from students in their residence hall who they
184 encounter outside the residence hall. (The TNC recognizes that other students soliciting
185 signatures on behalf of potential candidates may not know who lives in a particular residence
186 hall and will not penalize potential candidates where there is no intention to violate the
187 standard.)

188

189 3. Once nominated, candidates may campaign to classes for which they TA (but not to the
190 specific sections that they lead) or in residence halls where they serve as RAs or GRFs. In
191 classes, candidates must have permission of the instructor and must include information
192 about the overall election (so that students can look for information on other candidates).

193

194 As these are new standards, the TNC will take into account intent and good faith in assessing
195 particular claims of violations.

196

196 Section III: Petition and Campaign Penalties

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198 1. The committee shall determine whether or not a candidate has committed a campaign
199 violation. Campaign violations may result in appropriate remedial measures determined by
200 the committee up to and including disqualification of a candidate. Should the committee
201 decide that a violation or series of violations have been committed on such a scale as to alter
202 the fairness of the election, it may disqualify a candidate by two-thirds majority vote of
203 members present. Any concerns or complaints may be sent to the Office of the Assemblies
204 [assembly@cornell.edu].
205

206

207 2. All campaign materials, either physical or electronic, published by candidates and/or their
208 supporters are to promote only the Student Trustee candidate. Any materials that include the
209 names, positions, or any other information regarding other elections are strictly prohibited.

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211 3. All candidates are expected to act in conformity with all standing rules and regulations of the
University, including the *Campus Code of Conduct*.



212 [https://www.dfa.cornell.edu/sites/default/files/policy/CCC.pdf.] Violations of the Code
213 should be referred to the Judicial Administrator for appropriate action.
214

215 **Section IV: Election Procedures**

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217 4.1. The Elections Calendar

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- 219 1. The committee shall adopt a calendar for spring elections. The committee may adopt
220 different calendars for the student and employee elections, if both are held in the same
221 semester.
222
 - 223 2. Consideration shall be given to any religious holidays that may fall during the election period,
224 so that the right to free religious observance is afforded to all potential candidates.
225
 - 226 3. A public Candidate Forum will be held for trustee candidates.
227
228

229 4.2. The Trustee Nominating Committee

- 230 1. There shall be a nominating committee consisting of:
- 231 a. Up to four current or former trustees, appointed by the Board of Trustees. One of
232 whom shall be a current or former faculty-elected trustee, up to two of whom shall
233 be the incumbent student trustees, and one of whom shall be a current or former
234 employee-elected trustee. An employee-elected trustee or a student-elected trustee
235 who is a candidate for reelection shall not be appointed.
 - 236 b. Two undergraduate student members, named by the Student Assembly, and one
237 graduate or professional student member named by the Graduate and Professional
238 Student Assembly, who are not candidates for the trustee position.
 - 239 c. In the years when there is an employee-elected trustee vacancy, three employee
240 members named by the Employee Assembly. These individuals shall not be
241 candidates for the trustee position, and shall, insofar as possible, represent statutory
242 and endowed, exempt and nonexempt employees.
 - 243 d. Chairperson - The Chairperson shall be elected by the Board of Trustees from
244 among the trustee members. A Vice Chairperson may also be appointed.
245
- 246 2. All members of the committee shall serve one-year terms, starting as soon as possible at the
247 beginning of the academic calendar year and ending on the last day of scheduled exams for
248 that academic calendar year.
249
- 250 3. Trustee Nominating Committee members are expected to abide by the highest standards of
251 personal conduct and integrity. Members must excuse themselves from serving on the
252 Trustee Nominating Committee if they plan to take part in any campaign, including, but not
253 limited to, running as a candidate, participating on a campaign team, and/or participating in
254 any activity or deliberation associated with the endorsement of a candidate. All conflicts



255 should be considered and resolved before the election cycle begins. Members should also
256 recuse themselves from any committee deliberation that may present a conflict of interest.
257

258 4. The committee shall meet as soon as possible after each challenge deadline.
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260 5. The committee shall verify election results.
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262 4.3. The Office of the Assemblies 263

264 1. The Office of the Assemblies by delegation from the committee shall prepare all printed
265 material and distribute election materials.
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267 2. The Office of the Assemblies shall validate petitions as follows:
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269 a. Check each petition for the required number of signatures and validate candidates
270 and signatures as to eligibility to sign petitions.
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272 b. Bring any petitions it finds invalid to the committee for action.
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274 c. Make petitions available to any member of the community who wishes to examine
275 them.
276

277 3. The Office of the Assemblies will set a deadline by which students must be fully registered
278 to be eligible to vote. Only full-time students who have no holds on their registration before
279 this deadline may vote in the election.
280

281 4.4. Conduction of Election and Tabulation 282

283 1. The order in which names appear on the ballot shall be randomly selected.
284

285 2. The Office of the Assemblies will tabulate votes using the Hare System.
286

287 3. The Office of the Assemblies will post preliminary results as soon as possible after the
288 committee has ruled on any challenges.
289

290 4. A printout of election results shall be available in the Office of the Assemblies, 109 Day
291 Hall, for one year.
292

293 4.5. Challenges 294

295 1. Any member of the Cornell community, **except members of the committee**, may submit a
296 challenge, and all challenges are public documents.
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298 2. Petition and election challenges must be submitted to the Office of the Assemblies, 109 Day
299 Hall, by the petition deadlines specified in the elections calendar.
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- 298 3. No challenges or further supporting documentation will be accepted after these deadlines.
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- 300 4. Challenges must be in writing and accompanied by the following supporting
301 documentation:
302 a. challenger's name
303 b. candidate's name
304 c. date of challenge
305 d. reason for challenge and supporting evidence
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- 307 5. The Trustee Nominating Committee should be prepared to meet immediately following the
308 petition and election challenge deadlines to rule on all challenges.
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- 310 6. Anyone who has submitted or is named in an election challenge shall be notified by the
311 Office of the Assemblies 24 hours in advance of any Trustee Nominating Committee
312 meeting held to consider that particular challenge. Written statements may be addressed to
313 the Trustee Nominating Committee prior to their meeting.
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- 315 7. The Trustee Nominating Committee will meet in closed session to decide on the merit of
316 the challenge. For each challenge, the committee will determine:
317 a. whether a preponderance of evidence substantiates each alleged violation; and,
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319 b. which, if any, substantiated violations or combination thereof altered the fairness of
320 the election to the extent the challenged candidate should be disqualified.
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- 322 8. For each challenge, the committee will report to the challenger(s) and the challenged
323 candidate all evidence received, any violations substantiated, and any decisions to disqualify
324 the challenged candidate.
325
- 326 9. A challenged candidate may review challenges in the Office of the Assemblies, 109 Day Hall
327 and address written statements in response to the committee. The deadline for responses is
328 set in the elections calendar.
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- 330 10. An appeal process is provided to assure challenges are fairly decided in a manner consistent
331 with these rules. Appeals must be submitted to the Judicial Codes Counselor (the reviewer)
332 by email no more than 24 hours after the preliminary report has been provided to parties to
333 the challenge. The reviewer must review the preliminary report and associated documents
334 and issue a decision that either upholds the preliminary determination or requests
335 reconsideration. The reviewer must provide a copy of the decision to members of the
336 committee and all parties to the challenge. The reviewer may request that the committee
337 reconsiders its preliminary determination if they find:
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339 a. the committee committed a prejudicial error in interpreting these rules;
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- 341 b. the committee rendered a decision clearly against the evidence; or
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343 c. new evidence was discovered after the preliminary determination and could not have
344 readily been discovered before the determination, which would change the outcome.
345
346 11. The determination of the committee after resolution of appeals shall be final. The committee
347 will release a final, public report identifying all violations substantiated and any decisions to
348 disqualify challenged candidates.
349
350 12. Members of the committee and parties to a challenge may not share the contents of
351 challenges, evidence, or decisions submitted to or received from the committee, except when
352 explicitly permitted by these rules or by the committee. Unauthorized disclosure of
353 confidential information may result in a disciplinary 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.