

## **Electioneering Ethics and Procedures Policy**

The Classified senate shall ensure that copies of the nomination form(s) for filing nominations, eligibility requirements, and filing deadline(s) are sent to each classified bargaining unit member at least ten (10) days in advanced of the filing deadline, as per the Constitution.

### **3. Election Procedures, General**

3.1 Elections shall be determined by fifty-one percent (51%) of the votes cast by the eligible classified bargaining unit employees for all officers, not including Area Senators, and committee representatives. Elections shall be determined by fifty-one (51%) of the votes cast by the eligible classified bargaining unit employees within the respective area for the respective Area Senator(s).

3.2 The Classified Senate Nominating Committee shall cause an official list of candidates to be distributed to each classified bargaining unit member as per the Constitution.

3.3 The Classified Senate Nominating Committee shall set the date of the balloting for each office and committee representative position up for election. The date shall be set within the timelines required by the Constitution. An appropriate notice of the election shall then be provided to each eligible classified bargaining unit member not less than fifteen (15) days prior to the date of the election, and shall contain the following:

3.3.1 The date, time, and place of the elections and balloting and the hours during which the balloting will take place.

3.3.2 The office to be filled and the name of each eligible candidate for the office or committee representative as listed on the official ballot.

“Appropriate notice” shall consist of any of the following:

a. An individual notice mailed to each eligible member through an employer mail distribution system that ensures each member will receive the notice.

b. Distribution to individual members, together with posting on a bulleting board or other prominent location.

c. Publication in a Classified Senate newsletter, prominently displayed on page 1 of such newsletter, which is distributed to all members by any of the methods described in (a) or (b) above.

4. Submission of Ballots: The Classified Senate Nominating Committee shall ensure that the official ballots are properly completed with all information required, and that they are properly certified by the signature of the current President.

### **5. Receipt and Tally of Ballots by the Classified Senate Nominating Committee**

5.1 The Classified Senate Nominating Committee shall oversee the collection of the ballots at the close of balloting. Only the ballots received by the deadline will be opened and tallied by at least one (1) member of the Classified Senate Nominating Committee and (2) classified bargaining unit members appointed by the Classified Senate Nominating Committee Chair. The appointee involved in the counting or distribution of ballots shall not be candidates for any ballot which contains their name.

- 5.2 Each candidate shall be notified of the date, time, and place where the ballots will be collected and the tally conducted, so that each candidate may, if they so choose, either appoint an observer to be present, or be present in person to observe the collection and tally of ballots.
- 5.3 Results of the tally shall be provided in writing from the Classified Senate Nominating Committee to each candidate within two (2) working days following the official ballot count. The certified tally report and ballots shall be submitted to the Classified Senate Nominating Committee Chair for audit no later than three (3) working days following the official ballot count. The Classified Senate Nominating Committee shall provide a copy of the certified tally report to each candidate two (2) working days after the audit of the certified tally report.
- 5.4 Following audit of the ballots, the Classified Senate Nominating Committee shall certify the final results and declare the candidate receiving a fifty-one (51%) of the valid ballots cast as the duly elected officer or committee representative, including a final reading of the results into the minutes of the next Classified Senate Meeting.
- 5.5 A copy of the election notice and other related documents sent to the classified bargaining unit members, shall be secured and retained by the Classified Senate for a period of one year, or until objections to the election have been finally resolved, whichever is the longer period.

## 6. Campaign Rules

- 6.1 Candidates for an office or committee representative shall be required to conform to all provisions of this policy and the Constitution.
- 6.2 All candidates shall, upon written request to the Classified Senate President or Classified Senate Nominating Committee be permitted access and time to speak to their candidacy at any Classified Senate general or special meeting, not including executive meetings. The written request must be delivered to the President or Classified Senate Nominating Committee a minimum of five (5) working days prior to the meeting for which the candidate is requesting to speak.

## 7. Objections to the Election

- 7.1 Any certified candidate for election as an officer or committee representative may file a complaint relating to the conduct of the election applicable to his/her position, which alleges violation of this policy or the Constitution in the conduct of the election, or alleges other conduct or activities relating to the total election process. Which may have affected the outcome of the election.
- 7.2 Such complaints must be filed with the Classified Senate Nominating Committee Chair within fifteen (15) calendar days following the certification of election results by the Classified Senate Nominating Committee. The complaining shall be in written form, and shall specify which sections(s) of the policy or Constitution are alleged to have been violated or the conduct being objected to, and shall specify in what manner such violations and/or conduct may have affected the outcome of the election. The complainant shall include copies of pertinent documents or names of witnesses in support of the allegations as may be appropriate.
- 7.3 Upon receipt of the written objection, the Classified Senate Nominating Committee Chair shall appoint a Special Objections Committee, not to exceed three (3) classified bargaining unit employees, including himself/herself to promptly investigate the matter.

They shall have the authority to interview such witnesses and inspect such documents as may be necessary to carry out their assigned task.

The Classified Senate Nominating Committee Chair shall call a meeting of complainant, the Classified Senate Nominating Committee, the Special Objections Committee, and others at the discretion of the Chair. At the meeting the complaint shall be considered and acted upon. The meeting shall be completed within thirty (30) calendar days of receipt of the complaint by the Classified Senate Nominating Committee Chair.

The Special Objections Committee shall review the evidence and testimony presented, and shall determine whether the allegation shall be sustained.

- (a) If the allegations are sustained and if in fact such violations could reasonably have affected the outcome of the election shall be set aside and a new election shall be ordered.
- (b) If the allegations are sustained but it is determined that such violation could not have affected the outcome of the elections, the Special Objections Committee shall order the institution of such procedures as may be necessary to prevent such violations in future elections.

The decision of the Special Objections Committee may be appealed to the Classified Senate Executive Board by the complainant. Such appeal shall be in writing and forwarded to the Classified Senate President, within ten (10) calendar days of receipt of the written decision from the Special Objections Committee. Said appeal shall specify the reasons for disagreement with the Special Committee's decision.

- 7.4 The Classified Senate President shall arrange for the matter to be considered at the next regular or special meeting of the Classified Senate Executive Board. The decision of the Classified Senate Executive Board shall be final.
- 7.5 Status of Officers and Committee Representatives During the Appeal Process: The challenged election shall be presumed valid pending a final decision, and the officers and committee representatives elected shall take office and assume their duties as provided within the Constitution.