

# Elections Committee Report to the MSCA Delegate Assembly

Friday, April 23, 2021

## Requests for Proposals

On March 24, 2021, requests for proposals (RFP) to conduct the 2022 MSCA Officers Election were sent to ten (10) election services organizations. These requests were submitted using their online request form or sent via email; each option was used if both were available.

## Information Provided to Election Services Organizations

Each organization was provided with the information and hyperlinks stated below.

- The Massachusetts State College Association (MSCA) is a union with approximately 3000 members.
- A hybrid election format was used during the 2020 and 2018 elections and by-mail paper-ballots were used for the 2016 and prior elections.
- For the 2022 election, proposals (including process descriptions, examples, and system screen captures) for conducting (i) a hybrid election, (ii) an online election with access/code information sent by mail and by email, and (iii) an online election with access/code information sent by email only are requested.
- The members of the MSCA Board of Directors will decide which of these formats will be used for the 2022 election.
- Information regarding the past three (3) MSCA Officers Elections was provide via hyperlink access.
  - (2020 election) <https://mscaunion.org/2020-msca-officers-election/>,
  - (2018 election) <https://mscaunion.org/2018-msca-officer-election/>, and
  - (2016 election) <https://mscaunion.org/2016-msca-officer-election/>.
- The election calendars for the past three (3) elections were provided via hyperlink access.
  - (2020 election) [https://mscaunion.org/wp-content/uploads/2020/01/2020-Election-Calendar\\_Approved\\_October-04-2019.pdf](https://mscaunion.org/wp-content/uploads/2020/01/2020-Election-Calendar_Approved_October-04-2019.pdf),
  - (2018 election) [https://mscaunion.org/wp-content/uploads/2017/11/2018\\_Election\\_Calendar\\_Approved\\_BOD\\_Oct-2017.pdf](https://mscaunion.org/wp-content/uploads/2017/11/2018_Election_Calendar_Approved_BOD_Oct-2017.pdf) (original)
  - [https://mscaunion.org/wp-content/uploads/2018/02/2018\\_Election\\_Calendar\\_Revised\\_by-Board-of-Directors\\_02-02-2018.pdf](https://mscaunion.org/wp-content/uploads/2018/02/2018_Election_Calendar_Revised_by-Board-of-Directors_02-02-2018.pdf) (revised) and
  - (2016 election) [https://mscaunion.org/wp-content/uploads/2015/11/2016-Election-Calendar\\_List\\_Approved.pdf](https://mscaunion.org/wp-content/uploads/2015/11/2016-Election-Calendar_List_Approved.pdf)
- The election rules for the past three (3) elections were provided via hyperlink access.
  - (2020 election) [https://mscaunion.org/wp-content/uploads/2019/10/2020-Election-Rules\\_Approved\\_October-04-2019.pdf](https://mscaunion.org/wp-content/uploads/2019/10/2020-Election-Rules_Approved_October-04-2019.pdf),
  - (2018 election) [https://mscaunion.org/wp-content/uploads/2017/11/2018-Election-Rules\\_Approved\\_BOD\\_Oct-2017.pdf](https://mscaunion.org/wp-content/uploads/2017/11/2018-Election-Rules_Approved_BOD_Oct-2017.pdf), and
  - (2016 election) [https://mscaunion.org/wp-content/uploads/2015/11/2016-Election-Rules\\_Approved.pdf](https://mscaunion.org/wp-content/uploads/2015/11/2016-Election-Rules_Approved.pdf).
- The timing of and the rules for the 2022 MSCA Officers Election, to be approved later in 2021, will be similar to those for the past three (3) elections.
- Access to the MSCA Constitution was provided via hyperlink access (<https://mscaunion.org/wp-content/uploads/2019/05/MSCA-Constitution-Amended-on-2019-04-26.pdf>)

## Expectations for Election Services Organizations

Based on my experiences conducting the 2020, 2018, and 2016 MSCA Officers Elections, I included several expectations for the organizations conducting the 2022 MSCA Officers Election in the RFP. These expectations include:

- Close communication with the Chair of the Elections Committee;
- Server IPs and sender domains to be sent to the Chair of the Elections Committee no later than three (3) weeks prior to the scheduled send-date for the initial election emails to members;
- Notification of bounced or undeliverable emails to be sent to the Chair of the Elections Committee with these messages re-sent or sent to alternate email addresses provided by the Chair of the Elections Committee;
- One (1) reminder email sent to members whose ballot has not been received by a date agreed upon by the organization and the Chair of the Elections Committee;
- A professional report containing the election results saved in secured PDF format to be sent to the Chair of the Elections Committee by a date agreed upon by the organization and the Chair of the Elections Committee;
- A CD, DVD, or USB-drive and compressed/zip folder (sent via email) containing election data/results to be sent to the Chair of the Elections Committee by a date agreed upon by the organization and the Chair of the Elections Committee; and
- Election data/results archived for a by-contract agreed upon time period.

## Proposal Requests

I requested that each organization submit proposals which include descriptions of their process, examples, and system screen captures for conducting

- (i) a hybrid election,
- (ii) an online election with access/code information sent by USPS mail and via email, and
- (iii) an online election with access/code information sent by email only.

In addition, I inquired about a

- (i) ballot on-demand and
- (ii) by-email first contact followed by delayed by-USPS mail contact for those who have not voted by a set date, with and without a paper-ballot-on-demand option.

I requested that proposals be sent so that they are received before (but no later than) April 12, 2021.

## Election Organizations from which Proposals were Requested

- **Association Voting** (<https://www.associationvoting.com/>) – The initial request was submitted via webform and email, and a follow-up email was sent. Sara Weinberger emailed on March 31, 2021 to acknowledge receipt of the RFP and to provide contact information for Kim Harwood, Chief Voting Officer. Not having heard from Association Voting after Weinberger's email, a follow-up email was sent to Harwood (with all others Cc'd) on April 9, 2021 to inquire if additional information was needed or if they had any questions. Harwood replied that she had no questions. As of the writing of this report, Association Voting has not submitted a proposal.
- **Ballot Point Election Services** (<http://www.ballotpoint.com/>) – The initial request was submitted via webform and email, and a follow-up request was sent. On April 1, 2021, Dan Hilderbrand made initial contact and Gerry Feldkamp followed up with questions about the offices to be elected, if the election includes a referendum or election of delegates for a convention, the strength/weight of each vote, voting by slate, how the winner for each office is determined, and under what conditions there might be a run-off election. I provided this information on April 1<sup>st</sup>, quoting from the rules for the 2020, 2018, and 2016 elections as well as the MSCA Constitution. Ballot Point submitted their proposal in PDF format on April 12, 2021.
- **ElectionBuddy** (<https://electionbuddy.com/>) – The initial request was submitted via webform and email. Follow-up information was submitted at their request via an online survey form on March 26, 2021, and I spoke with Kuldeep G, Junior Business Development Manager, on March 31, 2021. He asked questions related to the past three (3) elections. We discussed the general election types included in the RFP as well as paper-ballot-on-demand options. ElectionBuddy submitted their proposal via hyperlink on April 9, 2021; the proposal was downloaded in PDF format.
- **Election Services Co.** (<http://www.electionservicesco.com/pages/index.php>) – The initial request was submitted via webform and email, and a follow-up request was sent. No direct communication was received from anyone at Election Services Co., despite requests being submitted again using both email and their webform. Since a read-receipt was received from a Frank Fatone for the April 1, 2021 inquiry, he was Cc'd on the April 9, 2021 follow-up email; again, a read-receipt was received from Frank Fatone, but no direct reply was received. As of the writing of this report, Election Service Co. has not submitted a proposal. **Note:** This is the second time that Election Services Co. was invited to submit a proposal to conduct an MSCA election. Although Election Services Co. was slow to submit their proposal (rejected by the MSCA Board of Directors) to conduct the 2020 election, Jenny Millard, their representative, expressed interest in having an opportunity to submit a proposal to conduct the election in the future on November 1, 2019. I do not recommend that Election Services Co. be invited to submit a proposal in the future as (i) their failure to acknowledge and communicate about the RFP (despite its read-receipt acknowledgement from Frank Fatone) for the 2022 election and (ii) similar failure to acknowledge and communicate about the RFP (including similar read-receipt acknowledgment from Frank Fatone) followed by submission of their proposal for the 2020 election *more than one week after the stated submission date* indicate inefficiency within the organization.
- **GBS – Government Business Systems** (<https://www.gbsvote.com/>) – The initial request was submitted via webform, and a follow-up request was sent via email to the address from which a submission acknowledgment was received. Tim Walsh replied on March 31, 2021 that the GBS “currently [does] not offer the online component for conducting [the] election” and that they “have the ability to assist with an all mail-out election but currently we do not offer an online feature.” Tim stated that GBS “software engineers are working on the initial stages of that project to increase our offerings.” Although GBS cannot submit a proposal to conduct a hybrid election at this time, they are interested in submitting a proposal in the future if their online voting system has been fully-developed by that time.
- **K & H Print** (<https://www.khprint.com/election-services/>) – The initial request was submitted via webform, and a follow-up request was submitted via this form. As of the writing of this report, K & H Print has acknowledged or communicated about the RFP and K & H Print has not submitted a proposal.
- **M K Election Services** (<https://mkelections.com/>) – The initial request was submitted via email directly to Caleb Kleppner, Principal and Director of Technology for MK Election Services; Caleb Kleppner conducted the 2016

election while he worked for TrueBallot. Via follow-up emails, additional information was provided. M K Election Service submitted their proposal in PDF format on April 12, 2021.

- **Survey & Ballot Systems** (<https://www.surveyandballotsystems.com/>) – The initial request was submitted via webform as well as sent directly to Paul Bordson-Nolle, Senior Account Manager and Financial Market Lead for Survey & Ballot Systems; Bordson-Nolle and Amy Ebli conducted the 2018 election. Via follow-up emails, additional information was provided. An initial proposal was received on March 25, 2021 and expanded to include additional options that Bordson-Nolle believes would be beneficial for conducting the election. Survey & Ballot Systems submitted their final proposal on April 8, 2021, and Bordson-Nolle included credentials with which the members of the MSCA Board of Directors may view and test the DirectVote system.
- **TrueBallot, Inc.** (<http://www.trueballot.com/trueballot.aspx>) – The initial requests were sent via email to the general inquires address as well as directly to John Seibel, President of TrueBallot. Seibel replied on March 24, 2021 requesting the information that *had sent to him*. A follow-up email containing this information *again* was sent, and Seibel replied “We are not planning on making a proposal. Thanks for inviting us.” on March 31, 2021.
- **YesElections** (<https://www.yeselections.com/>) – The initial requests were submitted via webform and email. Via follow-up communication, the request was submitted *again*. On Wednesday, March 31, 2021, I spoke with Thuan Huynh, Election Partner, who handled the proposal. We discussed the past three elections as well as my expectations for the election, and I answered his questions. In addition, we discussed paper-ballot-on-demand options. YesElections submitted their proposal in PDF format on April 12, 2021.

Of the ten (10) election services organizations contacted,

- five (5) organizations [Ballot Point, ElectionBuddy, MK Election Services, Survey & Ballot Systems, and YesElections] submitted proposals,
- one (1) organization [Association Voting] indicated that they planned to submit a proposal, but failed to do so,
- two (2) organizations [Election Services Co. and K & H Print] failed to reply,
- one (1) organization [GBS - Government Business Systems] could not submit a proposal to conduct a hybrid election as they only conduct by-mail paper-ballot elections at this time, and
- one (1) organization [TrueBallot] declined to submit a proposal.

## Proposals

All proposals received by the April 12, 2021 submission deadline were saved within folders with their submission email (with the permission of the sender). After a delay to allow for late submissions (none were received), the proposals were summarized and forwarded to the members of the MSCA Board of Directors within a compressed (.zip) folder on April 16, 2021.

- **BallotPoint Election Services** included a letter with their proposal. The proposal includes information about the company, their approach, an example (related to the 2020 MSCA Officers Election) with screen captures from their system, a sample ballot and voting information, and per roster member cost information.
- **ElectionBuddy** submitted their proposal online. The direct-access hyperlink for the proposal was sent to the MSCA Board of Directors with the proposal downloaded in PDF format. The proposal includes the proposal terms and conditions, an estimated price (on Page 3), information about the company, a summary of features, a detailed pricing proposal (Page 7), information about their features, process, and system, a sample certification letter, information related to the expectations communicated in my RFP, and answers to some frequently asked questions.
- **M K Election Services** included a proposal with three (3) approaches (i) an online election with email notification, (ii) a hybrid election with email notification and a mailed paper-ballot containing online voting instructions, and (iii) a paper-ballot-by-request option that can accompany an online election. The proposal includes a description of each option, acknowledgement of the expectations communicated in my RFP, pricing for these options, screen captures of their online system, a sample paper-ballot, and their client list.
- **Survey and Ballot Systems** (SBS) submitted proposals for (i) a full hybrid election, (ii) a web election with initial email notification, follow-up with by-letter delayed notification, and paper-ballot-by-request for up to 100 voters, (iii) web election with postcard mailing and paper-ballot-by-request for up to 100 voters, (iv) a web election with letter-mailing, (v) and a fully-online election with no paper/card mailings; the pricing for these approaches and additional options were included. The proposal includes information about SBS, feedback for recent clients and recent voters, information about their techniques, process, services, a preliminary timeline for the election, a sample ballot (from the 2018 election), and screen captures of the DirectVote system (from the 2018 election). The Survey and Ballot Systems Services Agreement was included as well. SBS provided codes (test voting credentials) via which the MSCA Board of Director can explore the DirectVote system.
- **YesElections** submitted a proposal with includes options for a (i) hybrid election, (ii) an online election with paper notice, and (iii) an online election with paper-ballots on request. The proposal includes information about the company, descriptions of election options, their election features and services, election administration services, participation consultation service options, information about and contact information for two (2) clients as references, and screen captures for their online system. **Concern regarding this proposal:** While the proposal lists four (4) election races,

each with one (1) write-in (on Page 3), the sample online ballot (on page 12) does not include the write-in option for the office of President, Vice President, or Secretary, and the office of Treasurer was *omitted*. Since I had discussed the four (4) offices and the required write-in option for each office with Thuan Huynh and since he had access to the pages for the 2016, 2018, and 2020 elections as well as the MSCA Constitution (provided via the RFP), *the omission of an office and the write-in option for each office on the sample online ballot is problematic and reminiscent of my experience with Intelliscan.*

### **Nomination Papers**

Nomination papers may be used during the pandemic, without concern, in PDF format. PDF files may be transmitted and signatures affixed in a variety of ways, including, for example, signing using iPad markup or tablet or editing a PDF file to insert a signature-image. PDF files containing emails sent from member-verified email addresses could serve as an additional option at the discretion of the members of the MSCA Board of Directors.

### **Calendar and Rules for 2022 MSCA Officers Election**

The calendar and rules from the 2020 election were revised using Track Changes in MS Word to create the proposed calendar and proposed rules, respectively, for the 2022 election. These files, included at the end of this report (displaying the changes made via Track Changes), were sent to the MSCA Board of Directors on April 20, 2021.

### **Direct Communication with Members for 2022 MSCA Officers Election**

During the 2020 MSCA Delegate Assembly, delegates voted to allow the Chair of the Elections Committee to communicate directly with members regarding elections. *I request that Chapter officers update the email information for their current members.* While conducting the Spring 2021 election for contract committees and MSCA-Framingham officers, representatives, and delegates, I was able to obtain alternate email addresses for bounced emails and, thereby, update the email list for MSCA Framingham. Since the majority of these email addresses are framingham.edu-addresses, I included my framingham.edu-address so that I can monitor any problems with delivery of election information to these addresses. The updated email list for MSCA-Framingham was sent to the President and Vice President (in-coming President) of MSCA-Framingham and the Office of the MSCA Treasurer.

Respectfully submitted by  
Sarah Mabrouk  
Chair, Elections Committee

## Calendar for the 2022 MSCA Officers Election Proposed to the MSCA Board of Directors – April 20, 2021

**November 1, 2021:** Date *after* which eligible members may obtain nomination papers for any MSCA office via requests submitted to the MSCA Nominations and Elections Supervisor\* stating the office to be sought. (Article IV, Section 2[a])

**First Friday in December year prior:**

**December 3, 2021,** The Elections Committee shall propose Elections Rules for Members and an Elections Calendar for the Board's adoption no later than the first Friday of December in odd-numbered years. (Article VII, Section 7) The Nominations and Elections Supervisor will post the approved Rules and Calendar for the 2022 MSCA Officers Election on the MSCA website.

**Third Friday in January:**

**January 21, 2022,** Date by which candidate must file Nomination Papers containing at least forty (40) signatures of members in good standing, no more than fifteen (15) of which shall be counted from any one Chapter, with the Nominations and Elections Supervisor in order to be certified as a Candidate. The signatures must be received prior to 5 PM ET/EST on this date. (Article IV, Section 2[b])

**Fourth Friday in January:**

**January 28, 2022,** Date by which any written challenges to signatures must be received by the Nominations and Elections Supervisor by 5 PM ET/EST.

**First Friday in February:**

**February 4, 2022,** Date by which Elections Committee meets to hear any written challenges to signatures and to certify Candidates.

**First MSCA Board meeting following third Friday in January:**

**February 4, 2022,** Date by which the MSCA Board of Directors designates an Arbitrator to hear written challenges to the ballot count and the Nominations and Elections Supervisor submits to the MSCA Board of Directors, members of the Elections Committee, and all those who requested nomination papers, a list of Certified Candidates. A request will be made to Chapter Presidents to distribute the list of Certified Candidates to their memberships, and the Nominations and Elections Supervisor will post the list of Certified Candidates on the MSCA website. Along with the list, Certified Candidates will receive contact information for the MSCA Board of Directors, Elections Committee, and Chapter Presidents as well as a copy of the Rules and Calendar for the 2022 MSCA Officers Election. (Article IV, Section 2[c])

\* Per Article VII, Section 7, "The title of the chairperson of the Elections Committee shall be Nominations and Elections Supervisor."

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**Second Friday in February:**

**February 11, 2022** Date by which all Certified Candidates must provide the Nominations and Elections Supervisor a biographical statement, not to exceed 350 words, setting forth the Candidate's experience and goals. The statement together with a photo, supplied by the candidate, not to exceed 5" x 7", will be posted on the MSCA website and distributed to MSCA members at least one week before ballot-credentials and ballot access-information are sent. Certified Candidates must also provide the Nominations and Elections Supervisor with a schedule of their availability during February and March so that a reasonable date can be set for each campus's Candidate Forum. Any Certified Candidate who fails to meet this deadline forfeits the right to contest the scheduling of any campus's Candidate Forum.

**February 14, 2022**

**– March 14, 2022** A Candidate Forum may be held on each campus. Consideration will be given for the stated availability of Certified Candidates, as well as the scheduling of winter and spring breaks, with the Candidate Forum for two nearby campuses arranged for the same day.

**March 15, 2022** Date by which dues must be paid in compliance with Article III, Section 2 for an MSCA member to be eligible to vote. (Article IV, Section 3[a])

**March 16, 2022** Date on which the Office of the MSCA Treasurer shall provide a list of MSCA members eligible to vote to the Supervising Agency (to be determined by the MSCA Board of Directors).

**March 17, 2022** Ballot-credentials and ballot-access information are sent to all eligible MSCA members by the Supervising Agency.

**Three weeks after sending Ballot-Credentials and Ballot-Access Information:**

**April 7, 2022** Date by which all ballots must be received by the Supervising Agency no later than 5 PM ET/EST, regardless of postmark if submitted via paper-ballot.

**The next business day following official return of Ballots:**

**April 8, 2022** Date by which ballots will be counted, and Certified Candidates will be notified of election results by Nominations and Elections Supervisor.

**Seven days following official Ballot count:**

**April 15, 2022** Date by which all written challenges must be received by Nominations and Elections Supervisor, by 5 PM ET/EST, and submitted to the Arbitrator (to be determined by the MSCA Board of Directors) by the next business day.

**Third Friday in April:**

**April 22, 2022** Date by which all written challenges to the Election shall have been heard and adjudicated by Elections Committee.

**MSCA Delegate Assembly:**

**April 29, 2022** Nominations and Elections Supervisor reports official Election results to the Delegate Assembly.

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## **Rules for the 2022 MSCA Officers Election**

### **Proposed to the MSCA Board of Directors – April 20, 2021**

1. Candidacy for election to a position as MSCA Officer in the 2022 MSCA Officers Election shall be open to any MSCA member in good standing, except for members of the MSCA Elections Committee and Credentials Committee. (Article IV, Section 2)
2. Per Article IV of the MSCA Constitution, nomination papers for each MSCA Office will be accepted only from individual members seeking that particular office. No individual may be a candidate for more than one office. Upon receipt of a request for nominations papers, the Nominations and Elections Supervisor\* will enter the name of the eligible member and the Office to be sought on the nomination papers and provide them to the eligible member within two weeks. Then, the Nominations and Elections Supervisor will report the name and office sought of anyone who requested nomination papers to the members of the Elections Committee, the MSCA Board of Directors, and any MSCA member who requests such information.
3. Candidates for each MSCA Office shall file nomination papers with the Nominations and Elections Supervisor as specified in the MSCA Constitution and in accordance with Calendar for the 2022 MSCA Officers Election. The Nominations and Elections Supervisor shall certify each candidate, who will thereafter be designated a Certified Candidate for that MSCA office. After the certification of candidates, write-in candidates shall be designated as Nominees.
4. Certified Candidates will be informed of the date and location of the constitutionally mandated lottery to determine the order of names, without designation of incumbency, on the ballot. Certified Candidates (or a representative designated by a Certified Candidate) may be present at the lottery. (Article IV, Section 2[c])
5. A draft copy of the voting instructions, online ballot, and paper ballot, each of which shall include a space for a write-in candidate for each Office (Article IV, Section 2[c]), and the outer envelope and return envelope for the paper ballot (to be sent by the vendor) will be available for Certified Candidates to review one week before the formats for these materials are finalized. The Elections Committee will consider any feedback or requests related to these materials.
6. MSCA Chapters, Standing Committees, Ad Hoc Committees and/or the MSCA Board of Directors may not endorse or oppose a particular Certified Candidate or Nominee in their collective capacities. Individuals serving on such bodies are free to engage in any activity not otherwise prohibited by these rules to advance or oppose the candidacy of any Certified Candidate or Nominee.
7. Neither the Elections Committee in its collective capacity, nor its individual members, may endorse or otherwise engage in any activity to advance or oppose the candidacy of any Certified Candidate or Nominee.
8. No Chapter funds, equipment, paid personnel or resources may be used, directly or indirectly, to advance or oppose the candidacy of any Certified Candidate or Nominee.

\* Per Article VII, Section 7, "The title of the chairperson of the Elections Committee shall be Nominations and Elections Supervisor."

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9. No MSCA funds, equipment, paid personnel or resources may be used, directly or indirectly, to advance or oppose the candidacy of any Certified Candidate or Nominee.
10. No state university funds, equipment, paid personnel or resources may be used, directly or indirectly, to advance or oppose the candidacy of any Certified Candidate or Nominee. Distribution of materials through the campus mail system, in accordance with the collective bargaining agreements, is allowed.
11. The use of state university technology ("use" is defined as using state owned property, technology or electronic media controlled by the state universities, including the origination of messages or the forwarding of messages originated by others) –
  - A. is prohibited for sending or receiving messages or for creating a web page to advance or oppose the candidacy of any Certified Candidate or Nominee.
  - B. is allowed for logistical information about the election itself (e.g., announcements concerning the election process, candidate forums, materials posted on the MSCA website, questions and non-sensitive communications among the members of the Elections Committee). Such communication is for informational purposes and must not contain any information that would advance or oppose the candidacy of any Certified Candidate or Nominee. The Chapter President (or Chapter Vice President, if the Chapter President is a Certified Candidate or Nominee) will disseminate this information to chapter members.
12. Each Certified Candidate may choose to receive not more than two (2) sets of mailing labels and/or an electronic database, with the name, address, and chapter affiliation of all members. The Office of the MSCA Treasurer will send these to each Certified Candidate as soon as possible after candidates have been certified. To the extent deemed realistic by the MSCA Treasurer, the names will be separated by campus/unit member status (full-time and non-full-time). The Office of the MSCA Treasurer will also send Certified Candidates a list of eligible voters, the list submitted to the Supervising Agency (to be determined by the MSCA Board of Directors) for the election, that contains updates and changes since the original mailing labels were produced.
13. Certified Candidates and Nominees shall conduct their campaigns in a positive manner with due regard for the high professional standards expected of university educators and shall refrain from personal attacks. All campaign materials supporting or opposing a Certified Candidate or Nominee must be signed by at least one MSCA member in good standing.
14. If there is more than one Certified Candidate for any office, a candidate forum shall be scheduled in consultation with the Chapter President. If there is no more than one Certified Candidate for each office then a candidate forum may be scheduled at the Chapter Presidents discretion. The Nominations and Elections Supervisor, working with the secretary of the MSCA President, shall establish a date and place for each forum that is, to the extent possible, agreeable to the Certified Candidates. The Nominations and Elections Supervisor shall notify each Certified Candidate of the date and place of each forum. So that each forum provides consistency for Certified Candidates and MSCA members, the following rules will govern the conduct of each campus forum:
  - A. The Chapter President (or a designated member of the Chapter Executive Committee who is not a member of the MSCA Elections Committee) shall preside as Moderator of the forum.

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- B. The Moderator will be a neutral party to the forum and shall neither pose nor answer questions asked during the forum, nor allow members present to answer questions directed to the Certified Candidates. The Moderator will ensure that each Certified Candidate has an equal opportunity to address the members.
- C. Within a 60- to 90-minute time frame, the forum structure should allow for opening and closing statements from the Certified Candidates along with questions from the members. The order of statements shall be determined in a random fashion. Certified Candidates shall refrain from questioning each other but should direct their responses to the questions posed by members.
- D. In the event a Certified Candidate cannot attend a forum, the Certified Candidate may send a statement to the Moderator for distribution at the forum.
- E. The Moderator shall inform each Certified Candidate of any additional format information for the forum, consistent with the above parameters, at least twenty-four (24) hours in advance.
15. So that all voting members receive the same information regarding election procedures, the membership will be informed of the procedures for the election in an email prepared by the Nominations and Elections Supervisor for distribution by Chapter Presidents as well as sent directly to the membership. This information shall also be posted on the MSCA website. This does not preclude Certified Candidates or Nominees from including voting instructions and procedures in their correspondence to members, provided that the instructions and procedures are not misrepresented.
16. Each election contest shall be decided by a plurality, that is, the individual receiving the most votes shall be elected.
17. Challenge Procedure
- A. Any Certified Candidate or Nominee may challenge the election by filing a written challenge with the Nominations and Elections Supervisor no later than 5 PM ET/EST on the seventh day following the official ballot count.
- B. The Nominations and Elections Supervisor shall notify the designated Arbitrator<sup>36</sup> that a challenge (or challenges) has (have) been received.
- C. The Arbitrator shall prepare a notice of hearing including the date and place of the hearing. The notice, including a copy of the challenge(s) shall be sent to each Certified Candidate and Nominee.
- D. At the hearing any Certified Candidate or Nominee may be represented by a representative of her/his choosing and may present documents and witnesses relevant to the challenges filed. Each Certified Candidate or Nominee will be permitted to make an opening and closing statement to the Arbitrator.
- E. The Arbitrator shall file a written report with the Elections Committee. For each challenge filed, the Arbitrator shall determine whether the challenge has merit and whether the facts as found by the Arbitrator affected the outcome of the election.

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\* To be determined by the MSCA Board of Directors no later than the February 4, 2022 meeting.

- F. The Nominations and Elections Supervisor shall promptly provide a copy of the report to each Certified Candidate or Nominee.
18. The Elections Committee shall meet to consider the report and certification of the election. The Elections Committee will make a report to the MSCA Board of Directors at its next meeting.