**Sample Section Election Rule Explanations**

Election rules, requirements, and procedures are also discussed in detail in the following documents available on the AAUP Website: Webinar on Electing Chapter Delegates (which also covers section delegates), and its power point, and in US Department of Labor Guidance.

Delegate Travel to the AAUP Meeting

* The section or a state conference or chapter MAY, but is not obligated to, pay all or part of reasonable travel costs for delegates and alternates attending the Biennial Meeting. The payment of travel expenses should be extended equally to any section delegates.

Deadlines and schedule

* The deadlines and schedules are suggested, and can be modified, but there are several legal restrictions (working backwards from the last date.)
* May 15 – Deadline for sections to register delegates with AAUP as established by the AAUP Weighted Vote and Delegate Credentialing Procedures. Elections must be completed in time for the section to submit the delegate registration form.
* Election Period - Under federal law, there must be at least 15 days between the mailing of the election notice and the election. For a mail return ballot, sections should allow 3 weeks from mailing for members to receive and return their ballots.
* Nomination Notice – Under federal labor law, there must be a “reasonable opportunity” for nominations. Generally, at least 10 calendar days provides a reasonable opportunity.

Candidate Campaigning

* Candidates must be given an equal opportunity to campaign.
* Candidates must be given the opportunity to mail campaign material to members home addresses, at the candidates’ expense.
* The section cannot censor or edit the campaign material in any way. If the section provides an opportunity for candidates to publish statements, it can have uniform rules for the statements (for example, a 500-word limit.)

Chapter Membership Lists and Contact Information

* Section coordinators will receive a list of members in participating chapters and the contact information for those members for use in delegate elections. The list will be excel with the address and email information that has been provided to the AAUP.

Ballot Election – Mail Notice Required

* In the event that a ballot election is required, the chapter must send formal notice of the election to every member at their home address by US mail at least 15 days prior to the election. The chapter cannot provide the election notice by email or inter-office mail.
* The election itself must be by secret ballot, and can be by use of a ballot box at a chapter meeting, a secure on site ballot box, or by mail ballot.
* The sample rules provide for a mail ballot election. In a mail ballot election, the notice and ballot can be sent in the same mailing as long as the member has 15 days to return the ballot. In the event a chapter holds a ballot election Department of Labor guidance should be consulted.
* If the section, or chapter in the section, wishes to hold a ballot election at a meeting or using a ballot box, the webinar on forming a section should be consulted.