ELECTION AND CAMPAIGN RULES
Clerical-Technical Union of Michigan State University

This document contains general information for the annual elections of the Clerical-Technical Union of MSU (CTU). For specific dates and deadlines for elections in a particular year, refer to that year’s “CTU Elections Timeline.”

1) Constitution and Bylaws
The nomination and election will be conducted in accordance with the provisions of the CTU Constitution and Bylaws, adopted February 25, 1975 and last amended on November 29, 2000.

2) Offices to be Filled and Terms of Office
All officers shall be elected for a term of two years. The President, Treasurer, and three Directors shall be elected at the October meeting in odd-numbered years. The Vice President, Secretary, and four Directors shall be elected in the even-numbered years.

The office of an official who was appointed to replace an Executive Board member who resigned within the previous year without completing her or his term shall also be up for election. The individual elected will hold office until the term of the specific position expires.

Audit Committee members shall be elected to a term of three years.

The office of an Audit Committee member who was appointed to replace an Audit Committee member who resigned within the previous year without completing her or his term shall also be up for election. The individual elected will hold office until the term of the specific position expires.

3) Elections Committee
An Elections Committee will be appointed each year by the CTU Executive Board. In accordance with Article IV, Section 1 of the Constitution, the Elections Committee shall conduct and supervise all elections, pass on the rights of members presenting themselves to vote if such right is challenged, and keep records of the members voting. The Elections Committee shall oversee the canvassing of the vote in the presence of all candidates (or their designee) desiring to be present during the count and shall keep proper tallies of the count. No member of the Elections Committee may be a candidate for office.

4) Eligibility to Hold Office
To be eligible for office, a member must have completed her or his probationary period (six months/520 hours with employer) and be in good standing. Members in good standing are those who have paid their dues in accordance with the Union’s Constitution. Members who have been charged and convicted pursuant to the Constitution, Article IX, Section 3, when the
penalty imposed includes ineligibility to run for or hold union office, will not be eligible to run for office.

5) **Nominator Eligibility**
To be eligible to nominate candidates a member must be in good standing at the close of the nomination period.

6) **Nomination Notice**
A Nomination Notice will be distributed to all CTU members via the August issue of *CT News*. Additional notices may be sent to each Union Representative and Executive Board member for distribution to her or his respective members.

7) **Nomination Period**
In accordance with Article IV, Section 2, of the Constitution, nominations will be held in September. The nominations period will run from the first Tuesday in September through the second Tuesday in September.

Written nominations will be accepted by members of the Elections Committee or their designees, including the CTU office secretary (phone 517-355-1903, fax 517-353-3284, email ctustaff@msu.edu), before 5:00 p.m. on the second Tuesday in September. Nominations will be kept secret until the start of the nominations meeting.

A nominations meeting will be held on the second Tuesday in September at 5:15 p.m. at the CTU union office, 2990 Lake Lansing Road, East Lansing, Michigan 48823. The nomination period will close upon the conclusion of the nominations meeting.

8) **Nomination Details**
Per Article IV, Sec. 3 of the CTU-MSU Constitution and Bylaws, no member shall be allowed to accept the nomination for more than one position. Every nominee will be required to indicate by no later than the conclusion of the nomination period whether s/he accepts or declines a specific nomination. All nominations must be accepted in writing by the closure of the nomination meeting. The names of nominees who fail to accept their nomination will not appear on the ballot.

Nominations can also be made from the floor of the nominations meeting if the nominee is in attendance. Self nominations will be accepted.

9) **Candidate Eligibility**
All candidates must have completed their probationary periods and be in good standing at the close of the nomination period. All union officers or employees who handle union funds must be bondable.

10) **Candidate Rule Notification**
All candidates will be provided with a ‘Candidate Packet’ which will include, but not be limited to, the following information:
   a) Election and Campaign Rules
   b) A schedule of all deadlines and dates pertaining to the election
   c) CTU sponsored candidate forum locations, dates, time and rules
   d) Process for election observers
Candidates and members are to address any questions related to the election directly to the Elections Committee.

11) Campaign Restrictions

Federal law provides that candidates must be treated equally regarding 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.

No monies received by the CTU of MSU or any other labor organization by way of dues, assessments, or similar levy, or monies of any employer may be used directly or indirectly to support the candidacy of any person in a union election of officers. This prohibition extends to equipment (such as computers, copiers, telephones, and fax machines), vehicles, office supplies, records, and personnel of the CTU and any other labor organization and to employers, whether or not they employ CTU members. Union officers, representatives, and employees may not campaign on time paid for by the union or their employer.

When working in the capacity of a union officer, employee, or representative, the MSUNet email system may only be used to conduct official union business, including that related to the election.

Using the employer email system raises several issues when it is used by members or candidates in connection with CTU elections.

CTU supports the University’s attempt to limit unwanted email spam and otherwise encourages its members to remain “good citizens” when communicating to or from MSUNet email accounts. For this reason, CTU urges that members and candidates become familiar with MSU’s “Acceptable Use Policy” and “Interim Guidelines Regarding Bulk Emailing by Internal Users on MSUNet.”

In addition, CTU urges members and candidates to become familiar with legal regulations concerning union elections which, among other things, prohibit the use of union or employer resources to support or oppose candidates for union office. Failure to comply with these regulations can, in certain circumstances, result in election results being voided.

Therefore, CTU urges candidates for CTU office and their supporters to consider the following suggestions when campaigning over the internet:

**Suggestions to ensure compliance with MSU’s guidelines:**

- You should not use an MSUNet email account to send partisan and/or political email communications to a group of 20 or more MSU employees (free accounts are available for everyone from companies such as Yahoo; it is not necessary to purchase an email account in order to have a non-MSU account from which bulk email may be sent).

- As a precaution against spam or other unwanted communications, you should consider including in all campaign related communications, whether sent from an MSU account or from a non-MSU account, an opt-out disclaimer at the end of your message (i.e., “If you would prefer not to receive any additional messages concerning the upcoming election, please inform me and I will remove your address from my future election related communications”).
You should be careful, whether using an MSU account or a non-MSU account, not to glut people’s email boxes with multiple messages or copies of the same message; in general, you should be judicious in the number of messages you send to one person.

You should do everything you can to ensure that your actions do not interfere with your own work or the work of others, whether you are initiating your communications with an MSU account or a non-MSU account.

Suggestions to ensure compliance with federal union election regulations:

- You should avoid using union provided equipment to send campaign related email communications.
- You should avoid using union created lists of recipients for campaign related communications. The safest way to ensure that you will be in compliance is to use a non-MSU computer to access a non-MSU account to create your own “listserv” of recipients for political email. Email addresses may be obtained from the MSU website. Members’ names may be obtained from the latest edition of the Faculty/Staff Directory.
- You should refrain from conducting campaign related activities during times when you are scheduled to be working for MSU or CTU, except during breaks and lunch periods or while using accrued vacation, personal and/or paid time off.

12) Distribution of Campaign Literature
CTU will honor any reasonable request by a candidate to distribute campaign literature to members at the candidate’s expense. Requests will be honored in the order received. Candidates will not be limited to a specific number of mailings. Campaign material must be provided to a member of the Elections Committee or a designated representative at the CTU office in sealed envelopes which are ready for mailing.

Candidates must pay an administrative fee, in advance, for each mailing. This will cover the cost of address labels ($0.01 each) and labor ($10 per hour). In addition, candidates will pay necessary postage at the current postal rate. Campaign mailings will be sent via MSU campus mail. The fee should be paid by check or money order, payable to the CTU of MSU.

The aforementioned prices do not reflect any additional cost of postage incurred at the time of mailing, which the candidates are also responsible for paying within five (5) business days after each mailing.

The Elections Committee will make arrangements for the mailing labels to be affixed. The Committee will transport the completed mailings to the MSU campus mail facility where they will be stamped and mailed. Candidates should contact the Elections Committee through the CTU office (2990 Lake Lansing Road, East Lansing, Michigan 48823; phone 517-355-1903; email ctustaff@msu.edu) to make the necessary arrangements. The Elections Committee will make every effort to mail campaign material within five (5) business days of receipt by the Committee. Requests for campaign mailings can be made at any time.

13) Inspection of the Membership List
Each candidate may inspect (not copy) the CTU-MSU membership list with home addresses once within 30 days prior to the election. No candidate is entitled to receive a copy of the list. The membership list will be available for inspection at the CTU office between 8:00 a.m. and 4:00 p.m., Monday through Friday, for 30 days prior to the elections (specific dates to be
announced). Arrangements to inspect the membership list must be made by contacting a member of the Elections Committee or the Union Office at 517-355-1903.

14) **CT News Special Edition**

All candidates will be allowed to submit a written biography limited to no more than 500 words and their photograph to be included in the October special election edition of the *CT News*. In order to be included, a candidate should submit his/her biography and/or photograph to the CTU Union office (2990 Lake Lansing Road, East Lansing, Michigan 48823, phone 517-355-1903, fax 517-353-3284, email ctustaff@msu.edu), specific date to be announced each year. Candidate pictures will be taken free of charge by the CTU.

15) **CTU Sponsored Candidate Forums**

Candidates are allowed to participate in all scheduled candidate forums. The times and dates of the forums will be distributed after the close of nominations. Candidate forum rules will be included in the “Candidate Packet” to be distributed after the close of nominations.

16) **Election Notice**

The official Election Notice will be distributed to all CTU members via the October special election issue of the *CT News*. In keeping with the requirement by the Labor-Management Reporting and Disclosure Act of 1959, and amended, the notice will also be mailed to the last known home address of all union members not less than 15 days before the election date.

The Election Notice will consist of at least:
- The date, time, and location of all polling sites, both on and off campus.
- Offices to be filled.
- Date for possible run-off election.
- Transportation information, if an option, to/from polling sites.
- Picture identification or CTU ID card required at polls.

17) **Voter Eligibility**

Every member who is in good standing at close of business on the day prior to the election shall have the right to vote for the candidates of his/her choice.

All questions with regard to voter eligibility will be referred to the Elections Committee. If the eligibility of a voter is questioned and cannot be reconciled at the polls, s/he will be asked to vote as a challenged ballot.

18) **Ballot Preparation and Control**

The Elections Committee will approve the design of the official ballot. There will be a separate ballot for each position. Slate voting will not be permitted. The ballots will be printed in multiple colors. Ballots will be stored in a secure location.

**Candidate names will be listed on the ballot in alphabetical order.** Candidates who have no opposition will be included on the ballot along with an alternate choice of a “no” vote. (Should a “no” vote receive the highest number of votes for a particular position, the elected Executive Board shall fill the position until a special election can be called. The previous candidate would not be eligible for that appointment.)
19) **Absentee Ballots**
Absentee ballot requests must be directed to the Elections Committee or their designated representatives through the CTU office. Requests must be received no later than the date set by the Committee. The Elections Committee will maintain a complete list of all members who requested absentee ballots. At a minimum, the list will include the name and address of the member requesting a ballot.

Absentee ballot packages, including instructions, and the necessary return envelopes will be prepared & mailed by 2 persons and noted on the office absentee ballot listing detailed above. In order to be included in the tally, absentee ballots must be received at the Post Office box no later than 4:00 p.m. on the day before the election (fourth Tuesday in October). Ballots received after this time will not be counted.

**In case of a run-off:** All voters who receive absentee ballots for the general election will automatically receive absentee ballots for any run-off election. In order to be included in the tally, absentee ballots for the run-off election must be returned to the Post Office box no later than 4:00 p.m. on the day before the run-off election in November (specific date to be announced). Ballots received after this time will not be counted.

20) **Observers**
Each candidate is permitted to have observers at the preparation of the campaign mailings, at each polling place, and at the ballot tally process. A candidate may have as many observers at the counting of the ballots as is necessary to observe the actual counting and ensure a fair election. Article IV, Section 6 of the CTU Constitution allows candidates to serve as their own observers.

21) **Election Day**
Polling will be conducted on the fourth Tuesday in October. The date, time, and location of all polling sites, both on and off campus, will be distributed as part of the Elections Notice.

Prior to receiving a ballot, members will be asked to provide identification. A CTU membership card, employer ID, driver’s license, or some other form of picture identification may be used. After determining that a member is eligible to vote, the poll worker will mark the member’s name off the eligibility list. The member will be asked to sign a voter register, be given a ballot, and instructed to vote in secret. All eligible CTU members may cast their ballots at the on-campus polling location. Only members employed at the off-campus locations noted above will be allowed to vote at the off-campus locations (if any).

No campaigning or campaign literature will be permitted in any polling area on election day. Individuals in the polling area will be limited to members of the Election Committee, poll workers, candidate observers, and members in line waiting to vote.

22) **Transportation to Polls**
The CTU may provide rides to the on-campus polling site on election day. Of rides are available, contact information will be provided in the October special elections issue of CT News so that members can schedule rides.

23) **Tally of Ballots**
Ballots will be counted by vote counters under the supervision of the Elections Committee after the closure of the polls on elections day. Write-In votes will not be permitted. The candidate who receives the highest number of votes cast for each office will be declared elected. In the event of a tie, a run-off election will be conducted in November at the same locations (if possible) and times of the original election.

24) **Election Results**
The election results will be posted on the CTU website at [http://www.msu.edu/user/ctumsu/](http://www.msu.edu/user/ctumsu/) and distributed to all members via campus mail and/or the employer email system after the tally is completed. Candidates will be called by the Elections Committee if they are not present at the ballot counting.

25) **Installation of Officers**
Newly elected officers will be sworn in during the General Membership meeting on the day following the elections.

26) **Election Records**
The CTU is responsible for maintaining all nomination and election records for at least one year after the election, as required by federal law.

27) **Questions or Problems**
Any questions with regard to the conduct of the election should be addressed to the Elections Committee in care of the Union Office Secretary (phone 517-355-1903, fax 517-353-3284, or email ctustaff@msu.edu).

Protests of the election should be made directly to the Elections Committee within 10 days after the completion of the election.