

**Emergency MS Teams/Forms Elections Procedures for
Department Chairs and Council Delegates
Approved by College Council, April 28, 2020**

WHEREAS, in-person nominations for department chairs and delegates were impossible due to closure of the College's physical plant to nonessential personnel, the Legislative Committee of college council (LC) has designed and implemented an emergency online balloting platform using Microsoft Teams and Forms. Using secure MS Teams and Forms applications, the LC successfully conducted nominations on April 20 and 21, 2020 for six academic departments at the college as promulgated in Articles IV and VII of the college bylaws (BL). A list of confirmed nominees for the positions of chairs and delegates has since been verified by the LC for the departments of Restorative Dentistry, Human Services, Law and Paralegal Studies, Social Science, Computer Systems Technology, and Mechanical Engineering Technology. A vote to elect the confirmed nominees is scheduled to occur on May 6 and 7, 2020. College will still be closed to nonessential personnel on those dates.

THEREFORE, the LC proposes to conduct an election procedure that is in full compliance with the bylaws of the college and is similar to the one used for nominations, as described below:

1. Faculty members from Restorative Dentistry, Human Services, Law and Paralegal Studies, Social Science, Computer Systems Technology, and Mechanical Engineering Technology will be provided a link to a secure online MS Teams elections site. Only full-time faculty members from each department will be permitted to enter the site. Security for MS Teams (polling site) and MS Forms (sign ins and ballots) is established through a sign-in process using CUNY login credentials (firstname.lastname##@login.cuny.edu). Access to sites and ballots is permitted only to users with CUNY login credentials and only after the user has signed in using those credentials. The automated reports that contain the results of ballot submissions and sign-in sheets will contain the names of the authorized user, and the identities of participants cannot be forged or disguised.
2. Six polling channels (one for each department) will be set up inside the general elections site. Only eligible voting members from each department will be permitted to enter designated polling channels.

Items 1 and 2 of these procedures, above, adhere to BL IV(A)5: "Voting will take place in a duly designated location with the approval of the legislative committee for two working days from 9:30 a.m. to 4:30 p.m."

3. Eligible voting members of each department will be provided an MS Sign-in Form before submitting a ballot. Sign-in Forms will be available only during designated hours and days of voting. Eligible voters will sign in and a confirmation email will be sent to their City Tech email addresses. As with normal election procedures, the record of sign ins will be shared with members of the LC, for verification.
4. After signing in, the eligible voting member will receive an automated reply that contains a link to an elections ballot for department chairperson and delegate to college council. This ballot link will be available from 9:30am to 4:30pm on May 6 and 7, 2020. Voters will complete and submit the ballot, and a confirmation email will be sent to their City Tech email addresses. *This procedure adheres to BL IV(A)5.*

5. This ballot is “Owned” by a single member of the Office of Faculty and Staff Relations, and the Excel record of the results of balloting will be first available only to this member of OFSR. The ballot record (an Excel sheet) for each department contains the names of the voters, their email address, the time and date of submissions, and the names of nominees that were chosen for each position. The OFSR representative will first download the ballot records from MS Forms for each department. After ensuring voter eligibility, the representative will immediately remove the voter names and email addresses, as well as the date and time of votes, and then save the six ballot records in a private folder on a secure drive (granted only through CIS). The temporary downloaded file will be deleted. The OFSR representative will then submit the revised ballot record to the LC for counting, by posting it in a private ballot counting channel on the LC Teams site. The ballot record the LC receives will contain only the names of nominees that were written into the ballot Form. As in normal elections procedures, the LC will check the names on the ballot record to ensure all are eligible to serve. The LC will submit the results to OFSR, and the results will be posted on the public Legislative website. The OFSR representative will then delete the ballot Form from her CUNY MS Office account and delete the ballot record from the private folder in the secure drive. *These procedures adhere to Article IV(A)13: “The election will be administered by the office of faculty and staff relations and will be monitored by the legislative committee of the college council.”*
6. In accordance with *BL IV(A)9, “Members of the department, including candidates, may be present to observe the counting of the ballots.”* Interested individuals should inform the chair of the LC and will be invited to examine the ballot results in the private channel on MS Teams.

The emergency elections procedures above do not override any portion of the bylaws of the college.

If approved, these emergency procedures will remain in effect for as long as the college is closed to nonessential personnel due to the Covid-19 epidemic.