**BOCES United Professionals (BUP) Elections Policies and Guidelines**

**Election Schedule:** Elections for all Officers and Delegates are held every two years in May. The terms for elected Officers and Delegates begin on July 1 following the election.

**Election Committee:**

1. **Appointment of Election Co-Chair:**
	* The Election Co-Chair is appointed by the Executive Committee and confirmed by the Delegate's Assembly no later than December 1 of the election year.
2. **Appointment of Election Committee Members:**
	* Members of the Election Committee are selected by the Co-Chair in consultation with the Executive Committee and approved by the Delegates Assembly.
	* The Election Committee consists of five members in good standing with BUP who are not seeking election to an Executive Committee (Officer) position.
3. **Responsibilities:**
	* The Election Committee oversees the election process, including managing candidate statements, ballots, and mailings. Ballots are counted under the observation of a BOCES NYSUT Labor Relations Specialist. Ballots will be retained until the next election cycle.

**Eligibility Requirements:**

1. **To Run for Officer:**
	* Candidates must be in good standing with BUP.
	* Candidates may not serve on the Election Committee.
2. **To Run for Delegate:**
	* Candidates must be in good standing with BUP.

**Election Procedures:**

1. **Officer Elections:**
	* Officer elections will occur in April.
	* Each candidate may submit an optional statement (Arial font, size 11, single-spaced, maximum 200 words) and an optional photo for inclusion with the ballot.
	* Members may cast one vote per candidate per office. Voting for the same candidate for the same office more than once is prohibited.
	* The two candidates for Co-President receiving the most votes will serve as Co-Presidents for a two-year term.
	* In the event of a tie, a Special Election will be held.
	* Election results will be announced via email by the Election Committee to the BUP membership and Executive Committee.
2. **Delegate Elections:**
	* Delegates are elected by ballot (if contested) in each department in May, following the officer election results.
	* Elections will be conducted in-person or by mailed ballot, facilitated by two Election Committee members who are not from the respective department.
3. **Write-In Votes:**
	* Write-in candidates must be members in good standing with BUP.
	* Candidates appearing on the ballot for one position cannot be considered for another via write-in votes.
	* The candidate with the most votes wins.

**Campaign Procedures:**

1. The Election Committee will email the list of officer candidates after the nomination deadline and prior to the election.
2. BUP will not fund campaign mailings except for ballots, which may include candidate statements.
3. A membership list (names only) will be made available to candidates upon written request.
4. Per the Commissioner of the Department of Education, BOCES email and interoffice mail cannot be used for campaigning. Phone banks are also prohibited.
5. Failure to comply with these procedures may result in disqualification from the election.

**Special Elections:**

1. Special Elections are managed by the Election Committee and may be held under the following circumstances:
	* At the recommendation of the Executive Committee and approval by a two-thirds vote of the Delegates Assembly.
	* To fill delegate vacancies in the fall, winter, or spring of a non-election year, and in fall or winter of an election year.
	* To fill vacant Vice-President, Secretary, or Treasurer positions in the first year of the term (via election). In the second year, these positions are filled by appointment by the Executive Committee, subject to a two-thirds vote of the Delegates Assembly.
2. Procedures for Special Elections follow the same guidelines outlined for Officer and Delegate elections.
3. The new term begins once results are announced at the next Delegates Assembly meeting. Until the vacancy is filled, any member in good standing may volunteer to serve on an interim basis.

These policies ensure fair, transparent, and professional election processes for the governance of BUP.