

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION NO. 2014-____

SUBJECT: Revised Procedures for the Conduct of Elections for Alumni Members of the Board of Trustees, University of the District of Columbia

WHEREAS, pursuant to 8B DCMR §38-1202.01(c)(4), the Board of Trustees is required to conduct elections for the Alumni Trustee position; and

WHEREAS, the Board of Trustees, adopted rules governing the conduct of elections for alumni members of the Board as codified at 8B DCMR §120; and

WHEREAS, 8B DCMR §120.6 of the University Rules requires that the elections “shall be conducted in accordance with procedures established by the President and approved by the Board;” and

WHEREAS, the President and Elections Administrator have reviewed the election procedures and recommend the approval of the procedures as attached;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the University of the District of Columbia hereby approves the attached Procedure for the Conduct of Elections for Alumni Members of the Board of Trustees.

Submitted by the Academic and Student Affairs Committee: November 6, 2014

Approved by the Board of Trustees:

Date

Elaine A. Crider
Chair of the Board

PROCEDURE FOR THE CONDUCT OF ELECTIONS FOR ALUMNI OF THE UDC BOARD OF TRUSTEES

1.0 GENERAL PROVISIONS

- 1.1 When the President determines that one (1) or more vacancies will occur in the office of an alumni member of the Board of Trustees, the President will provide for the conduct of an election, in accordance with the provisions of D.C. Code, §~~31-1511~~38-1202.01 and Chapter 1, §120, of the University Rules.
- 1.2 The President shall appoint an officer or employee of the University to oversee the conduct of the election and shall provide for staff and clerical support for the conduct of the election.
- 1.3 The President or his designee shall also designate an officer or employee of the University to act as the Custodian of Ballots for the election.
- 1.4 For the purpose of these procedures, the term "University" shall mean ~~and include the University of the District of Columbia and all~~ predecessor institutions of the University and/or its schools and colleges, including, Miner Teachers College, Wilson Teachers College, District of Columbia Teachers College, Washington Technical Institute, Federal City College, and Antioch Law School, and the University of the District of Columbia (including the Community College and David A. Clarke School of Law), and David A. Clarke School of Law.

2.0 OFFICIAL ALUMNI MAILING LIST

- 2.1 An official alumni mailing list shall be maintained by the University.
- 2.2 The official alumni mailing list of the University shall be updated ~~not less than six months~~ prior to the conduct of the election. The initial mailing to alumni for the purpose of soliciting nominations may be used to update the mailing list.
- 2.3 Because persons who have not received an associate, baccalaureate, or graduate degree from the University are not eligible to serve as the alumni member of the Board or to vote in an election for alumni member of the Board, the initial mailing to solicit nominations and the mailing of ballots and other election materials shall be limited to those persons who actually received degrees.
- 2.4 If the official alumni mailing list includes persons who attended the University but did not receive a degree from the University, only that portion of the mailing list which includes persons who received an associate, baccalaureate, or graduate degree from the University shall be used for the alumni member election procedure.
- 2.5 Each mailing to alumni during the election process shall include a notice asking recipients of the mailing to identify other alumni who have not received election literature or ballots, the notice shall include a telephone number at the University that alumni can use to obtain information on the election or a ballot.

3.0 ELECTIONS ADMINISTRATOR AND ELECTIONS COMMITTEE

- 3.1 Whenever a vacancy occurs or will occur with the expiration of the term of office of an alumni member of the Board, the President or the President's designee may appoint an Elections Administrator to perform the administrative tasks of conducting an election in accordance with the procedures approved by the Board of Trustees that have been established to fill a vacancy or potential vacancy. The President or the President's designee may also establish an Elections Committee to assist

the Elections Administrator in conducting an election to fill an alumni trustee vacancy or potential vacancy on the Board.

- 3.2 The Elections Administrator may be an employee of the University. The Elections Committee shall consist of five individuals, and any member may be an employee of the University.
- 3.3 The Elections Committee shall serve as an advisory body to the Elections Administrator for the conduct of an election, and shall perform election duties as may be assigned by the Elections Administrator, and shall ascertain and verify the accuracy of the following information on each nominee:
 - a.) Full name, current address, and telephone number
 - b.) Type of degree received and year that the degree was awarded; and
 - c.) Issued "Pin Number" and social security number.
- 3.4 The Elections Administrator shall be responsible for certifying the eligibility of all candidates who file a petition to be on the ballot of any election to fill an alumni trustee vacancy or potential vacancy on the Board.
- 3.5 The Elections Administrator may appoint an Assistant Elections Administrator, and the appointee may be an employee of the University. The Assistant Elections Administrator shall report directly to the Elections Administrator and shall perform duties associated with the conduct of election as may be assigned by the Elections Administrator.
- 3.6 The Elections Administrator, with approval of the President or the President's designee, may engage the services of a vendor, skilled in processes of conducting elections, to perform the technical tasks of an election. These tasks include, but are not limited to, issuing the notice of election, constructing the election ballot, implementing ballot security procedures for issuing ballots to eligible voters, retrieving ballots from eligible voters, tallying ballots from eligible voters, serving as the Custodian of the Ballots, and preparing a final report of all balloting.
- 3.7 The Elections Administrator and the Elections Committee shall take all reasonable steps to ensure that each person whose name is placed on the ballot is qualified under the provisions of §120 of the University Rules [Title 8, DCMR], and may require an affidavit of eligibility or other proof of eligibility.

4.0 NOMINATION BY PETITION

- 4.1 A mailing shall be made to all alumni of the University who hold a degree from the University or any of its predecessor institutions for the purpose of soliciting nominations for candidates for election to the position of the Board of Trustees.
- 4.2 The mailing shall include a copy of the official nomination petition form (Exhibit A) and a cover letter explaining the eligibility requirements, the nomination process, and the election process (Exhibit B).
- 4.3 In order to be placed on the ballot by petition, a candidate must be nominated by at least twenty-five (25) eligible alumni who sign a petition in support of the nominee.
- 4.4 The following information must be provided on the petition for each nominee and for each person signing a petition in support of the candidacy of the nominee:
 - (a) Full name, current address, and telephone number;

(b) Type of degree received and year that the degree was awarded; and
(c) Personal Identification Number (PIN), student identification number, or Social Security number.

- 4.5 If a nominee or nominator has changed his or her name, or cannot be identified as a degree recipient for any reason, the University may require additional proof of identity and receipt of a degree.
- 4.6 In addition to the information required under §4.4 each nomination petition must be accompanied by a completed Statement in Support of Nomination (Exhibit C.) The Statement shall be limited to the space provided on the form.
- 4.7 Completed nomination petitions (including the Statement in Support of Nomination must be received by the University on or before the deadline stated in the mailing.
- 4.8 The President, or the President's designee, shall ensure that each petition contains the signatures of at least twenty-five (25) eligible alumni in support of the candidacy of the nominee.
- 4.9 The President, or the President's designee, shall take all reasonable steps to ensure that each person whose name is placed on the ballot is qualified under the provisions §120 of the University Rules, and may require an affidavit of eligibility or other proof of eligibility.

7.0 ELECTION PROTESTS

- 7.1 Any eligible voter (including a candidate) may file a written protest of the election to challenge the conduct of the election or the results of the election.
- 7.2 An election protest must be submitted in writing to the President and must contain the following:
- (a) The name, signature, address, and telephone number of the person filing the protest:
 - (b) The specific reason(s) for the protest. If the protest alleges that a candidate is ineligible, the protest must assert specific facts that relate to the eligibility of the candidate. If the protest alleges a violation of the election procedures or rules, the protest must refer to the specific rule or procedure that has been violated and must allege specific facts and circumstances establishing the violation; and,
 - (c) A concise statement of the relief sought by the protest.
- 7.3 A protest of the eligibility of a candidate may be filed at any time after the list of candidates is announced. A protest of the eligibility of a candidate that is received after the results of the election are certified and announced will be treated as a challenge to the right of the elected alumni member to hold the office.
- 7.4 A protest of the conduct of the election must be received within ten (10) calendar days after the deadline for the receipt of ballots or within three (3) calendar days of the date on which the President announces the certification of the election and results of the election, whichever occurs last.
- 7.5 Upon receipt of a written protest of the eligibility of a candidate or the conduct of the election, the President, or the President's designee, shall conduct a review of the protest.
- 7.6 President, or the President's designee, shall provide an opportunity for the challenged candidate to respond in writing to the allegations in the protest.

- 7.7 After consideration of the protest, the response (if any), and any other evidence obtained during the review, the President shall issue a written determination of the eligibility of candidate.
- 7.8 If the protest to the eligibility of a candidate is allowed, the candidate will be disqualified. The persons who filed the protest and the disqualified candidate will be notified by the President.
- 7.9 If the protest challenges the conduct of the election, the President, or the President's designee, shall conduct a review and attempt to ascertain the facts related to the protest. After the review is completed, the President may deny the protest or may provide for a remedy which, in the discretion of the President, will cure any defect in the election procedures.
- 7.10 If the President, in his or her sole discretion, determines that the election process has been affected in a manner that may result in an unfair advantage or disadvantage to any candidate, or that the integrity of the election process has been affected in a manner that cannot be remedied, the President may declare the election void and direct that a new election be conducted.
- 7.11 If a candidate who has received a winning number of votes is disqualified, a new election shall be conducted for the seat that would have been filled by the disqualified candidate.
- 7.12 The President's decision shall be in writing and shall be the final decision of the University. If the protest is denied, a copy shall be sent to the person who filed the protest. If the protest results in any other action being taken by the President, a copy of the decision shall be sent to the person who filed the protest and to other persons affected by the decision. This paragraph does not require that the President provide a copy of the decision to each voter.
- 7.13 The President shall provide a copy of each protest filed and the President's decision to the members of the Board of Trustees.

8.0 CERTIFICATION AND ANNOUNCEMENT OF ELECTION RESULTS

- 8.1 The results of the election tabulation shall be announced by the President or the President's designee. The announcement shall include the number of votes received by each candidate and the name(s) of the winner(s).
- 8.2 After the deadline for the receipt of protests has expired, if no protest has been received, the election shall be certified by the President and the President shall notify the Board of Trustees of the result of the election. Each candidate shall also receive a notice from the President setting forth the tabulation of votes and the result of the election.
- 8.3 If one (1) or more protest is received, the President shall not certify the election until all protests have been decided. Unless the result of the election is affected by the President's decisions(s), the election shall be certified as soon as the President has issued his or her decision(s) on all of the protests.

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