

LEO Elections Committee Policies

Updated January 2019

1. The purpose of these policies is to ensure a fair and transparent process for the election of Union-wide officers (President, Vice-President, Secretary, and Treasurer), which is to take place every two years as provided for in Article XI Section 1 of the LEO Constitution.
 - a. These policies are not all inclusive. The Elections Committee may issue additional rules or clarifications during the election period as needed.
2. The nomination and election of officers is conducted in accordance with the LEO Constitution and the National Labor Relations Board Election Rules and Best Practices.
3. The Elections Committee plans and oversees all aspects of the election, as provided for in Article XI Section 4 of the LEO Constitution.
 - a. The Elections Committee is composed of at least 3 members in good standing, with at least one member from each of the 3 campuses. Current officers and those seeking nomination are prohibited from serving on the Elections Committee.
 - b. Before the publication of the nominations notice, the Elections Committee reviews the recommendations of the Elections Committee charged with the planning and oversight of the *previous* election. It also prepares, with the advice of LEO staff, a timeline of deadlines.
 - c. Following the publication of the results, the Elections Committee reviews the planning and oversight of the *present* election and makes recommendations for the *next* election.
4. In these policies, a “member in good standing” means “one whose current dues are paid,” as defined by Article III of the LEO Constitution, including those on layoff, leave, or short work break; new members earning teaching income from which dues will be deducted within 31 days of the election date; and retired members.

NOMINATING PROCESS

5. A nominations notice will be emailed to the LEO membership, including those on layoff, and posted at the LEO website no later than 60 days before the date of the election.

- a. The notice must specify the offices to be filled in the election and include the date, time, place, and method for submitting nominations.
 - b. The notice must include the date for a run-off election should one be required.
 - c. The notice must be accompanied by the Nominating Petition, the policies set forth in this document, and the Candidate Rules.
 - d. The notice may be sent by email or postal service or any other reasonable method that will assure all members are informed.
6. With the exception noted below, to be eligible for office a person must be a member in good standing (see item 4) of the Union for one (1) year prior to the date of the election, as provided for in Article XI Section 3 of the LEO Constitution.
 - a. However, due to restrictions on voting in cases of collective bargaining and job actions, as provided for in Article III Section 5 of the LEO Constitution, retired members are not eligible to run for President.
 7. Potential candidates will be notified of their eligibility by email within 48 hours after the nominating period has closed.

VOTING PROCESS

8. Any member in good standing (see item 4) is eligible to vote in the election.
9. As a general rule, voting is conducted online through a secure, third-party voting system. In the event of a paper ballot, see the Appendix below.
10. For contested offices, candidates' names should appear in alphabetical order.
11. Clear instructions for how the ballot should be filled out and submitted as well as a copy of the candidate statements should be included with the ballot.
12. Write-in votes are not permitted in the election.

ELECTION RESULTS

13. The candidate for each office who receives a simple majority of votes will be declared elected, as provided for in Article XI Section 1 of the LEO Constitution.
 - a. In the event of a tie vote, a run-off election will be held on the date specified in the Election Notice.

14. In the event of an online ballot, the certified results will be sent to the EC by the third-party voting system. In the event of a paper ballot, a member of the Elections Committee will certify the results.
15. The election results will be reported by the EC to the LEO membership through email and posted at the LEO website within 24 hours after the deadline for receipt of ballots.
 - a. Raw numbers and percentages for each office will be reported by campus and for the union as a whole.
16. The Elections Committee shall investigate and report on any complaint lodged by a member with the Elections Committee concerning the propriety of an election, as provided for in Article XI Section 5 of the LEO Constitution.
17. The Elections Committee does not oversee vacancies in offices, except in the case of recall. (By precedent, the Vice-President assumes the responsibilities of the President when there is a vacancy in this office. Vacancies in the offices of Vice-President, Secretary, and Treasurer are filled by a majority vote of the Union Council, as provided for in Article XI Section 7 of the LEO Constitution.)
18. A petition signed by 30% of the members in good standing of each of the three campus chapters and stating specific grounds shall be sufficient to require the Elections Committee to conduct a re-call election of any officer specified in the petition, as provided for in Article XI Section 8 of the LEO Constitution.
19. All nomination and election records and materials, including voter eligibility lists, and – in the case of a paper ballot – used and unused ballots and count sheets must be retained at the LEO office for at least one year after the election, as required by federal law.

APPENDIX: PAPER BALLOT (AS NEEDED)

20. Ballots and count sheets should be prepared for each of the three campuses. The ballot design should be the same for each of the three campuses but each set of campus ballots should be printed in its own color to facilitate accurate counting.
 - a. For contested offices, candidates' names should appear in alphabetical order.
 - b. Clear instructions for how the ballot should be filled out and submitted as well as a copy of the candidate statements should be included with the ballot.

21. All ballots printed must be accounted for both before and after voting takes place.
22. Completed and sealed ballots may be hand delivered or mailed by postal service to the LEO office.
23. Ballot counting begins as soon as possible after the deadline for receipt of ballots in the LEO office.
24. The ballot count will be conducted by Elections Committee members and members in good standing appointed by the Elections Committee. At least one member of the Elections Committee must be present at the count. At least two individuals must count the ballots for each campus. LEO Staff may not count ballots, although they may be present to facilitate the process.
25. Each candidate is entitled to have one observer, a member in good standing, present at the ballot count. All others are prohibited from observing the count. See “Candidate Rules” for further information about observers.
26. The ballot count proceeds according to the following sequence:
 - a. The voter signature on each return (outer) mail envelope is checked against the current membership list in order to validate the vote. Any return (outer) mail envelope without a valid voter signature will be rejected.
 - b. After the validation process is completed for all return (outer) mail envelopes, the ballot envelope is removed from the return mail envelope and the return mail envelope is set aside and retained in case of a dispute.
 - c. The ballot is removed from the ballot envelope and placed in the appropriate campus-based pile.
 - d. The ballot count proceeds in the following sequence: total number of votes per candidate per campus, overall total number of votes per candidate, total number of ballots per campus, overall total number of ballots.
 - e. An accounting of all ballots printed is conducted.