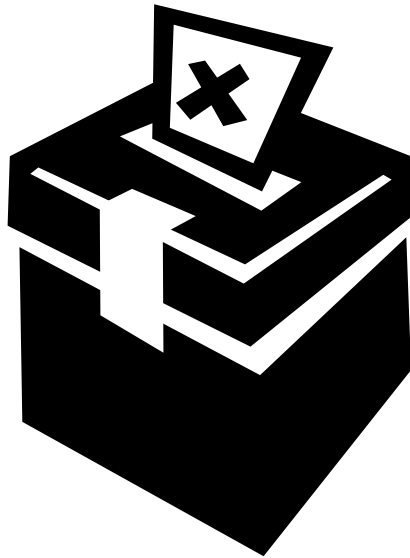




ELECTIONS MANUAL



**COMMUNITY COLLEGE
ASSOCIATION
CTA / NEA**

4100 Truxel Road
Sacramento CA 95834
Ph: 916-288-4921
Fax: 916-288-4911
www.ccafca.org

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i. PREFACE

The Community College Association/CTA strives to be democratic in all of its activities. An important ingredient in democracy is the right of the constituents to express themselves in an election. The principle of voting is to determine the mandate or choice as expressed by the majority of those voting. This mandate requires that CCA's election procedures should guarantee the right of every member to have a voice in the organization.

There has been increased recognition that guidelines are necessary for fair campaign and election practices. The election process must be conducted in such a way that voters and candidates are satisfied that fair and reasonable rules for ethical conduct and procedures have been adopted and will be followed in spirit as well as in actual practice.

Every voter has the responsibility to become informed about candidates—their experience, their stands on issues, their goals—and to exercise wisdom in voting for the best qualified candidate.

Every candidate has the responsibility to follow meticulously the dictates of ethical conduct and the rules for election campaigning. Both voters and candidates have the serious responsibility of making the democratic process work.

No set of guidelines can anticipate every situation or serve perfectly in every crisis of competition. However, sound ethical practices by all provide the Association with capable and responsible officers and leaders.

NOTE: Questions about the CCA Elections Manual can be directed to:

**CCA Elections & Credential Committee
4100 Truxel Road
Sacramento CA 95834
Phone: 916-288-4921
Fax: 916-288-4911**

COMMUNITY COLLEGE ASSOCIATION/CTA/NEA

ELECTION PROCEDURES FOR CCA OFFICES

A. ELECTIONS AND CREDENTIALS COMMITTEE

The CCA President shall appoint the Chair of the Elections and Credentials Committee with the approval of the CCA Board of Directors. The Committee and ex-officio members shall be recruited by the Committee Chair and recommended to the President for approval by the Board. Should the Elections and Credentials Committee Chair be unavailable for one or more elections, the CCA President shall appoint, with the approval of the CCA Board of Directors, a designee to serve as Chair for that/those election(s). The Committee shall be composed of the Chair and at least three (3) other members. The Chair of the Elections and Credentials Committee may ask ex-officio members of the board, who are not currently serving as voting members of the Board, to serve as needed. The term of office of the Elections and Credentials Committee shall be one academic year. Elections and Credentials Committee members shall not seek election or participate in campaigning activities for CCA offices during their service on the Elections and Credentials Committee.

The Elections and Credentials Committee is charged with: 1) ensuring that elections are conducted in a fair, impartial manner and that the procedures for elections are followed- and 2) screening current elections procedures for conformance to CCA Bylaws, CCA Council policies, and other generally accepted standards for the conduct of elections, so as to provide the CCA Board of Directors with recommended revisions to update the Elections Manual as needed.

The CCA Elections Manual is hereby incorporated into the CCA Standing Rules.

Copies of the CCA Elections Manual shall be distributed electronically each year to all delegates to the CCA Fall and Spring Council and shall be available on the CCA web site. Paper reference copies shall be available upon request at meetings of the CCA Council, and to other individuals upon request of the CCA Consultant to Governance. All candidates for CCA offices will receive an electronic copy of the CCA Elections Manual. Reference copies of the Elections Manual are available at elections.

Changes in the CCA Elections Manual approved by the CCA Board after Jan. 2 will go into effect in the fall of the following academic year.

B. TIMELINE FOR ELECTIONS

1. The regular election for CCA Executive Officers and Directors shall be held at the CCA Spring Conference.
 - a. CCA members shall be able to access and file the Declaration of Candidacy forms on January 15 or the first business day after January 15.
 - b. No campaigning or solicitation of endorsements shall take place before the opening of the filing period.

- c. Campaign materials may be distributed beginning at 5 p.m. on Friday of the Winter Conference for Spring election in the year of the regular election.
2. The CCA Board of Directors shall call for a special election to fill vacancies in the Executive Offices or on the Board of Directors when necessary. Elections shall be held during CCA Fall and Spring Conferences.
 - a. A special election to fill vacancies on the Board held during the Spring Council shall abide by the timeline outlined in B.1.a-c above.
 - b. A special election to fill vacancies on the Board held during the Fall Council shall abide by the timeline outlined below:
 - i. CCA members shall be able to access and file the Declaration of Candidacy forms on September 1, the first business day after September 1, or as soon thereafter as the vacancy is officially posted.
 - ii. No campaigning or solicitation of endorsements may take place prior to the opening of the filing period.
 - iii. Campaign materials may be distributed beginning at 5 p.m. on Friday of the Fall Conference and Council.
3. The Elections and Credentials Committee Chair, following the guidelines established by the election procedures, will set a timeline which includes reasonable time for each step of the election process, including a run-off election(s) if necessary. The Chair will consult with the CCA President on all timelines and inform her/him in a timely manner of any and all changes to the timelines, including details on why changes need to be made.

C. QUALIFICATIONS OF CANDIDATES

To be eligible for CCA office, a candidate must be a member of CCA/CTA/NEA, and an active member in good standing of a local chapter, if available. In addition, the candidate must meet any other requirement(s) established by the Bylaws of CCA/CTA.

D. NOMINATION PROCEDURE

1. An official announcement of elections, stating which offices are scheduled for elections, and position duties, shall be made at the CCA Fall Conference, on the CCA web site, and by letter to Chapter Presidents, the CCA Board of Directors, and CTA Community College State Council representatives. Between Spring 2008 and Spring 2009, a transition will be made to electronic announcements of elections. Beginning Spring 2009, election announcements will be communicated electronically only, unless a member requests a paper copy.
2. There shall be an open nomination procedure, which means a procedure by which every eligible CCA/CTA member in good standing shall have the opportunity to be nominated.
3. Declaration of Candidacy forms shall be readily available to members and be on the Home Page of the CCA web site. The form shall state the requirements for the position as well as deadlines for time and place of filing. Beginning in Spring 2009, Declarations of Candidacy will only be accepted electronically.

4. The names of all candidates who have filed a Declaration of Candidacy shall be presented to the CCA Council by the Chair or a member of the Elections and Credentials Committee.
5. The CCA President or Elections and Credentials Committee Chair shall then make a clear call for nominations at the first meeting of the Conference. The call for nominations shall be made a second time before nominations are closed for each office.
6. Any person wishing to nominate a qualified member (who may be himself/herself) may do so at the Conference meeting in which the election will be held provided that consent of the nominee is obtained. If the nominee is not present, his/her written consent must be provided.
7. The CCA President or Elections and Credential Committee Chair shall close nominations for each office before proceeding to the next office.
8. In the event that only one nominee is presented for an office, the question of waiving the ballot shall be immediately placed before the delegates on a non-debatable basis. A two-thirds (2/3) vote shall be required to waive the ballot. If passed, the Chair of the Elections and Credentials Committee will call for a vote by acclamation.

E. CAMPAIGNING

1. The candidate may mail and/or distribute material to the delegates at his or her own expense. At the written request of a candidate, CCA will provide addresses of: (a) CCA Board of Directors; (b) CCA members of the CTA State Council; (c) Chapter Presidents (including the number of qualified delegates allowed for each chapter); and, (d) the names and latest known addresses of any delegate who is known at the time of the request.
2. Declarations of Candidacy may be submitted beginning September 1 or the first business day after September 1 for Fall elections and January 15 or the first business day after January 15 for Spring elections. No candidate may declare an intention to run or solicit endorsements before these dates. The dates for Declarations of Candidacy shall be posted on the CCA Web Site.
3. Campaigning must be kept separate from official CCA/CTA/NEA reports and meetings.
4. The Declaration of Candidacy form will contain space for a 50-word candidate statement, which will be included in the registration packet of the CCA Conference, if the form has been received by the deadline. One of the following ethnic categories recognized by CTA/NEA may be added to the candidate's statement without being counted in the 50-word limit: African American; American Indian/Alaska Native; Asian; Hawaiian or other Pacific Islander; Hispanic; or Caucasian.
5. CCA will include in the registration packet a single-page black and white campaign statement, which will be copied at CCA expense, provided the material is received in

the CCA office 14 days prior to the CCA Conference. Candidates may provide at their own expense enough color copies for inclusion in the registration packet distributed at the conference.

6. CCA will not print, copy or distribute any campaign material during the CCA Conference meeting.
7. Campaign Materials
 - a. An election materials table will be made available at the CCA Conference in which the election will be held. Candidates and/or their supporters may place material on the table(s) and may remain at the table(s) to discuss their candidacy/candidate. One table will be provided by CCA for all candidates to use.
 - b. A candidate may request, at least 14 days in advance of the Conference, a separate table for his/her exclusive campaign use. Any campaign material table(s) must be placed at least ten (10) feet from the CCA registration table(s). Campaign literature displayed or posted must be placed at least ten (10) feet from the CCA registration table and from the room used for the election.
 - c. The official logo of CCA/CTA/NEA may not be utilized in campaign materials.
8. All campaign materials shall include the following disclaimer statement; "The views and opinions expressed are those of the candidate and not necessarily those of CCA. No chapter dues have been used to finance this campaign either directly or indirectly."
9. The Chair of the Elections and Credentials Committee shall direct the removal of all materials not in compliance.

F. CONTRIBUTIONS AND RECOMMENDATIONS

1. Contributions from individuals are acceptable; however, candidates are urged to maintain reasonable spending limits.
2. CCA Chapter's dues, assessments, or similar levy shall not be used to promote a candidate. Candidates shall not accept contributions from a Chapter's assets, facilities, staff, equipment, and mailing.
3. Campaign contribution is defined as financial contributions, goods and/or services either paid or in-kind made available to the candidate or spent in support/opposition to a candidate.
4. No CCA committees, task forces, and/or work groups shall recommend candidates for election to CCA offices.

G. SPEECHES BY CANDIDATES

1. **TIMELIMITS/TIMEKEEPER:** Time will be made available for candidates' speeches for office during the first session of the Spring Conference Meeting. After the Elections Chair announces the beginning of the candidates' speeches, no campaign materials may be distributed until all speeches have concluded. The time allotted to candidates of CCA Offices will be as follows:

President	5 minutes
Vice President	3 minutes
Secretary	3 minutes
Treasurer	3 minutes
Directors	2 minutes

The Chair of the Elections and Credentials Committee will appoint a time-keeper. Runoff candidates will be allowed to speak for the same time limits as outlined above at the beginning of the Council meeting on Sunday.

2. Speaking order for each office follows the CTA alphabet.
3. The time-keeper will give each speaker a one-minute warning before the time has elapsed. The time-keeper will stand when the time for the speech has elapsed. Speakers will not be allowed to speak beyond the allotted time.
4. Proxy speeches are allowed only if the candidate has a physical limitation affecting his/her speaking ability or has a serious and compelling reason not to be present.

H. PRINTING OF THE BALLOTS

1. CCA shall use the current CTA alphabet as the sequence for listing of names on ballot. The current CTA alphabet will be printed on Declaration of Candidacy forms to notify candidates of the order of listing and speaking order.
2. CCA shall be responsible for the printing of all ballots on which CCA Council delegates shall vote.
3. There shall be ballots printed for each election except when the ballot is waived.
4. A candidate shall have his/her name listed on the ballot as indicated on the Declaration of Candidacy form. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
5. Space shall be provided on all ballots for write-in votes except in runoff elections.
6. One or more offices may be listed on the same ballot.

I. POLLING TIME

1. The polling hours shall be announced by the Chair of the Elections and Credentials Committee at the opening session of the CCA Conference at which an election will be held. Voting shall be held during lunch on Saturday. Whenever possible the polls shall open at the beginning of lunch (but no earlier than 12:00 noon), and shall remain open for one and one-half (1 and 1/2) hours.
2. If there is a run-off election, it will be held on Sunday morning. The Chair of the Elections and Credentials Committee shall announce the time for the opening of the polls, which shall be open for one (1) hour.

J. CERTIFICATION OF DELEGATES

1. CCA Council Delegates must sign in as a delegate at the CCA registration desk no later than 11 a.m. on the Saturday of the Conference at which the election will be held (the list shall also be available on Friday evening.) If a chapter delegate cannot attend a conference, the chapter may designate another chapter member in good standing to be a chapter delegate. This person must also sign in as a delegate as required above. Delegates who have not signed in at the CCA registration desk by the 11 a.m. deadline shall not be eligible to vote.
2. The CCA President shall be responsible for the preparation of a list consisting of only certified CCA Delegates which shall be prepared and delivered to the Elections and Credentials Committee Chair and posted by the registration desk for review by the delegates one(1) hour prior to the opening of the polls.

K. POLLING PROCEDURES

1. Each voter must wear the CCA Council badge issued for the meeting at which the election is held. Badges of Delegates will be of a distinctive color, or have a distinctive ribbon or other marker which shall be different than that of nondelegates.
2. Each delegate will sign after his/her name before receiving a ballot from the election official.
3. The Chair of the Elections and Credentials Committee shall issue ballots to members of the committee prior to the opening of the polls.
4. No campaign material may be brought and/or worn into the polling place. The election official at the door shall require removal of campaign material before permitting entry into the polling place.
5. No food or drink, other than the food provided for the Elections and Credentials Committee or brought in by observers for their own consumption, shall be permitted in the polling place while voting is in progress. While voting is taking place, conversation

within the election area shall be limited to questions and answers between the elections officials and voters.

6. Every effort shall be made to ensure that the voter may mark the ballot in secrecy.
7. Marked ballots shall be placed in a ballot box by the voter. The ballot box shall be supervised by a member of the Elections and Credentials Committee to ensure that only the voter has had access to the ballot.
8. A ballot marked in error shall be returned to the Chair of the Elections and Credentials Committee who shall mark it "Void" and sign the ballot before issuing a replacement ballot.
9. There shall be no proxy voting.

L. OBSERVERS

1. After the campaign speeches are concluded, the Chair of the Elections and Credentials Committee shall inform the body that each candidate may select one (1) person to observe the balloting and the counting of the ballots. The candidate shall submit in writing the name of a CCA member who will serve as the observer to the Chair of the Elections and Credentials Committee prior to the opening of the polls.
2. The observer shall not interfere with the work of the committee and shall remain in the counting room until dismissed by the Chair of the Elections and Credentials Committee. The observer shall not communicate any election results to the candidates until the CCA President has posted the election results.
3. Observers shall not participate in the counting of ballots.

M. COUNTING OF BALLOTS

1. The Elections and Credentials Committee shall count the ballots in a room designated for that purpose and prepare a Teller's Report. The ballots and voter sign-in sheets shall be retained by CCA for one (1) year after the election.
2. Tellers shall work in teams to tabulate the votes. There shall be 2 members on each team who independently tabulate and verify the counts.
3. Illegal Ballots
 - a. Illegal ballots shall be set aside and remain separate.
 - b. Illegal ballots shall be categorized in writing as one or more of the following:
 - (1) ballots submitted after deadline;
 - (2) voter's intent is unclear;
 - (3) votes cast for more than number allowed; and/or
 - (4) ballot on which directions have not been followed.

- c. A majority is determined by the number of legally cast votes for the candidates for the office and is defined as more than 50% of the legal votes cast.
4. On ballots that provide voting for more than one office, an illegal or blank vote for one office shall not invalidate the entire ballot. The legal votes shall be tallied and counted. Such ballots shall be set aside and kept separate.
5. The Elections and Credentials Committee shall prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win, the number of votes received by each candidate, and the number of blank and illegal votes received by each candidate with a written explanation of illegality. The Teller's Report shall be signed by each Teller.

N. RUN-OFF ELECTIONS

1. In the event that no candidate receives a majority vote, a run-off election shall be held.
2. The candidates advancing to the in the run-off election shall be the candidates receiving the two (2) highest number of votes on the first ballot. Voters shall not write-[delete hyphen] in candidates in runoff elections.
3. Run-off election procedures for voting and campaigning shall be the same as for the regular election.
4. In order to vote in a run-off election, delegates must have signed in at the CCA registration desk by 11 a.m. on Saturday.
5. If the run-off election results in a tie vote, the election procedure for a run-off shall be repeated immediately by issuance of ballots to Council Delegates until the tie is broken.
6. If a delegate has not voted in the first election, but has been certified as a delegate, that delegate may vote in the run-off election.

O. CUSTODY OF THE BALLOTS

1. During the election, the ballots shall be kept in the custody of the Elections Committee Chair.
2. After the tallying and recording of ballots have been completed and the results announced, all voted ballots, voter sign-in sheets, and tally sheets, shall be returned by the Elections and Credentials Committee Chair to the CCA Consultant to Governance who shall arrange to have the information retained and secured in his/her office for at least one (1) year.

P. NOTIFICATION OF RESULTS OF ELECTION

1. The Chair of the Elections and Credentials Committee shall notify the CCA President of the results of the election. The CCA President shall notify the candidates of the results.
2. The CCA President shall inform the Council of the results of the election and report on any challenge and its disposition.
3. The Teller's Report shall be posted at the CCA registration table for viewing by the CCA Council members.
4. A copy of the list of delegates, both those who voted and those who did not vote, shall be posted at the CCA registration table for viewing by the CCA Council members.
5. The Teller's Report shall be reproduced in the official minutes of the CCA Council.

Q. CHALLENGE PROCEDURES

1. Challenges to eligibility of voters in CCA elections must be filed with the Chair of the Elections and Credentials Committee no later than one-half (1/2) hour before the time for the opening of the polls. Prior to the holding of the election, the Committee shall conduct fact-finding immediately and reach a decision that shall be final.
2. Any CCA Council member, candidate, or observer designated by a candidate who observes an irregularity in voting procedure shall report the irregularity in writing to the Chair of the Elections and Credentials Committee within one-half (1/2) hour after the closing of the polls.
3. Any CCA Council member, candidate, or observer designated by a candidate who observes an irregularity in counting and tallying shall report the irregularity in writing to the Chair of the Elections and Credentials Committee within one (1) hour after the posting of the Teller's Report.
4. Any alleged violation of Elections Manual regulations shall be reported in writing to the Elections and Credentials Committee no later than two (2) weeks after the election.
5. The challenge shall be supported by factual evidence. Names and contact information of parties who can give evidence shall be included with the report.
6. Upon receipt of a challenge, the committee shall determine whether:
 - (a) the challenge alleges a violation of a CCA election requirement;
 - (b) the challenge is supported by appropriate documentation; and
 - (c) the alleged violation may have affected the outcome of the election.
7. The Elections and Credentials Committee shall immediately notify the CCA Board of Directors of a challenge to the election. The committee shall take such steps as it deems appropriate in order to prepare a written report of the relevant facts regarding the challenge, and whether the violation(s), may have affected the outcome of the

election. The CCA Board of Directors shall investigate and disseminate their decision on the challenge to the CCA Chapter Presidents and the complainant within 30 days.

8. Complainants may appeal the decision of the CCA Board of Directors to the CTA Board of Directors. The decision of the CTA Board of Directors is final.

R. OTHER

1. In the event a conflict that is not covered in the CCA Elections Manual, the CTA Elections Manual shall be used as a guide. The most recent edition of Robert's Rules of Order Revised shall govern election procedures, except as specified in the CCA Elections Manual or the CTA Elections Manual.
2. In the event of a conflict between the CCA Elections Manual and the CTA Elections Manual, the CCA Elections Manual shall prevail, providing that provision does not violate CTA Policy.
3. CCA/CTA/NEA staff assistance shall be limited to providing routine services (e.g. typing and duplication of nomination forms, ballots, and reproducing other election materials that are allowed by these provisions). CCA staff is not allowed to participate on the Elections and Credentials Committee, in the counting of the ballots, or the campaign for or against any candidate.
4. Election of CCA members to the NEA Representative Assembly, the CTA State Council, and CTA ABC Committee are covered by the CTA Elections Manual.

Approved by CCA Board of Directors:	August 20, 1994
Adopted at CCA Fall Council:	October 9, 1994
Amended at CCA Fall Council:	October, 1995
Approved by CCA Board of Directors:	August 21, 1999
Approved by CCA Board of Directors:	February 6, 2004
Amended at CCA Spring Council:	April 17, 2005
Amended by CCA Board of Directors:	April 28, 2006
Amended by CCA Board of Directors:	September 6, 2008