

## **AAUP At-Large Chapter Election and Campaign Rules for Election of Chapter Officers**

### **1. Position**

These rules govern the nomination and election of AAUP at-large chapter (“chapter”) officers: president, vice president, secretary-treasurer, and two board members. These rules do not govern the nomination and election of chapter delegate(s) to the Biennial Meeting of the American Association of University Professors. The nomination and election of chapter officers shall comply with these rules, and with the AAUP Constitution, and the chapter Bylaws or Constitution as applicable.

### **2. Term of Office**

The term of office for officer positions is two years. The officers elected will serve a term from the date of the election until the date of the election of successor officers.

### **3. Eligibility to Hold Office**

In order to be nominated and to serve as an officer an individual must be a member in good standing of the chapter and the AAUP.

### **4. Nomination Notice**

A nomination notice will be sent by email, or if email is not available by U.S. mail, to all chapter members no later than May 1 of the year of the officer election.

### **5. Nominations**

Nominations for officer must be made in writing and sent either by email or by US mail to the chapter email or mail addresses specified in the nomination notice and must be received no later than 5:00 PM on the 21st day following the sending of the nomination notice. In order to nominate a candidate, a member must be in good standing. A member may self-nominate for the position.

### **6. Candidate Eligibility Determinations**

Nominees will be notified of their eligibility, provided a copy of these rules, asked to accept or decline the nomination, and asked how they wish their names to appear on the ballot. Ineligible nominees will be advised of the reason(s) they are not eligible to run for office.

### **7. Election by Acclamation and Election Ballots**

In the event that there is only one nominee for any position at the time when ballots are to be distributed, that nominee will be considered elected by acclamation and no ballot vote will be held for that position. In the event of a ballot vote, write-in votes are not permitted. The ballot for contested offices will be in the following order: president, vice president, secretary-

treasurer, and two board members. The ballot order of the candidates for each office will be randomly determined with advance notice to the candidates of the time and method of determination.

#### 9. Inspection of the Membership List

Each candidate may inspect (not copy) the chapter membership list once within 30 days prior to the election. No candidate is entitled to receive a copy of the list.

#### 10. Distribution of Campaign Material and Literature

All candidates may submit a candidate statement and a biography. The candidate statement shall not exceed five hundred (500) words. The biography shall not exceed three hundred (300) words. The biography and/or statement may have a link or links to additional material or websites posted by the candidate. The chapter will not edit these documents.

The chapter will notify candidates of the due date for the material. Material will be posted within three business days of the due date. Candidate material will be posted in the order of the ballot. Candidates should check the AAUP's election website to make sure that their submitted materials have been posted.

In emails and other correspondence sent to chapter members, the chapter will notify the members that the campaign material is available and include a link to the chapter's election page.

The chapter will also distribute additional candidate campaign literature, at the candidate's expense. The chapter will not edit campaign literature. Candidates may mail campaign literature to the home addresses of chapter members at the candidate's expense. Candidates may send electioneering emails to members at the candidate's expense. Candidates must provide to the chapter the language of the literature to be mailed or of the email, including any links or email addresses for reply emails, to the chapter. The chapter will send the emails to the members' email addresses maintained by the chapter, if permitted by law. The chapter will provide the candidate with an estimate of the charge for mailing or emailing campaign literature. The candidate may be required to pay the charge in advance of the mailing or emailing. The chapter will email or mail the literature to the members a reasonable time period after receipt of the literature.

#### 11. Campaign Restrictions

The use of any chapter or employer funds to promote the candidacy of any particular person in a chapter officer election is prohibited. This prohibition applies to cash, facilities, equipment, vehicles, office supplies, etc., of the chapter and any other union, and of employers whether or not they employ chapter members. Chapter officers and employees may not campaign on time paid for by the chapter. Candidates must be treated equally regarding the opportunity to campaign and that all members may support the candidates of their choice without being subject to penalty, discipline, or reprisal of any kind.

#### 12. Voter Eligibility

Any chapter member who is in good standing as of May 1 of the election year will be eligible to vote in this election. There will be a 15 day grace period for payment of dues.

#### 13. Election Notice

At least 21 days prior to the close of any ballot election, all eligible voters will be sent notice of the election to their preferred email address or, if an email address has not been provided, to their home address, or to an alternate address, reflected in the chapter records.

#### 14. Ballot Election

A. Electronic Voting: Eligible voters for whom AAUP has email addresses will vote electronically. An email will be sent to these voters providing a secure method for electronically casting a secret ballot. AAUP will make its best effort to correct and resend election notices and electronic ballots that are returned as undeliverable.

B. Alternate Ballot Procedure: Eligible voters for whom the chapter does not have a valid email address will be sent mail ballots to their home address, or to an alternate address, reflected in the chapter records.

C. The voting process shall assure both the secrecy of each ballot and the protection of the ballot results.

#### 15. Observers

Each candidate is permitted to have an observer present for the balloting. Observers will be provided the ability to observe remotely if feasible. A candidate may serve as his or her own observer, or he or she may designate an alternate observer. Observers should not interfere with or disrupt the casting or counting of the ballots.

#### 16. Tally of Ballots

Counting of ballots shall begin on the business day immediately following the last date for casting ballots and continue until such counting is complete.

The candidate who receives the highest number of votes cast for each office will be declared elected. Any tie votes will be decided by a coin toss at the conclusion of the ballot count.

#### 17. Election Results

The election results will be emailed to chapter members after the tally is completed.

#### 18. Election Committee

There shall be an Election Committee composed of three members of the chapter appointed by the officers of the chapter. No member of the committee may be a candidate for election, or an incumbent seeking reelection, for office governed by these bylaws during his or her period of service on the committee. No member of the Election Committee may endorse a candidate for chapter elective office.

1. The Election Committee shall resolve any disputes which may arise under these election rules.
2. Any member wishing to submit a protest regarding the manner in which an election is being or has been conducted must file such protest in writing no later than ten (10) business days after the date on which final vote totals are announced. All such protests shall be filed with the Election Committee.
3. The Election Committee's decision will be final and binding.
4. The Election Committee will report to the chapter Executive Committee after each election regarding any complaints filed with the committee and their disposition, and recommend any policy changes for consideration by the chapter.

#### 18. Election Records

The chapter is responsible for maintaining all nomination and election records for at least one year after the election. The above rules are not all inclusive. Additional election rules or clarifications may be issued by the chapter as needed during the nomination and election period.