

MSCF ELECTION GUIDELINES

MSCF CAMPAIGN PRACTICES:

1. Candidates cannot use state resources for campaigning. This includes the use of state computers and email addresses.
2. Candidates may contact individual Chapter Presidents or other MSCF representatives at their work addresses to obtain the president's or representative's personal phone numbers, email, or home addresses. The individual has no obligation to release his/her information and shall not release any other individual's information.
3. Requests to schedule campus meetings or other campaign activities should be done, when possible, using personal email, telephones, or mail. Visits to campuses to campaign must be paid for by the candidate. If a candidate is an MSCF officer, he/she must pay for any and all visits that include campaigning.
4. A candidate for office (to include incumbents) may publish his/her 100 word statement and his/her picture in the *Green Sheet* but must recuse himself/herself of any other article in the *Green Sheet* between the close of nominations and the election.
5. Upon request, a candidate will be provided one set of mailing labels or an electronic list of home addresses of members. To receive either format, the candidate must sign an agreement to use the labels or electronic list solely for a single campaign mailing in the current election.
6. If candidates send campaign literature directly to Chapter Presidents, Chapter Presidents are obligated to make a reasonable attempt to distribute any and all candidates' literature to chapter members; however, this does not guarantee every member will receive the literature.
7. Candidates have the right to inspect a membership list once within 30 days prior to the election. No candidate will have preferential access to the list. The list will contain the names and campuses of all members; it will not contain contact information.
8. No local chapter shall sell campaign ads for any elections conducted by the MSCF Elections Committee.
9. No local chapter may officially endorse a candidate.
10. All campaign literature must bear the identification of the person(s) who prepared the material. Envelopes, pins, and buttons shall be excluded from this requirement.
11. A candidate must obtain permission prior to using a member's name in support of his/her candidacy.
12. No campaign materials may be displayed, distributed, or placed in a polling place on election day.
13. Each candidate shall be entitled to have a poll watcher present in each local and/or a representative present during the counting of the ballots in the local.

CAMPAIGN PRACTICE CHALLENGES:

1. Any challenge alleging a violation of the MSCF Election Guidelines shall be filed in writing to the MSCF within 48 hours of the time the challenger learns of the alleged violation, but in no event must the MSCF recognize any challenge filed 48 hours after the cessation of voting. The written challenge must specify the MSCF Elections Guideline being violated.
2. Pursuant to its authority, the MSCF Elections Committee shall review every challenge within 48 hours.
3. If the MSCF Elections Committee determines a challenge to be valid, it will seek legal advice as to the appropriate course of action and/or remedy.

ELECTIONS PROCEDURE:

1. Regular MSCF state elections shall be held on dates set by the MSCF Elections Committee and approved by the MSCF Board of Directors.
2. If the college calendar conflicts with the dates set aside for the election, the local chapter may appeal in writing to the MSCF Elections Committee.
3. Should a college be closed due to an emergency on a designated election day, the elections must occur as soon as possible. The local Chapter Elections Chairperson shall notify the MSCF Elections Committee of the actual date that the election shall be conducted.
4. Balloting shall be conducted between the hours of 6:30 AM and 8:00 PM on the designated election dates. Each chapter is free to establish its own balloting hours within that timeframe, but in no event shall the polls be open less than one (1) hour.
5. The chapter may choose to have a central polling place for the entire college or a polling site in each building. Election rules and procedures must be posted at each polling place.
6. Absentee ballots may be requested by contacting MSCF in writing during the allotted period in accordance with the MSCF Board Approved election timeline. A member who requests an absentee ballot will not be allowed to vote on campus.
7. Election results must be faxed or scanned and emailed to the MSCF office in accordance with the MSCF Board approved election timeline.
8. All ballots (used), signed voting rosters, and campus tally sheets must be postmarked and returned to MSCF in accordance with the MSCF Board approved election timeline.

ELECTION PROCEDURE CHALLENGES:

1. Any challenge alleging a violation of the MSCF Election Procedures shall be filed in accordance with the MSCF Board Approved election timeline. The written challenge must specify the MSCF Election Procedure being violated and the remedy the challenger would prefer the local chapter to apply to correct the alleged irregularity.
2. Pursuant to its authority, the MSCF Elections Committee shall review every challenge within 48 hours.
3. If the MSCF Elections Committee determines a challenge to be valid, it will seek legal advice as to the appropriate course of action and/or remedy.