**AAUP Chapter**

**Special Election and Campaign Rules for Election of Chapter Delegate(s)**

**to the American Association of University Professors Biennial Meeting**

1. Position

These rules govern the nomination and election of chapter delegate(s) to the biennial meeting of the American Association of University Professors. These do not govern the nomination and election of chapter officers, unless specifically adopted for that purpose. The chapter is entitled to one delegate for every 250 members, or fraction thereof (for example, 10 members entitles chapter to 1 delegate, 251 members entitles chapter to 2 delegates). The nomination and election of chapter delegates shall comply with these rules, and with the AAUP Constitution, the federal Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), and the chapter bylaws or constitution as applicable.

2. Term of Office

The delegate(s) elected will serve a term from the date of the election until the close of the Association Biennial meeting for which they are elected.

3. Eligibility to Hold Office

Any chapter member in good standing is eligible to run for delegate.

4. Nomination Notice

A nomination notice will be distributed by email, or by mail (US or interoffice), to chapter members no later than March 6 of the year of the Biennial Association Meeting.

 5. Nominations

Nominations for delegate 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 p.m. on March 31. In order to nominate a candidate, a member must be in good standing. A member may self-nominate themselves 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 each 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. In the event of a ballot vote, write-in votes are not permitted. The ballot order will be determined by drawing random lots with advance notice to the candidates of the drawing.

 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 Literature

Candidates may mail campaign literature to the home addresses of chapter members at the candidate’s expense, using one of two methods chosen by the chapter. First, the chapter may upon request provide the candidates with the home addresses of chapter members so that the candidates can distribute literature directly to the members. The candidates must hold member information strictly confidential and may only use this information for campaign and election purposes. Second, the chapter may distribute campaign literature to members at the candidate’s expense. Campaign literature must be provided to the chapter in sealed, stamped envelopes that are ready for mailing. The chapter will mail the literature to the members a reasonable time period after receipt of the literature.

In addition, the chapter may at its option provide the candidates with email addresses for chapter members and may provide candidates with the opportunity to speak at any chapter meetings.

11. Campaign Restrictions

Federal law prohibits the use of any union or employer funds to promote the candidacy of any person in a union officer election. 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. Union officers and employees may not campaign on time paid for by the union. Federal law also provides that 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 member who is in good standing at the time the ballots are mailed will be eligible to vote in this election.

13. Election Notice

In the event of a ballot election, a combined notice of election and ballot will be sent by US mail to the last known home address of each chapter member. (The US Department of Labor publication “Electing Local Union Officers by Mail” should be consulted for guidance on the election process.)

A. The notice of election and ballot shall be distributed no earlier than April 1 but no later than April 7, or the next business day if April 7 falls on a weekend. Candidates will be advised of the date and place for the preparation and mailing of ballot packages.

B. Ballots shall be returned and received on or before May 1 or the next business day if May 1 falls on a weekend.

14. Observers

Candidates are entitled to have observers present at the polls, at the preparation, mailing and opening of the ballots, and at the tally of ballots.

16. Tally of Ballots

Counting of ballots shall begin on the business day immediately following the last date for the receipt of ballots and continue until such counting is complete. Candidates will be provided with the exact time and location of the ballot count in advance of the mailing of the ballots.

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 Records

The chapter is responsible for maintaining all nomination and election records for at least one year after the election, as required by federal law. 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.

Election Timeline (for reference only)

March 6 – Deadline for distributing nomination notice

March 21 – Deadline for receipt of nominations

April 1–7 (or next business day) – Notice of election and ballot distributed

May 1 (or next business day) – Deadline for receipt of ballots

May 2 (or day after deadline for ballot receipt) – Tally of ballots