

Elections Committee Bylaws



ANTIOCH
COLLEGE

Policy Number: 03.005	Responsible Office: Community Government	Governing Body: Community Council	Last Review Date: 2/5/2022
Scope: This document applies to all community members participating in a college election process			

Article I

1. Elections Committee Purposes and Duties

- A. The Elections Committee is a closed committee that oversees and facilitates the election of members of the Community Council (ComCil), College Council and other community-wide elections as needed.
- B. Membership will be appointed annually by ComCil and will include individuals who are not seeking election to College Council or ComCil.
- C. The Elections Committee also conducts other community-wide elections as needed. Members of this committee advertise elections, arrange candidate forums, and count ballots.
- D. Elections Committee shall also develop, maintain, and publish clear explanations of its procedures, including descriptions of the graded point system of balloting.
- E. Each seat that is included in an election should be aligned and consistent with the membership requirements of that body. For example for College Council and ComCil elections, membership positions that are listed in their respective bylaws as elected-positions should be included on an election ballot.

2. Elections Committee Membership

- A. The ComCil Chair(s) shall appoint a member of the Office of Student Affairs staff who will serve as Chair of the committee.
- B. The Elections Committee of ComCil shall be comprised of 1 staff, 1 faculty and 3 students for a total of 5 members not including the Chair.
- C. If an election takes place while a member of the Committee is not on campus they shall appoint someone else in their place, with alternates being chosen during terms of absence.
- D. Individuals interested in being on the committee shall apply to the Chair.
- E. Membership on the Elections Committee is open to the entire community.
- F. Members of the Elections Committee will be chosen in week one of Spring term and will serve for the full year to accommodate special elections and referendum votes.
- G. No candidate running for election can be a member of the current Elections Committee.

Article II

1. Campus Elections

- A. All elections shall be done using a graded point system referenced in the voting process section below.
- B. Elections shall be conducted over a one week period
- C. Voting opens on the Tuesday of week seven of Spring Term at 3:30 pm after the Community Forum that takes place at community meeting
- D. Voting closes on Monday of week Eight at 9am.
- E. Ballots will be stored in a secure location until Monday of week eight when they will be counted by the Elections Committee.
- F. General and Special Elections: Each election ballot shall abide by the following:
 - i. Each Community Member shall have one vote.
 - ii. All ballots shall have a “write-in candidate” option.
 - iii. A clear and concise explanation of the voting and tallying process.

2. Campaigning

- A. Campaigning is limited to the Candidates Forum and statements of intent which will be posted at the Olive Kettering Library. Any other form of campaigning is prohibited.
- B. Candidates for Community Council may campaign until the morning of the election.
- C. Official results of all elections and balloting will be publicized at the week 8 Community Meeting.
- D. All ballots and voter lists are to be preserved for at least three years, unless otherwise specified by ComCil.
- E. Elections Committee shall develop, maintain, and publish clear explanations of its procedures, including descriptions of the graded point system of balloting.

3. Election Procedures

The Elections Committee shall conduct all ComCil elections according to the following:

- A. Regular Elections for year-long council seats shall be held in the Seventh week of spring term.
- B. All candidates must submit a petition in the form of a statement of intent and a ComCil Nomination Form with at least 15 signatures before the published deadline. All statements of intent will be published and made available to the Antioch community.
- C. In order to qualify for candidacy, students must be in good academic standing.
- D. Any special elections will be held as needed under the discretion of ComCil.
- E. All ballots will have a “no candidate” option for each open seat on ComCil and that option may be selected.
- F. Any candidates receiving less than the number of vote points given to “no candidate” will not be elected and those seats will remain unfilled for the elected term.

- G. All ballots shall have a “write-in candidate” option for each open seat on ComCil and that option may be selected.
- H. To be considered a valid write-in candidate, each candidate must receive at least 20 write-in votes or 5% of the vote points, whichever is less.
- I. Write-in candidates must receive more vote points than “no candidate” and at least the number of the lowest scoring actual candidate’s votes in order to be elected.
- J. In a case where there are more seats than actual candidates, any write-in candidate receiving the minimum amount of points may fill the uncontested seats.

4. Voting Process

- A. All ballots will include the following instructions on how to vote with at least the following text: “Please rank your choices in numerical order where a 1 is your first choice, 2 is your second choice, and so on, up to N*.
- B. Do not rank beyond the number of candidates you feel comfortable voting for.
- C. Do not use X’s or checks. Please read the description of NO CANDIDATE and WRITE-IN provided at the elections table before voting.” (*N=total number of candidates running. Example: if six students are running for five Community Council seats, N will equal 6).
- D. Clear and concise explanations of the voting and tallying process shall be provided at each voting table or online platform and the people working the tables shall have a clear understanding of the process.
- E. If voting via an online platform, there will be a clear point person and/or email to clarify the voting process.
- F. All voting will be done electronically, using Antioch specific emails, and only getting to vote once per election; abuse of this is a violation of community standards and all votes made by said person for this election will be disqualified.

5. Vote Counting

All votes will be counted using the following process:

- A. The total number of number 1 rankings for each candidate will be counted and recorded. Repeat this process for all number 2 rankings, number 3 and so on up to N.
- B. Graded Scale Points – Before one can obtain the total number of vote points each candidate receives, a point value for each ranking must be generated using the following formula: $(N+1)-(the\ value\ of\ the\ ranking)=vote\ points\ for\ individual\ ballots$. This will generate a graded scale so that a number 1 ranking is worth the highest amount points (N) and the last ranking will be worth only 1 point.
- C. For example, if there are five seats and six candidates, N = 6):

All #1 votes

$(N+1)-(1)$ where $N = 6$

$(6+1)-(1) = 7-1 = 6$

All #2 votes

$$= (N+1)-(2) \text{ where } N = 6$$

$$(6+1)-(2) = 7-2 = 5$$

All # 3 Votes

$$= (N+1)-(3) \text{ where } N = 6$$

$$(6+1)-(3) = 7-3 = 4$$

All #4 votes

$$= (N+1)-(4) \text{ where } N = 6$$

$$(6+1)-(4) = 7-4 = 3$$

All #5 votes

$$= (N+1)-(5) \text{ where } N = 6$$

$$(6+1)-(5) = 7-5 = 2$$

All #6 votes

$$= (N+1)-(6) \text{ where } N = 6$$

$$(6+1)-(6) = 7-6 = 1$$

D. Vote Points: Total vote points must be calculated for each candidate. Calculate total vote points by using the following formula: (vote rank) x (total votes at rank). Add vote points at all ranks to generate total vote points.

E. For example:

i. If a candidate A receives 20 number 1 votes:

$$6 * 20 = 120 \text{ vote points from \#1 votes}$$

ii. If a candidate A receives 10 number 2 votes:

$$5 * 10 = 50 \text{ vote points from \#2 votes.}$$

iii. If a candidate A receives 30 number 3 votes:

$$4 * 30 = 120 \text{ vote points from \#3 votes.}$$

iv. If a candidate A receives 33 number 4 votes:

$$3 * 33 = 99 \text{ vote points from \#4 votes.}$$

v. If a candidate A receives 25 number 5 votes:

$$2 * 25 = 50 \text{ vote points from \#5 votes.}$$

vi. If a candidate receives A 23 number 6 votes:

$$1 * 23 = 23 \text{ vote points from \#6 votes.}$$

$$= 342 \text{ vote points total for Candidate A}$$

F. After totaling points for all candidates, the names of the top N candidates and the name of the first runner up should be provided in case of a resignation by one of the elected members.

G. Each candidate shall receive a final total of vote points after all ballots and rankings are tallied. The candidates with the highest point values shall fill their elected seats. For

more information on this system, please consult the Elections committee chair or a Community Council Representative.

- H. Candidates for Community Council shall be made eligible for election to both community elected and constituency elected seats.
- I. There will be separate ballots for staff, faculty and student voters.
- J. The votes for constituency elected positions will be counted separately from those for at-large elected positions. For example:
 - i. Candidates A and B are both running for student positions on ComCil.
 - ii. Student votes are counted to decide who fills the student only seat.
 - iii. Everyone's votes are counted to decide who fills the community-elected seat.
 - iv. Candidate A receives a majority of student votes and fills a constituency elected student seat.
 - v. Candidate B receives a majority of everyone's votes, and fills the community-elected student seat.
- K. In the event that the candidate with the most vote points for a community-elected seat also has the most points for a constituency-elected seat, that candidate will default to the community seat. The candidate next down on the constituency-elected list will fill the constituency seat. For example:
 - i. Candidates X and Z are running for faculty seats on the Community Council.
 - ii. When the community wide votes are counted, Candidate Z receives the majority of vote points.
 - iii. When the faculty votes are counted, the winner is also Candidate Z.
 - iv. Candidate Z will fill the community-elected seat, leaving the constituency-elected seat to be filled by Candidate X, who received the second most vote points in the faculty election.