**Sample Special Election Rule Explanations**

These are sample rules that chapters which have not previously elected delegates may adopt for the nomination and election of chapter delegates. Election rules, requirements, and procedures are also discussed in detail in the Webinar on Electing Chapter Delegates, the Power Point webinar slides, the FAQs on Chapter Elections, and US Department of Labor Guidance.

Chapter Adoption

* Chapters do not need to amend their chapter bylaws to elect delegates to the 2020 AAUP biennial convention, though they probably should amend their bylaws prior to the 2022 AAUP biennial convention. Because delegates are a new AAUP provision, chapters can have a “special election” for delegate.
* The sample rules are designed as special election rules solely for delegate elections for chapters that have not previously elected delegates.
* Chapters should review to ensure that there is no conflict with chapter bylaws or other chapter rules or policies.
* AAUP Sample Chapter Election Rules can be adopted as is, or altered, by chapters.
* Chapters can generally adopt rules by vote of the current chapter officers, unless the chapter bylaws restrict this right.

Number of Delegates and Delegate Travel to the AAUP Meeting

* Chapters must give chapter members the opportunity to elect delegates, but chapters are not obligated to elect delegates if there are no eligible nominees. Chapters cannot appoint delegates.
* The sample rules and nomination notice have the standard formula for the number of delegates that a chapter is entitled to. Chapters can replace this language with the actual number of delegates that they are entitled to.
* The chapter MAY, but is not obligated to, pay reasonable travel costs for delegates and alternates attending the Biennial Meeting
* Chapters can pay all, part, or none of the travel costs
* Chapters can have different cost reimbursement rules for different groups of delegates, so long as all members are eligible to run for each group. Such rules or practice should be made in advance of the elections and should be known to the candidates. DOL guidance should be consulted on this issue.

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, 2020—Deadline for chapters to register delegates with AAUP as established by the AAUP Weighted Vote and Delegate Credentialing Procedures. Elections must be completed in time for the chapter 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, chapters should allow 3 to 4 weeks from mailing for members to return their ballots.
* Ballot Preparation Time–The chapter should allow enough time between the date nominations are due and the mailing of any election notice and ballot, to ensure that the nominations can be confirmed, and that the election ballots, notice, and envelopes can be prepared and mailed. The Sample Election Rules provide 10–17 days for this preparation.
* Nomination Notice – Under federal labor law, there must be a “reasonable opportunity” for nominations. Generally 10-15 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 US Department of Labor advises unions to comply with candidate's reasonable request to distribute campaign literature to the membership through e-mail if the union uses email to disseminate information to its members.
* The chapter cannot censor or edit the campaign material in any way. If the chapter 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

* Chapters can receive a list of members 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.
* Requests should be sent to RTubongbanua@aaup.org
* The requests should be made by an official designee of the chapter, such as a chapter officer or staff member.

Nomination and Election Committees

* Chapters can have nomination committee, but do not need one.
* Chapters can also have an election committee to decide any substantive election issues. (See DOL Guidance for further information on duties.) For small chapters, an election committee may not be necessary if there is no ballot election (for example, if the election is by acclamation because there is only one nominee.) In the event of a ballot election, chapters should have an election committee. For small chapters, the chapter officers (excluding anyone running for delegate) can serve as the election committee.

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. The chapter cannot provide the election notice by email or inter-office mail.
* The sample rules also provide for a mail ballot election. In the event a chapter holds a ballot election Department of Labor guidance should be consulted.