



CONSTITUTIONAL OFFICER ELECTION GENERAL GUIDELINES

MSCF Board of Directors
December 2, 2011

1. **December 2, 2011** – Board of Directors approves documents for election process.
2. **December 5, 2011** – Official Notice of Election will be distributed to each chapter for immediate posting. Also, Official Notice of Election will be posted to the MSCF website.
3. **January 20, 2012** through **February 21, 2012** nominations are open.
4. Any MSCF member can self-nominate. Any MSCF member may nominate another MSCF member, with written permission from that member.
5. Nomination forms must be complete and signed to be valid. Personal statements, if submitted, must accompany the nomination on the form provided.
6. Nominees will receive a packet of information from the MSCF Election Committee that contains election guidelines and pertinent MSCF Constitution and Bylaws information.
7. All candidates must follow federal and state union election laws and the election guidelines as described herein. Questions can be directed to the Election Committee through the MSCF office at 651-767-1262 or 1-800-377-7783.
8. The candidate for each position that receives a plurality (top vote-getter) will be declared the winner by the Board of Directors, subject to #19 below.
9. **Appropriate Use of Communication and Technology.** Candidates should review the state policy on the use of state computers and other equipment and the use of the state owned e-mail system at: <http://www.mmb.state.mn.us/doc/persl/1401.pdf>
10. Write-in candidates are not allowed in this election. Reference MSCF Bylaws Article 4, item 11.
11. **March 6, 2012** through **March 16, 2012** – Absentee ballots are available from the MSCF office.
12. **March 16, 2012** – Election materials and instructions mailed to chapter presidents.
13. **March 28, 2012** – A secret ballot election will be held on all campuses at a time(s) and place as determined by the chapter leadership for each college/campus.
14. **March 28, 2012** – Voting result sheets are to be **FAXED or SCANNED AND EMAILED to MSCF no later than 8 p.m.** on the prescribed form.
15. **March 28, 2012** – Election Committee will notify candidates of unofficial voting results by phone.
16. **March 30, 2012, 3 p.m.** – Written complaints of alleged election irregularities shall be considered only if received (US Mail or FAX) by the MSCF Election Committee at the MSCF office by this deadline. Signature of the complainant is required.
17. **April 4, 2012** – Election Committee tabulates and verifies vote totals and secures all ballots

18. **April 13, 2012** – Certification of the election results by the MSCF Board of Directors. Official election results will be posted in the next edition of the Green Sheet, will be posted to the MSCF website, and will be distributed to chapter leaders via e-mail on **April 16, 2012**.
19. A run-off election may occur only if authorized by the MSCF Board of Directors, based on the following:
 - a. A tied vote occurs for any position(s).
 - b. The Board determines that grounds for such run-off election exist based on alleged election irregularities.