

CFA ELECTIONS HANDBOOK

Updated October 2007

Presented to CFA Board of Directors
October 2007

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SECTION 1

CFA BYLAWS RELATED TO ELECTIONS AND/OR ELECTIONS COMMITTEE

**ARTICLE VI
THE ASSEMBLY**

- Article VI, Section 2. b3** **Chapter Lecturer Representatives.** Chapter lecturer representatives shall be elected for a two-year term of office during chapter elections.
- Article VI, Section 2.b4** **Chapter Lecturer Representatives.** Only lecturers may serve as alternates for chapter lecturer representatives.
- Article VI, Section 2.c3** **Chapter Representatives to the Council for Affirmative Action.** Elections. Chapter affirmative action representatives shall be elected for a two-year term of office during chapter elections.
- Article VI, Section 2.c4** **Chapter Representatives to the Council for Affirmative Action.** Only affirmative action members may serve as alternates for chapter affirmative action representatives.
- Article VI, Section 2. d3** **At-Large Chapter Representatives.** At-Large chapter representatives shall be elected for a two-year term of office during chapter elections.
- Article VI, Section 2. h** **Retired Representatives.** Two (2) retired members of CFA shall be full voting members of the Assembly. The Retired Representatives shall be elected by all currently retired members of the CFA.
- One of the retired representatives shall serve as chair of the Retired Faculty Committee, on the CFA Board of Directors and as CFA liaison to the CSU-ERFA Executive Committee and State Council. The other retired representative shall serve as an at-large member of the Assembly.
- Article VI, Section 2. i** **Membership - Racial and Ethnic Minorities.** Every summer the CFA Secretary shall conduct a census of the members of the Assembly to establish the proportion of such persons who are American Indian, Asian, Black, and Hispanic. The proportion shall be compared with the proportion of CSU faculty members who are members of each ethnic group. The CFA Secretary shall determine the number of additional representatives required to bring the proportion of those who are members of the Assembly so as at least to equal the proportion of those who are members of the CSU and report this number to the Board of Directors. The President shall solicit nominations from the Board of Directors, Chapter Presidents Council, Council of Lecturers and Council for Affirmative Action and appoint, subject to ratification by the Board of Directors, the number of additional representatives to the Assembly to serve for the following academic year.

Article VI, Section 2. j

Membership - Women. Every summer the CFA Secretary shall conduct a census of the members of the Assembly to establish the proportion of such persons who are women. The proportion shall be compared with the proportion of CSU faculty members who are women. The CFA Secretary shall determine the number of additional representatives who are women required to bring the proportion of such women members of the Assembly so as at least to equal the proportion of those who are members of the CFA and report this number to the Board of Directors. The President shall solicit nominations from the Board of Directors, the Chapter Presidents Council, the Council of Lecturers and the Council for Affirmative Action and appoint subject to ratification by the Board of Directors, the number of additional representatives to the Assembly to serve for the following academic year.

Article VI, Section 2. k

Membership - Disabled. Every summer the CFA Secretary shall conduct a census of the members of the Assembly to establish the proportion of such persons who are disabled. The proportion shall be compared with the proportion of CSU faculty members who are disabled. The CFA Secretary shall determine the number of additional representatives from disabled members required to bring the proportion of such disabled members of the Assembly so as at least to equal the proportion of those who are members of the CFA and report this number to the Board of Directors. The President shall solicit nominations from the Board of Directors, the Chapter Presidents Council, the Council of Lecturers and the Council for Affirmative Action and appoint subject to ratification by the Board of Directors, the number of additional representatives to the Assembly to serve for the following academic year.

Article VI, Section 2. l

Leaves of Absence and Illnesses. Should members of the Assembly take a leave of absence for one semester/quarter or more or suffer a long-term, debilitating illness, their chapters' executive committees may, by a two-thirds vote, elect replacements.

Should Assembly members with a one semester/quarter leave or more or a prolonged illness serve as representatives to other CFA bodies, they may be replaced upon a two-thirds vote of the total membership of the constituency from which they were elected in accordance with rules established by the Assembly.

**ARTICLE VII
BOARD OF DIRECTORS**

Article VII, Section 2.

Membership. The Board shall be composed of: the Officers of CFA (the President, the Vice-President, the four (4) Associate Vice-Presidents, the Secretary, and the Treasurer); the immediate

past President; the chairs of the Contract Development and Bargaining Strategy, Membership and Organizing, Political Action and Legislative and Representation Committees; four (4) representatives of the chapter presidents; two (2) representatives of the lecturers; two (2) representatives from the Council for Affirmative Action; one (1) counselor; one (1) librarian; and one (1) representative of the California Higher Education Staff Union who will not participate in executive sessions where personnel decisions are under consideration.

No more than two (2) members of the Board of Directors shall be from the same campus.

Article VII, Section 2. a

Officers. The Officers of CFA, except the Associate Vice-Presidents, North, South, Lecturers, and Affirmative Action shall be elected by the Assembly.

Article VII, Section 2. c

Representatives of the Chapter Presidents. The Associate Vice-Presidents, North and South, plus four (4) representatives of the Chapter Presidents, shall be elected by the Chapter Presidents Council during the Assembly at which the election of Officers is held. To be eligible, the candidates must be incumbent Chapter Presidents or Presidents-elect at the time of the election. Each representative shall serve a two-year term or serve until s/he ceases to be a Chapter President and the Council has elected a replacement representative. These elections shall be supervised by the Elections Committee at the Assembly meetings.

Article VII, Section 2. d

Representatives of Lecturers. The Associate Vice-President, Lecturers, plus two (2) representatives of the Lecturers, shall be elected by the Council of Lecturers during the Assembly at which the election of the Officers is held. To be eligible to be the Lecturer representative to the Board of Directors, the candidates must be incumbent Lecturer representatives to the Assembly or Lecturer representatives-elect at the time of the election. The representatives shall serve a two-year term or serve until s/he ceases to be a Lecturer representative to the Assembly and the Lecturer Council has elected a replacement representative. These elections shall be supervised by the Elections Committee and conducted at Assembly meetings.

Article VII, Section 2.e

Representatives from Council for Affirmative Action. The Associate Vice-President, Affirmative Action, plus two (2) representatives from the Council for Affirmative Action, shall be elected by the Council for Affirmative Action during the Assembly at which the election of the Officers is held. To be eligible to be the Affirmative Action representative to the Board of Directors, the candidates must be incumbent Affirmative Action Representatives

to the Assembly or Affirmative Action representatives-elect at the time of the election. The representatives shall serve a two-year term or serve until s/he ceases to be an Affirmative Action representative to the Assembly and the Council for Affirmative Action has elected a replacement representative. These elections shall be supervised by the Elections Committee and conducted at Assembly meetings.

Article VII, Section 2. f **Chairs of Contract Development and Bargaining Strategy, Counselors, Librarians, Membership and Organizing, Political Action and Legislation, Representation, and Retired Faculty Committees.** The chairs of Contract Development and Bargaining Strategy, Counselors, Librarians, Membership and Organizing, Political Action and Legislative, Representation, and Retired Faculty Committees shall each serve a two-year term, or until s/he ceases to be the chair of the committee.

Article VII, Section 2. g **Membership - Racial and Ethnic Minorities.** There shall be at least one (1) member of the Board of Directors who is a member of racial and ethnic minorities defined in Article VI, Section 2h of these Bylaws. If this is not the case, the Assembly shall elect from its membership a racial/ethnic minority person to the Board of Directors. If a vacancy in this position occurs between meetings of the Assembly, the Board of Directors shall elect a racial/ethnic minority person from the membership of the Assembly as a member of the Board of Directors. Persons elected mid-term shall serve until the end of the normal two-year term.

Article VII, Section 2. h **Membership - Women.** There shall be at least one (1) member of the Board of Directors who is a woman. If this is not the case, the Assembly shall elect from its membership a woman to the Board of Directors. If a vacancy in this position occurs between meetings of the Assembly, the Board of Directors shall elect a woman from the membership of the Assembly as a member of the Board of Directors. Persons elected mid-term shall serve until the end of the normal two-year term.

Article VII, Section 2. i **Membership - Disabled.** There shall be at least one member of the Board of Directors who is disabled. If this is not the case, the Assembly shall elect from its membership a disabled person to the Board of Directors. If a vacancy in this position occurs between meetings of the Assembly, the Board of Directors shall elect a disabled person from the membership of the Assembly as a member of the Board of Directors. Persons elected mid-term shall serve until the end of the normal two-year term.

Article VII, Section 3. **Term of Office.** The normal term of office for members of the Board of Directors shall be two years, beginning June 1 of odd-

numbered years. Persons elected or appointed during mid-term shall serve until the end of the normal term.

ARTICLE VIII OFFICERS AND DUTIES

- Article VIII, Section 1.** **Officers.** The Officers of CFA shall be President; Vice-President; four (4) Associate Vice-Presidents (North, South, Lecturer, Affirmative Action); Secretary; and Treasurer.
- Article VIII, Section 2.** **Term of Office.** All Officers shall be elected for a term of two years and shall serve until their successors are elected.
- Article VIII, Section 3.** **Eligibility.** Any active member in good standing is eligible to run for office, except as follows: the Northern Vice President shall be a chapter president from the northern region; the Southern Vice President shall be a chapter president from the southern region; the Lecturer Vice President shall be a lecturer employed in the CSU for at least one semester/two quarters during the year or, in the event of non-reappointment, must be in the process of grieving and, the Associate Vice-President, Affirmative Action shall be the officially elected representative from his/her campus to the Council for Affirmative Action. .
- Article VIII, Section 4.** **Elections.** All Officers shall be elected at the Assembly held in the spring of each odd-numbered calendar year. The President, Vice-President, Secretary and Treasurer shall be elected by a majority vote of the Assembly. The Associate Vice-Presidents, North and South, shall be elected by their constituent Chapter Presidents at the Chapter Presidents Council held at the Assembly. The Associate Vice-President, Lecturers shall be elected by the Lecturer Delegates attending the Council of Lecturers held at the Assembly. The Associate Vice-President, Affirmative Action shall be elected by the Affirmative Action Delegates attending the Council for Affirmative Action held at the Assembly. Their term of office shall begin June 1. Each shall hold his/her office until s/he shall resign or be otherwise disqualified to serve, and his/her successor shall be elected and qualified.
- Article VIII, Section 6.** **Recall.** Any Officer may be removed by a two-thirds vote of the Assembly. The Assembly shall vote on motions of recall provided they are submitted to the Board of Directors by a written petition representing a majority of the membership in each of five (5) chapters, in accordance with time lines established for setting the Assembly agenda.

ARTICLE XII COMMITTEES

Article VIII, Section 7. a **Audit.** The Audit Committee shall be composed of three (3) members who shall have staggered three-year terms. The members shall be elected by the Spring Assembly. The term of office shall begin on June 1st following election. At least one member shall have appropriate specialized expertise. The Treasurer and Finance Committee members are not eligible for election.

Article VIII, Section 12. **Elections Committee.**

- a. The Elections Committee shall consist of five (5) members of the Assembly, elected by the Fall Assembly in odd-numbered years. The Committee shall assume office at the close of the Fall Assembly and shall serve for two years.
- b. Vacancies shall be filled by appointment by the CFA President.
- c. The Committee shall be responsible for the development of CFA Nomination/Election Procedures.

Article VIII, Section 18. a **Political Action and Legislative Committee.** The Committee shall be composed of seven (7) members, including the Chair. Six (6) members shall have staggered three-year terms. Each year, one (1) shall be elected by the Fall Assembly and one (1) shall be appointed by the President as provided in Section 5 above. At least one member shall be a lecturer. The Chair shall be elected by the Assembly from the CFA membership as specified in Section 1 above.

SECTION 2

CFA NOMINATION/ ELECTION PROCEDURES

Revised/Adopted, CFA Board of Directors, 21 April 2006
Revised/Adopted, CFA Board of Directors, 23 April 2004
Revised/Adopted, CFA Board of Directors, 9 August 2003
Revised/Adopted, CFA Board of Directors, 20 April 2007

I. Preamble

The election process must be conducted in such a way that voters and candidates are satisfied that reasonable rules for ethical conduct and procedures have been adopted and will be followed in spirit as well as in actual practice.

II. Elections Committee

- a. The Elections Committee shall consist of five (5) members of the Assembly elected by the Fall Assembly in odd-numbered years. The Committee shall assume office at the close of the Fall Assembly and shall serve for two years. (Bylaws, Article XII, Committees, Section 12.a, Elections Committee)
- b. The CFA President shall appoint the Elections Committee Chair. (Bylaws, Article XII, Committees, Section 1.c and 5)
- c. The Committee shall be responsible for the development of CFA Nomination/Election Procedures. (Bylaws, Article XII, Committees, Section 12.c, Elections Committee.)
- d. The Committee shall develop and maintain a CFA Elections Handbook.
- e. The Committee shall be responsible for all CFA State elections.

III. Announcement of Vacancies & Election Timelines

- A. Elections for CFA Officers and Board shall occur at the Spring Assembly in odd-numbered years; announcements of the elections and calls for nominations shall be made by the Elections Committee Chair at least two months prior to the Assembly. Announcements of other elections and vacancies in office shall be made as needed.
- B. The Committee shall solicit nominations for CFA statewide offices from members of the Assembly and from the general membership of CFA. (Bylaws, Article XII, Committees, Section 13, Elections Committee, b.)
- C. The Chairperson of the Elections Committee, or designee, will announce the time schedule for elections during the Assembly. The schedule shall be noted as a TIME CERTAIN on the printed agenda and Board elections shall be no later than the first item of business on the second day of the Assembly.

IV. General Requirements

- a. No more than two people from the same campus may serve on the Board of Directors. (Bylaws. Article VII, Board of Directors, Section 2, Membership.)
- b. Staff members are prohibited from any involvement and participation in the election processes. The single exception shall be those individuals designated to provide logistical support for the Elections Committee and for those designated tasks only.
- c. The most recent of Robert's Rules of Order, Revised, shall govern election procedures except as specified in these election policies.
- d. No person serving on the Elections Committee shall be a candidate for any position to be elected on the CFA Board. When a member of the Elections Committee intends to be a candidate for any non-Board position, he/she will remove him/herself from the Committee for that election and a substitute member of the Assembly shall be appointed by the President for that election.
- e. Nominations Processes:
 1. There shall be an open nomination procedure for elected positions. Every CFA member shall have an opportunity to nominate any CFA member who meets the qualifications for office.
 2. Members may nominate themselves for office.
 3. Nominations for President, Vice-President, Secretary and Treasurer must be made, or self-declared, no less than 45 days and declared closed 30 days prior to the convening of the Spring Assembly. Email declarations of candidacy (limit one per candidate) will be forwarded by the CFA office at the direction of the Elections Committee Chair to all Board members, Chapter Presidents, Council of Lecturer members and other Assembly delegates provided the declaration is filed in the official format.
 4. Anyone wishing to announce their intent to run for an office other than those specified in 3 above may do so at any time prior to the Assembly or they may wait until nominations are taken from the floor. Email announcements of intent to run for an office (limit one per candidate) will be forwarded by the CFA office at the direction of the Elections Committee Chair to all Board members, Chapter Presidents, Council of Lecturer members and other Assembly delegates provided the declaration is filed in the official format.
 5. Elections shall be by secret ballot, except when there is only one nominee for the office. Where there are no more candidates than positions to be filled, election may be by acclamation except for CTA State Council Representatives as CTA election rules require a written ballot.

6. Elections shall be conducted as specified in Sections V and VI.
7. A candidate who is not elected for a given office is eligible to be a candidate for any remaining unfilled offices as long as the individual candidacy is consistent with the provisions of the CFA Bylaws and nominations have not been closed for that office.
8. The order of candidates' names shall be determined by a drawing by lot by the Elections Committee in advance of the first election.

F. Campaigning and Campaign Literature

1. It shall be the responsibility of the candidate to conduct and finance his/her candidacy for office.
2. Campaigning must be kept separate from other CFA business and reports.
3. The CFA office will forward one email per candidate to all Board, Chapter Presidents Council, Council of Lecturers, Council for Affirmative Action and other Assembly members provided it is in the official Declaration of Candidacy format.
4. Handouts at the Assembly are limited to one (1) 8½" x 11" sheet of paper used on both sides and must specify, "Paid for by the candidate and does not reflect CFA endorsement."

G. Speeches by Candidate(s)

1. The length of time for combined nominations and acceptance speeches to the Assembly shall not exceed three (3) minutes for all Officers and two (2) minutes for all other positions.
2. The chairperson of the Elections Committee will keep time or appoint a timekeeper who will give each speaker a 30 second warning before the allotted time has elapsed.

H. Vote Requirements

1. *Personnel.*
 - a. A majority vote of the ballots cast shall be required for election.
 - b. In the event that no candidate receives a majority vote on the first ballot, a run-off election will be held between the candidates receiving the two highest number of votes.
2. *Issues.* A majority vote of the ballots cast shall be required to approve any issue.

3. *Bylaw Amendments.* The affirmative vote of at least two-thirds of the votes cast shall be required to approve.
4. *Endorsements.* An affirmative vote of at least 60% of the votes cast shall be required to approve.

I. Order of Elections

1. President, Vice-President, Secretary, Treasurer
 - a. Nominations shall close 30 days prior to the Assembly.
 - b. Election shall occur at the first session of the Spring Assembly in odd numbered years. Unopposed candidates shall be declared elected by the Elections Committee.
2. Associate Vice-President, North; Associate Vice President, South; Associate Vice-President, Lecturers; and Associate Vice-President, Affirmative Action.
 - a. Upon recess of the first session of the Spring Assembly in odd numbered years, the Chapter Presidents Council, Council of Lecturers and Council for Affirmative Action shall be convened separately by the Elections Committee to elect the Associate Vice-Presidents.
 - b. The order of election shall be: Associate Vice-President North or South (determined by lot), Associate Vice-President Lecturers and Associate Vice-President for Affirmative Action, and the Associate Vice-President not elected previously.
 - c. If upon the close of nominations for President, Vice-President, Secretary and Treasurer, there are no more candidates than positions to be filled, the Associate Vice-Presidents may be elected at the Council meeting immediately preceding the opening of the Assembly, provided the order of elections is maintained: first President, Lecturer, Affirmative Action, second President.
3. All candidates running for CTA State Council seats or the AAUP California representative must be nominated at the first day of the Assembly to prepare a printed ballot. Official speeches may be held during the first session of the Assembly, during the evening event or prior to the distribution of the ballot at the second session of the Assembly as determined by the President in consultation with the chair of the Elections Committee. Incumbents running for re-election shall be designated by an asterisk.
4. The first order of business the second day of the Assembly shall be:

- a. Distribution of the printed ballot for CTA State Council delegates, AAUP California representative, and any other elections as needed.
 - b. Election of Committee Chairs. The order of election shall be determined by lot as drawn by the Elections Committee prior to the election.
5. Following election of Committee chairs, the Assembly shall recess and the Chapter Presidents' Council, the Council of Lecturers, and the Council for Affirmative Action shall be convened separately by the Elections Committee for election of their Board representatives (order specified in Section V, C.2 below).
 6. Run-off elections shall be held as needed and have Assembly priority for business.

J. Counting of Ballots

1. The Elections Committee shall count the ballots at a place designated for that purpose.
2. The chairperson shall complete the official CFA tally sheet or in case of CTA State Council seats, the official CTA tally sheet.
3. The results of each balloting (vote tally by candidate) shall be given to the President to announce to the Assembly and to the Secretary for the official minutes of the Assembly. Only the name of the winner will be announced but any member may request the actual vote.
4. Ballots shall be kept in a sealed and labeled envelope at the CFA office and shall be discarded after one year.

V. Board of Directors

- A. *Officers of CFA.* The positions of President, Vice President, Secretary, Treasurer, Associate Vice-President, North, Associate Vice-President, South, Associate Vice-President for Lecturers, and Associate Vice-President for Affirmative Action shall constitute the Officers of CFA. Elected Officers serve two-year terms beginning on June 1 of odd numbered years. (Bylaws, Article VIII, Officers and Duties, Sections 1 & 4)
 1. Candidates for President, Vice President, Secretary and Treasurer must declare their candidacy by filing the official CFA Email Declaration of Candidacy with the Elections Committee Chair and the CFA office no less than 45 days prior to the Spring Assembly. If no one declares, a second call for nominations will go out. Nominations for these offices will be declared closed 30

days prior to the convening of the Assembly.

2. Candidates for the Associate Vice-President, North; Associate Vice- President, South; Associate Vice-President, Lecturers; and Associate Vice-President, Affirmative Action may announce their candidacy in advance but nominations will not close until the convening of the respective Councils by the Elections Committee. If there is a potential for the 2-campus rule to eliminate a declared candidate, the order of election shall be: Associate Vice-President, North or South (order determined by lot), Associate Vice-President Lecturers and Associate Vice-President Affirmative Action (determined by lot), and the remaining Associate Vice- President.
- B. *Committee Chairs.* The chairs of the Contract Development & Bargaining Strategy, Counselors, Librarians, Membership/Organizing, Political/ Legislative, and Representation committees are elected by the Assembly and serve on the Board of Directors. Elected chairs serve two-year terms beginning on June 1 of odd numbered years. (Bylaws, Article VII, Board of Directors, Section 2, Membership, e & f.) The order of election shall be determined by lot by the Elections Committee prior to the election.
- C. *Remaining Board Positions.* Following elections for the positions described in A and B above, the Chapter Presidents' Council elects four Presidents to the Board the Lecturers Council elects two Lecturer Representatives to the Board, and the Council for Affirmative Action elects two Affirmative Action Representatives to the Board. These elections shall be conducted by the Elections Committee. Board members serve two-year terms beginning on June 1 of odd numbered years. (Bylaws, Article VII, Board of Directors, Section 2, Membership, c & d.)
1. The Elections Committee shall convene the Chapter Presidents' Council, the Lecturers' Council and the Council for Affirmative Action in three separate areas at a designated time before lunch or before the afternoon session on Sunday for the purpose of conducting elections to the Board.
 2. The Elections Committee shall first ask the Lecturers' Council to elect a representative to the Board, followed by the election of a Council for Affirmative Action representative to the Board. Then the Chapter Presidents' Council will elect two representatives to the Board. Next the Council for Affirmative Action shall elect its second representative to the Board, and then the Lecturers' Council will elect its second representative to the Board. Finally, the Chapter Presidents' Council will elect its third and fourth representatives to the Board.
- D. *At-Large Representation of racial and ethnic minorities, women and disabled.* There shall be at least one (1) member of the Board who is a member of racial and ethnic minorities, at least (1) who is a woman, and at least one (1) who is disabled. If after elections described in A, B, and C above are completed and this is not the case, the Assembly shall elect from its membership an individual or individuals to satisfy this

representation requirement. Representatives serve two-year terms beginning on June 1 of odd numbered years. (Bylaws, Article VII, Board of Directors, Section 2, Membership, h-j.)

VI. Retired Representatives.

(Bylaws, Article VI, The Assembly, Section 2, Members, g, Retired Representatives)

A. Prior to the Spring Assembly in odd-numbered years, the President of CFA shall appoint a nominating committee of three (3) retired members of CFA.

B. The nominating committee shall solicit nominations and conduct a mail ballot election of all retired CFA members for two retiree positions.

1. Chair of the Retired Faculty Committee who shall sit on the CFA Board of Directors and serve as the CFA liaison to CSU-ERFA.

2. One at-large member serves on the CFA Assembly.

C. The election shall be completed prior to the Assembly and the results announced at the beginning of the Assembly. The campus where the Retired Faculty Member taught shall count toward the two (2) campus rule.

VII. Contract Development and Bargaining Strategy (CD/BS) Committee

A. At the Spring Assembly of odd numbered years, the Presidents' Council elects four presidents to CD/BS, the Lecturers' Council elects two Lecturer Representatives to CD/BS and the Council for Affirmative Action elects two representatives to CD/BS. (Bylaws, Article XII, Committees, Section 10, Contract Development and Bargaining Strategy (CDBS) Committee, a.)

B. Presidents, Lecturers and Affirmative Action representatives elected to the CD/BS Committee shall not be members of the Board of Directors. (Bylaws, Article XII, Committees Section 10, Contract Development and Bargaining Strategy (CDBS) Committee, a.)

C. No more than two (2) members of the Committee shall be from the same campus. (Bylaws, Article XII, Committees, Section 10, Contract Development and Bargaining Strategy (CDBS) Committee, a.)

D. Procedures

1. Following the election of the Board of Directors, the Elections Committee shall convene the Chapter Presidents' Council, the Lecturers' Council and the Council for Affirmative Action in three separate places at a designated time for the purpose of conducting elections to the CD/BS Committee.

2. The Elections committee shall first ask the Lecturers' Council to elect a representative to the CD/BS Committee, followed by the election of a representative from the Council for Affirmative Action Committee. Then the Chapter Presidents' Council will elect its first and second representatives to the CD/BS Committee. Then the Council for Affirmative Action shall elect its second representative and then the Lecturers' Council will elect its second representative to the CD/BS Committee. Finally the Chapter Presidents' Council will elect its third and fourth representative to the CD/BS Committee.

VIII. CTA State Council Representatives

- A. All CFA active members shall be eligible to nominate or run for CTA State Council seats.
- B. All members shall be notified in advance when vacancies occur. Announcement should be in the *Faculty Action* if possible and sent by email to all members.
- C. Nominations may be made to the chair of the Elections Committee in advance or taken from the floor.
- D. All candidates, or their spokespersons, shall be allowed two (2) minutes to address the Assembly.
- E. All voting, even when the number of candidates equals the number of seats vacant, shall be by secret ballot.
- F. A record of votes cast shall be kept on the official CTA Tally Sheet found in the annual *CTA Elections Manual*.
- G. The CTA tally sheet shall be sent to CTA along with the required CTA forms listing those individuals elected. A copy shall be maintained in the CFA office with the ballots for one year.
- H. Terms normally run from June 26 for three (3) years; completion terms are specified at the time of election.
- I. CFA members are prohibited from serving on the CTA State Council for one year following 9 consecutive years of service (3 complete terms). Therefore, they are not eligible to run for completion seats if those seats would take effect prior to June 26th of the year they are unable to serve on the CTA State Council.
- J. All alternates shall be elected by voice vote of the CFA Assembly.

IX. Other Elections

- A. Other elections may be held as needed at any CFA Assembly. These elections include but are not limited to:
 - 1. AAUP California representatives, southern (odd numbered years) and northern (even numbered years) (Spring Assembly).
 - 2. CFA bylaws amendments.
 - 3. CFA endorsements.
 - 4. Political Action and Legislative Committee member (Fall Assembly).
 - 5. CFA Elections Committee (Fall Assembly odd numbered years).
 - 6. CFA Audit Committee member (Spring Assembly)
- B. The Elections Committee is responsible for conducting all CFA elections.

X. Proxy Voting - CFA Assembly

- 1. Proxy ballots must be filed in person with the CFA Secretary by the close of the first session of the Assembly. Copies will be provided the Chair of the Elections Committee.
- 2. Only delegates who attend and register at the Assembly on the first day may file a proxy for an absence on the second day provided no duly certified alternate is available.
- 3. Proxies must be filed on the official CFA Proxy form.

XI. Email Balloting

- A. Elections conducted by email ballot shall normally be an election related to issues not candidates, except for election for CFA local delegates to the NEA Representative Assembly if required.
- B. Such elections shall require that all voters participate by email. Mixed balloting (written and email) shall not be allowed.
- C. Elections conducted by email ballot shall be treated as Roll Call ballots with the position cast posted by name when the results are tallied.
- D. Email balloting shall be conducted under the supervision of the Chair of the Elections Committee or the Committee.
- E. Each ballot received shall be recorded, a copy of the ballot retained to prevent duplicate ballots, and a return email sent to the voter indicating the receipt of the ballot and the vote cast as recorded.

- F. Final results shall be posted as part of official CFA minutes and shall include the ballot and the tally by name.

XII. Committee Procedures

- 1. Committee meetings shall be authorized by the CFA President or Board of Directors.
- 2. Expenses shall be paid only for authorized meetings.

Revised/Adopted CFA Board 4/07

SECTION 3

CHECKLIST CFA NOMINATION/ ELECTION PROCEDURES

CHECKLIST

CFA NOMINATION/ELECTION PROCEDURES

For details of CFA policy see: CFA Nomination/Election Procedures adopted by the Board of Directors, April 2007.

Elections Committee 5 members of the Assembly

Election: End Fall Assembly (odd-numbered years) for 2 years

Chair: Appointed by President

Limitations: May not run for any office on CFA Board. For others, must step down from Committee for specified election.

Conduct of Elections

All elections shall be conducted by CFA Elections Committee.

Announcement of Vacancies: At least 45 days prior to Assembly; all members must be notified. Elections Committee Chair responsible.

Process: Candidates for President, Vice President, Secretary and Treasurer must declare 30 days in advance of the Assembly in which the election is to be held.

Open nominations – *any* member may nominate or self-nominate in advance or from floor for all other positions

Secret ballot unless single nominee where election by acclamation is in order *except* CTA State Council seats

Conducted one office at a time

Election of statewide officers first order of business on first day of Spring Assembly in odd-numbered years

Campaigning: NO CFA state or chapter moneys or services can be used

Must be separate from all other CFA business and reports

State CFA office will, at the direction of Elections Committee Chair, forward one email declaration of candidacy to all Board members, Chapter Presidents, Council of Lecturer, Council for Affirmative Action delegates and other Assembly delegates provided said declaration is filed on the official declaration form

Assembly handouts limited to one 8½ by 11 sheet (both sides)

- Speeches:** Officers – 3 minutes
Board – 2 minutes
Other elections – 2 minutes
- Vote Required:** Board – majority
Issues – majority
Bylaws – 2/3rds
Endorsements – 60%
- Vote Count:** Separate specified area
Tally sheet for each election
Results given to President to announce, copy to Secretary
Ballots kept in sealed envelope at CFA office for 1 year

CFA Board

- Time:** Spring Assembly of odd-numbered years
- Order:** Office by office: President, Vice-President, Secretary, Treasurer

Associate Vice-Presidents are elected by the Chapter Presidents' Council, the Council of Lecturers, and the Council for Affirmative Action respectively. Elections held at close of first Assembly session: alternating one Chapter Vice-President (North or South position determined by lot), Lecturer Vice-President and Affirmative Action Vice-President (order determined by lot), and second Chapter Vice-President.

Committee Chairs: Collective Bargaining/Contract Development, Counselors, Librarians, Membership/Organizing, Political Action/Legislation, Representation. Order determined by lot prior to the commencing of elections.

Presidents/ Lecturers/ Affirmative Action Council

- Board Reps:** First Lecturer; first Council for Affirmative Action; first and second presidents; second Council for Affirmative Action and then second lecturer; third and fourth presidents
- At-Large:** 1 ethnic minority, 1 female and/or 1 disabled representative if not elected to a regular seat
- Limits:** No more than two (2) persons from a single campus
- Terms:** Two years beginning June 1, odd-numbered years

CDBS Committee

- Time:** Spring Assembly, odd-numbered years following Board elections
- Number:** Chapter Presidents' Council 4; Council of Lecturers 2; Council for Affirmative Action 2
- Limits:** Shall not be a member of the Board of Directors
No more than two from same campus
- Order:** First lecturer; first Council for Affirmative Action; first and second presidents; second Council for Affirmative Action and then second lecturer; third and fourth presidents

CTA State Council

- Eligibility:** All members eligible to run/ *must* be notified of vacancies.
Members required by CTA to stay off State Council for one year after serving 3 complete terms (9 years) are not eligible to run for completion seats if said seat would assume office prior to June 26th of the year the individual is required to stay off Council.
- Speeches:** 2 minutes
- Voting:** Shall be by secret ballot even when number of candidates equals number of seats (CTA requirement)
- Tally:** Kept on CTA Tally sheet
- Notify CTA:** CFA office sends tally sheet with required CTA forms on those elected to CTA

Elections Committee

- Time:** Fall Assembly, odd numbered years
- Number:** 5
- Eligibility:** Must be Assembly delegate
- Limits:** Shall not be a member of Board of Directors intending to run for Board
- Term:** 2 years
- Chair:** President appoints chair from among those elected

SECTION 4

SAMPLE CALL FOR NOMINATIONS

SAMPLE NOTICE CFA CALL FOR NOMINATIONS

At the Spring YEAR CFA Assembly elections will be held for the CFA Board of Directors, positions beginning on June 1st for two years. In addition elections will be held for 6 CTA State Council seats, the AAUP California representative - South, and one member of the Audit Committee.

CFA Board positions to be elected are:

President

Vice-President

Secretary

Treasurer

Associate Vice Presidents: Affirmative Action; Lecturers; Presidents - North and South

Committee Chairs: Contract Development/Bargaining Strategy; Counselor; Librarian;

Membership/Organizing; Political Action/Legislation; Representation

CANDIDATES FOR PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER -- DECLARATION OF CANDIDACY

Candidates for President, Vice-President, Secretary and Treasurer must declare their intention to run on the official CFA Declaration of Candidacy form (included below) ***prior to DATE.***

A copy of the declaration will be forwarded to Assembly delegates, the CFA Board of Directors, the Chapter Presidents Council, the Council of Lecturers and the Council for Affirmative Action.

DECLARATION FOR OTHER POSITIONS

A second call for nominations for other positions will go out on March 22nd and candidates for other positions may declare at that time, or they may wait until nominations are taken from the floor or the appropriate council.

Members need not be members of the CFA Assembly to run for office or to nominate an individual. Individuals nominated by a second party must submit a written acceptance to the Elections Committee.

Questions should be referred to the Elections Committee Chair or to elections@calfac.org

EMAIL
CFA DECLARATION OF CANDIDACY
(Forward to Elections@calfac.org)

I, _____(name)_____, am declaring my
intent to run for the office of _____(CFA Office)_____.

I am a CFA member in good standing at _____(campus)_____.

My qualifications include: *(statement limited to 500 words for President, Vice President, Secretary, and Treasurer; 100 words for all other positions. No opportunity for revisions if statement exceeds established limit)*

SEND TO elections@calfac.org NO LATER THAN _____ (DATE)

NOTE: When a declaration is submitted, every word in the statement including articles is counted and the statement cut off after the 500/100th word before being sent out. Statements are not reviewed and returned to candidate for revision.

SAMPLE

In this message:

1. **Nominations Closed: Pres, VP, Secretary, Treasurer**
2. **Call for Nominations: CFA Board**
3. **Call for Nominations: Other**
4. **Email Declaration of Candidacy Form**

=====

NOMINATIONS CLOSED

Pursuant to the CFA Bylaws, nominations for CFA President, Vice-President, Secretary, and Treasurer are now closed. Given there were no more declarations than positions to be filled, the following individuals will be declared elected at the appropriate time at the CFA Assembly:

President - Lillian Taiz (Los Angeles)
Vice-President - Kim Geron (East Bay)
Secretary - John Halcon (San Marcos)
Treasurer - Peter Kreysa (Long Beach)

CFA CALL FOR NOMINATIONS: CFA BOARD

Declarations of candidacy are now in order for the following *CFA Board positions*:

Associate Vice Presidents: Affirmative Action; Lecturers; Presidents - North and South
Committee Chairs: Contract Development/Bargaining Strategy; Counselor; Librarian;
Membership/Organizing; Political Action/Legislation; Representation

While declarations for representatives of the three Councils on the Board are in order they may be premature given the 2 per campus rule for individuals serving on the Board.

CFA CALL FOR NOMINATIONS: OTHER

AAUP Representative, North/South: One individual will be elected to serve as our AAUP California representative.

Audit Committee: One member will be elected to the Audit Committee.

CDBS Committee: The Chapter Presidents' Council will elect 4 representatives to the CDBS Committee, the Lecturers Council will elect 2 representatives, and the Council for Affirmative Action will elect 2 representatives. These individuals may not be members of the CFA Board of Directors and no more than two committee members may be from the same campus.

CTA State Council: Six representatives to the CTA State Council will be elected. Incumbents eligible to run for re-election are: Roberta Ahlquist, Gilda Bloom, Linda Turner Bynoe, John Halcon, Rose Marie Kuhn, and Timothy O'Keefe. Elections will also be held for as many alternates as possible.

Members need not be members of the CFA Assembly to run for office or to nominate an individual. Individuals nominated by a second party must submit a written acceptance to the Elections Committee.

Questions should be referred to the Elections Committee Chair or to elections@calfac.org

SECTION 5

SAMPLE CFA TALLY SHEET

**CALIFORNIA FACULTY ASSOCIATION
OFFICIAL TALLY SHEET**

This form must be filled out completely:

Election for: _____

Total ballots cast: _____

Number of blank ballots: _____

Number of illegal ballots: _____

Total legal ballots: _____

Number of votes needed to win: _____

CANDIDATES

VOTES RECEIVED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNED:

Elections Committee Chair

Date

Elections Committee Member

Date

Elections Committee Member

Date

SECTION 6

CFA PROCEDURES FOR CTA STATE COUNCIL

Section 6.1

CFA State Council Seats

1. CFA is CTA multiple chapter electoral district HE-1.
2. The number of State Council seats is based on membership adjusted annually by the CTA Representation Committee.
3. One CFA seat, by verbal agreement since the founding of CFA (1974) has always been reserved for the CTA Independent College and University Faculty Association (ICCUFA). ICCUFA handles its own election for its delegate and alternate.

Election of CFA CTA State Council Delegates

1. CFA CTA State Council elections shall be conducted by the CFA Assembly. Such election by the Assembly (by tacit understanding of the CFA Officers since the founding of CFA) will be accepted by CTA as long as all CFA statewide elections are conducted by the Assembly.
2. CFA representatives to the CTA State Council shall be elected in accordance with the CFA Elections Handbook.

Delegation Chair's Responsibility

Three weeks in advance of each CTA State Council meeting, a letter or email shall be sent to all delegates and alternates reminding them of the meeting. The letter shall specify if CFA delegates are meeting on Friday evening, other obligations for the weekend (HE Caucus, District J-HE breakfast on Sunday) and any special issues coming up.

Delegate Responsibility for Notification of Absence

As soon as a delegate knows that s/he cannot attend a CTA State Council meeting, the delegate shall:

1. Contact Georgia Fitzgerald at the CFA Los Angeles office to arrange for an alternate, email: gfitzgerald@calfac.org, phone: **310-641-4430**
2. Send a fax or letter to the CTA Governance office notifying them of the planned absence (this is required by CTA procedures in order to be excused), email: David Sanchez, CTA President, dsanchez@cta.org
3. Send an email to the Chair of the CFA Delegation and the CTA Board Director-HE.

CFA Office Responsibility

1. Find an alternate from the approved alternate list.
2. Contact CTA Governance with the name of the CFA delegate who will be absent and the name, address, and phone number of the approved alternate who will be attending.
3. Notify the Chair of the CFA Delegation and the CTA Board Director-HE who the alternate will be.

Section 6.2

CHECKLIST CFA CTA STATE COUNCIL PROCEDURES

For full policy refer to CFA PROCEDURES FOR CTA STATE COUNCIL.

Election	See CFA Nomination/Election Procedures
Chair	Appointed by President
Responsibility	3 weeks before, each Council sends letter to all delegates and alternates about Friday evening meeting, other obligations (HE caucus, District J-HE breakfast on Sunday), notification procedures for absence, special issues
Delegate Absence Notification	Delegate must notify Georgia Fitzgerald by phone or email and in addition must notify CTA Governance <i>in writing</i> of absence. Also notify CFA delegation chair and CTA Board Director-HE.
CFA Office Responsibility	Get alternate from approved list Notify CTA Governance, CFA Delegation Chair of alternate's name.

Section 6.3

Contact List for CFA CTA State Council Delegates

1. CFA Delegation Chair

Theresa Montaña (NO)
1312 Hepner Avenue
Los Angeles, CA 90041
tmontano@csun.edu

2. CTA Director – Higher Education

Dián Dolores Hasson
5930 Fickett Lane
Paradise, CA 95969
hassondi@aol.com

3. NEA Director – Higher Education

Ann Shadwick (SF)
483 Andover Drive
Pacifica, CA 94044
shadwick@sfsu.edu

4. CFA Office – LA (notification of absence and need for alternate)

Georgia Fitzgerald
georgiaf@calfac.org

5. CTA Governance (must be notified of any absence *in writing*)

David Sanchez, CTA President
dsanchez@cta.org
Phone 650-552-5300
Fax 650-552-5010

Section 6.4

CFA CTA State Council Delegate Responsibilities

1. Timely notification of CFA office and CTA of any anticipated absences
2. CFA liaison role
3. CTA State Council Committee responsibility (attendance taken)
4. CFA Friday evening meeting (5-6 Teacher Ed concerns; 4-5 CFA delegates)
5. Higher Education Caucus – Saturday morning, 7:30 AM – other caucuses (Hispanic, African American, Asian American/Pacific Islander, Womens)
6. J-HE breakfast, Sunday morning, 7:15 AM (attendance taken)

Section 6.5: Forms

SAMPLE ONLY

***Always use copy from latest year CTA Elections Manual
(or on www.cta.org)***

**CALIFORNIA TEACHERS ASSOCIATION
OFFICIAL TALLY SHEET**

THIS FORM MUST BE FILLED OUT COMPLETELY

MULTIPLE/SINGLE GROUP _____

SERVICE CENTER COUNCIL _____

Election for: _____ State Council Representative _____ State Council Alternate

Number of Representative(s) elected _____ Number of Alternate(s) elected _____

Dates of Elections: From _____ to _____

Deadline for returning ballots _____

Chapters participating in the election:

Representatives must be elected by a majority vote (a number greater than half of the total legal ballots cast). Alternates shall be elected by a plurality vote (a number greater than another).

Total Ballots Received _____

of Blank Ballots _____

of Illegal Ballots _____

Total Legal Ballots Cast _____

of Votes Needed to Win _____

Candidates:

% of Vote

of Votes Received

_____	_____
_____	_____
_____	_____
_____	_____

Signed _____ Signed _____

Elections Committee Chair
Elections Committee Member
Phone H: ()
S: ()
Chpt Off: ()

Date _____ Signed _____

SAMPLE ONLY
Always use latest copy from
CTA Elections Manual
(www.cta.org)

To: CTA Committee on Elections and Credentials
% Governance Support Department
P.O. Box 921
Burlingame, CA 94011-0921

REPORT OF RESULTS OF ELECTION OF STATE COUNCIL REPRESENTATIVE(S) AND/OR
ALTERNATES(S):

Chapter: _____

Multiple Group: _____

Service Center Council: _____

Representative's Name: _____

Mailing Address: _____

City _____ Zip _____

Daytime phone (____) _____ Evening (____) _____

Representative's Chapter _____

No. of Votes Received _____

Alternate's Name

Mailing Address: _____

City _____ Zip _____

Daytime phone (____) _____ Evening (____) _____

Alternate's Chapter _____

No. of Votes Received _____

Enclosed are:

1. Service Center Council's Teller's Report
2. Copy of Tellers Reports from Chapters
3. Declaration of Candidacy Form from winning candidates

Date _____

Signed _____

Title _____

Date _____

Signed _____

Title _____

Date _____

Signed _____

Title _____

SECTION 7

NEA REPRESENTATIVE ASSEMBLY

Election as a CTA State Delegate to the NEA Representative Assembly

CFA members are eligible to run for one of the CTA state higher education delegate positions to attend the annual NEA Representative Assembly.

CTA Higher Education members include all members of the California Faculty Association (CFA), the Community College Association (CCA), and the Independent College and University Faculty Association (ICCUFA). There are usually 15-20 state funded delegate positions.

It is the responsibility of the individual CFA member to nominate themselves for these elections by filling out the form in the December *California Educator*. CFA will notify members in *Faculty Action* and by email when nominations are due.

All CTA Higher Education members vote—the ballot comes from the CTA Higher Education Service Center Council. Usually this election occurs in March, and nominees may submit a 25 word statement which is printed in the mail ballot. Applications to run for this election are due generally in late January.

Elected delegates normally receive \$1850 toward expenses from CTA but must meet attendance requirements at the CTA California Caucus and on the floor of the RA.

CFA Local Delegates to the NEA Representative Assembly

1. The President, Vice-President, Secretary, Treasurer and four Associate Vice-Presidents shall be elected as CFA local delegates to the NEA Representative Assembly by virtue of their election to their officer positions. Terms shall be concurrent. Funding and travel shall be pursuant to CFA guidelines for officers.

2. All other local delegate positions shall be elected according to the following procedures. There shall be no CFA state funding for these positions. Election shall be for the current year Representative Assembly following the spring election only.

A. No later than March 1st (or within timelines set by CTA/NEA) an email call for declarations of candidacy shall be sent to all CFA members. (Note: CTA/NEA requires a 15-day open nomination period and a 15-day balloting period, deadline to CTA usually April 1)

B. Should fewer declarations of candidacy than positions available be received by the end of the open nomination period, said candidates shall be declared elected by the Elections Committee.

C. Should more declarations of candidacy than positions available be received by the end of the open nomination period, an email ballot shall be conducted of all CFA members by the Elections Committee.

3. Names of CFA local delegates shall be submitted to CTA/NEA according to the established timelines and on the required forms. (Note: CTA usually needs names before the end of March. Always check current year CTA/NEA election timelines)

**SAMPLE
CALL FOR NOMINATIONS**

**CFA LOCAL DELEGATES TO
NEA REPRESENTATIVE ASSEMBLY**

Any CFA member may declare as a candidate to serve as a CFA local delegate to the NEA Representative Assembly in Philadelphia. Those elected would be expected to arrive in Philadelphia on Friday, June 29th, and to stay until the close of the assembly on July 5th. *No CFA state funding will be provided.*

Declarations of candidacy must be received by elections@calfac.org no later than 5 PM on DAY, DATE.

CFA DECLARATION OF CANDIDACY

I, _____, am declaring my intent to run as a CFA local delegate for the NEA Representative Assembly in Philadelphia, Pennsylvania. I am a CFA member in good standing at _____

Candidate statement (limit 100 words, no opportunity for revision if over 100 words)

SECTION 8

CFA ASSEMBLY ALTERNATES

Alternates

- 1) *Chapter Representatives:* President, Lecturer, Council for Affirmative Action, At-Large. Alternate chapter representatives may be sent by the chapter to replace an absent representative. Alternates shall be certified by the chapter president. Only lecturers may serve as alternates for chapter lecturer representatives. Only members eligible to serve on the Council for Affirmative Action may serve as alternates for chapter Affirmative Action representatives.
- 2) *Committee Chairs:* In the absence of the chair, an alternate representative of the committee may be designated by the chair to serve temporarily without vote. Alternates shall be certified by the chair or the CFA President.
- 3) *Representatives holding Multiple Positions.* Representatives who are unable to attend may have only one Alternate no matter how many positions in the Assembly they hold. That Alternate shall cast only one vote.

SECTION 9

CFA PROXY FORM

CFA Proxy

I _____
Name (Print)

Designate _____
Name (Print)
Campus

To serve as my proxy at the CFA Assembly on _____
Day(s)/Date

(check one)

____ Full power to vote on all matters before the Assembly

OR

____ To vote specifically as follows:

Signature

Date

Deliver to CFA Secretary who must provide a copy to the Elections Committee in advance of the specified election.

SECTION 10

Email Balloting

EMAIL BALLOTING

Adopted by CFA Board of Directors June 15, 2007

CFA Assembly and Board of Directors

1. Elections conducted by email ballot shall normally be an election related to issues not candidates.
2. Such elections shall require that all voters participate by email. Mixed balloting (written and email) shall not be allowed.
3. Elections conducted by email ballot shall be treated as Roll Call ballots with the position cast posted by name when the results are tallied.
4. Email balloting shall be conducted under the supervision of the Chair of the Elections Committee or the Committee.
5. Each ballot received shall be recorded, a copy of the ballot retained to prevent duplicate ballots, and a return email sent to the voter indicating the receipt of the ballot and the vote cast as recorded.
6. Final results shall be posted as part of official CFA minutes and shall include the ballot and the tally by name.

EMAIL BALLOTING FOR CFA LOCAL DELEGATES TO THE NEA REPRESENTATIVE ASSEMBLY

1. In the event there are more candidates for CFA local delegates to the NEA Representative Assembly than positions allocated to CFA, the CFA Elections Committee shall conduct an email ballot of all members.
2. The order of candidates on the ballot shall be determined by lot.
3. The balloting period shall be at least fifteen (15) days and results must be reported to CTA no later than April 1st.
4. Results shall be recorded from highest to lowest votes received and the top group equaling the number of allocated positions shall be declared elected. All others shall be reported as alternates and the order of votes received retained.
5. The Elections Committee shall make every effort to (1) certify the validity of votes, (2) maintain a secret ballot and (3) ensure the election is fair to all candidates.

SECTION 11

CFA

Chapter Elections

PRINCIPLES REQUIRED IN ELECTION GUIDELINES FOR CFA CHAPTERS

Adopted by CFA Board of Directors June 2007

1. The election process must be conducted in such a way that voters and candidates are satisfied that reasonable rules for ethical conduct and procedures have been adopted and will be followed in spirit as well as actual practice.
2. The Elections Committee shall consist of no less than three (3) members, none of whom shall be a candidate for office.
3. The Elections Committee shall conduct all aspects of the election, including establishment and enforcement of timelines, in a fair and impartial manner.
4. There shall be an open call for nominations with acceptance of self-nomination sent to all members. Those nominated by a second party must submit a written acceptance to the Elections Committee.
5. No barrier, beyond limits set by state CFA, e.g., only lecturers may serve as representatives to the Council of Lecturers, may be established to restrict members from running for office.
6. Staff shall be limited to a support role under the direction of the Elections Committee, e.g., preparation, printing, and distribution of ballots and collection of unopened ballots. Staff members are prohibited from endorsing, indicating their preference for, promoting or in any way assisting a candidate.
7. Uncounted and additional printed ballots must be secured at all times.
8. Balloting must preserve the one member one vote principle as well as the principle of secret ballot voting.
9. The ballot count should be recorded and signed by the Elections Committee and reported to the Chapter President and Executive Board/Committee.
10. Any rules established for one candidate must apply equally to all. (For example, if one candidate has access or potential access to membership information, then all candidates must be provided an equal access. Such access could include limiting all campaign contact between members and candidates to mailings, email or postal service, handled by the Elections Committee.)
11. There needs to be a chapter appeals process for election challenges. Candidates who are not satisfied with the chapter appeal decision may appeal their issue to the State CFA President. The State CFA President may assign a designee such as the State CFA Elections Committee Chair to review the situation and make a recommendation

to him/her. However, the decision on the appeal shall be made by the State CFA President and shall be final and binding on all parties involved.

(NOTE: Normally chapter constitutions/bylaws would establish there is an Elections Committee with authority to develop procedures for chapter elections. The detailed procedures/appeals would be in a separate elections policy or manual for the chapter.)

Recommended

MODEL ELECTION GUIDELINES FOR CFA CHAPTERS

Adopted by CFA Board of Directors June 15, 2007

Use of These Model Guidelines

While it is difficult to develop a standard set of rules because the elections processes for chapters as provided in their bylaws vary chapter by chapter, nevertheless, we hope that following these model guidelines will help ensure smooth running, open, fair and democratic elections. Where the chapter bylaws differ from these model guidelines, your bylaws prevail and must be followed as long as they conform with the statewide CFA Bylaws and governance documents.

Preamble

The election process must be conducted in such a way that voters and candidates are satisfied that reasonable rules and procedures for ethical conduct, transparency and fairness have been adopted and will be followed in spirit as well as in actual practice.

Elections Committee

1. The Elections Committee should consist of no less than three (3) members, none of whom should be a candidate for office. The Committee should be composed of an odd-number of members to avoid tie votes.
2. The Committee conducts all aspects of chapter elections in a fair and impartial manner, such as preparation and distribution of ballots, receiving and counting ballots, announcement and certification of the results, and establishment and enforcement of timelines.
3. A member should abstain from participation in the Elections Committee during the period in which an immediate family member is a candidate.
4. Staff should be limited to a support role under the direction of the Elections Committee, e.g., preparation, printing, and distribution of ballots and collection of unopened ballots. Staff members are prohibited from endorsing, indicating their preference for, promoting or in any way assisting a candidate.

Announcement of Elections and Nominations Process

1. Announcements of chapter elections should be made by the Elections Committee *at least 28 days/weeks* prior to the actual voting.
2. The announcement of election should include the offices, length of terms, and the election timeline.
3. The timeline for the election should include dates for:

- i. Time, date, and place where declarations of candidacy are to be received (date received, not post-mark date).
 - ii. Date for acknowledgment of declarations from candidates.
 - iii. Date for preparation of ballots.
 - iv. Date on which ballots will be distributed.
 - v. Date(s) when voting will take place.
 - vi. Deadline date, time and place for return of ballots, (date received, not post-mark date).
 - vii. Date, time and place where ballots will be counted.
 - viii. Date(s) that announcement of results will be made to leadership, candidates and members.
 - ix. Dates and timelines for run-off election, if necessary.
 - x. Deadline for filing of challenges (date received, not post-mark date).
4. A candidate may run for only one office in any particular chapter election.
 5. Calls for nominations should be sent *at least* 14 days before the deadline established by the Elections Committee for closing nominations.
 6. The call for nominations should be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.
 7. Solicitation of nominations should be in the manner specified in the chapter's constitution or bylaws. Unless proscribed by these documents: (1) there should be an open call for nominations with acceptance of self-nominations, and (2) those nominated by another must state in writing a willingness to serve.
 8. The Elections Committee should notify, in writing, all chapter members of the complete list of nominees for office within the time period specified in the chapter bylaws or at least two weeks prior to balloting.
 9. No barrier, beyond the limits set by statewide CFA, e.g., only lecturers may serve as representatives to the Council of Lecturers, may be established to restrict members from running for office.

Campaigning and Campaign Literature

3. It should be the responsibility of the candidate to conduct and finance his/her candidacy for office.
4. During the candidates' campaigns, chapters should treat candidates equally and fairly.
5. Officers and elected leaders of a chapter may not, in their official capacities, endorse or indicate their preference for a candidate. They are free to express their opinions as individuals.

6. Chapter resources, including monies and assets, facilities, staff, equipment, E-mail list serves and mailings, should not be used to promote any candidate.
7. A chapter may offer candidates a membership mailing and/or email communications as long as the offer is made to all candidates and if requested by the chapter, the candidates must reimburse the chapter for any associated expenses. Such communications will be handled by the Elections Committee and candidates are not entitled to access to membership lists.
8. If a chapter does a mailing of candidates' campaign literature, it may not censor, regulate, or alter the literature.
9. When a debate among the candidates is requested by any candidate, the Elections Committee may, at its discretion, sponsor a candidates' forum, act as moderator and the set the ground rules for conduct of the forum.
10. During the voting period, in order to engage in GOTV (Get Out The Vote) efforts, candidates may be given access to the Unofficial Membership Voter Roster which contains only the name and department of the voter. If made available to any candidate, the roster must be made available to all candidates.

Ballots

1. The order of candidates' names on the ballot should be determined by a drawing by lot using any fair, random method by the Elections Committee in advance of the election.
2. The ballot should include a space for write-in candidates for each office.
3. Brief biographical sketches and/or candidates' statements may be included with each ballot, preferably on a separate page, as provided by the chapter's constitution/bylaws or within the discretion of the Elections Committee. All candidates shall be given notice of this right, if afforded, and the deadline for submitting their statements.
4. The Elections Committee may limit the length of candidates' statements or bios. If a statement is longer than the prescribed length, the Committee may, at its discretion, give the candidate an opportunity to, within a specified time period, shorten the statement or it may in its discretion print the statement cutting off words in excess of the limitation.
5. The Elections Committee may, at its discretion, circulate a mock up of the ballot to candidates before printing.
6. Ballots should be distributed *at least* 7 days before the ballot return deadline.

7. Print ballots in excess of the number of eligible voters in the event that members request duplicate ballots (to replace lost/spoiled ballots). Keep the excess ballots in a secure area.
8. Only the Elections Committee or staff under its direction is authorized to distribute ballots.

Voting Methods

1. A chapter may provide for in-person balloting, voting by mail, E-mail balloting and/or elections at a membership meeting. The voting period should be no less than 5 days.
2. Voters should be provided the option of secret ballot voting.
3. When ballots are returned through intercampus mail, to insure privacy, the chapter should provide for the return of ballots in double blind envelopes:
 - a. An unmarked Secret Ballot Envelope (SBE) to insert and seal the ballot in;
 - b. A Ballot Return Envelope (BRE) with the member's name and signature line to return the ballot (inside the SBE) in; and
 - c. An Outer Envelope to mail the ballot packet, including the ballot, SBE, BRE, instructions or election information to members.
4. If a voter returns the ballot without signing the BRE, his/her vote should not be counted.
5. Elections conducted by email ballot must be verifiable through a paper trail. The E-ballot should contain notice that while every effort will be made to preserve the privacy of an email ballot, the Elections Committee cannot guarantee complete confidentiality of ballots by this method. If a member wishes her/his vote to be confidential, they should vote in-person or vote by mail.
6. When votes are cast in-person, by mail or by E-ballot, the name of the voter must be crossed off an Official Membership Voter Roster. Members who join CFA at the time of voting must sign the Special Voter Sign-in Sheet or if joining and voting by E-ballot or by mail, their names should be written into the Sign-in Sheet.
7. If a member's name is crossed off the roster and she/he attempts to vote again using any voting method, the second ballot should be marked as a "Duplicate" and set aside for the Elections Committee to determine whether or not to count it.

Vote Requirements

1. Only CFA members can vote. Any Unit 3 employee may join at the time of voting in order to vote.

2. In uncontested elections, the sole nominee may be declared elected if the chapter has clear, written policies and procedures providing for this and notice is given to voters during the announcement of elections and calls for nominations process that any sole nominee will be declared elected.
3. Unless otherwise specified in the chapter's constitution/bylaws or election policies or procedures manual, a majority vote of the ballots cast should be required for election.
4. In the event that no candidate receives a majority vote on the first ballot, a run-off election will be held between the candidates receiving the two highest number of votes.

Counting of Ballots

1. Upon receipt of ballots, tally sheets, Official Membership Voter Roster, and Special Voter Sign-in Sheet, the Elections Committee should count the ballots in a secure area with only the Elections Committee members, staff and observers designated by the candidates present.
2. The Elections Committee counts only valid ballots and sets aside any ballot(s) on which there is a question, such as: voter not a member, blank ballot, ballot submitted after deadline, voter's intent unclear, votes cast for more than number allowed, voter cast duplicate ballots, vote cast on unofficial ballot, or vote cast for ineligible candidate.
3. The Elections Committee prepares a report to submit to Chapter President and Executive Committee recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass (majority or plurality of the valid ballots cast).
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
4. If the votes set aside could affect the outcome of the election, the Elections Committee should decide whether to count the votes. Protect these ballots by boxing the election material, sealing the box with tape, and having observers sign the seal, then securely store the box for the Election Committee.
5. Where there is an even number of votes for a candidate (a tie vote), the Elections Committee should conduct a re-election pursuant to the timeline set for a run-off election.

6. The results of each balloting (vote tally by candidate) should be given to the Chapter President and Executive Committee who will officially announce the successful candidates to the general membership.
7. Ballots, the Official Membership Voter Roster, and the Special Voter Sign-in Sheet should be kept in a sealed and labeled envelope at the chapter office and discarded after one year.

Challenges

1. A challenge cannot be initiated until after the results of the elections have been officially announced.
2. The challenging party must submit to the chapter president or Executive Committee his/her challenge in writing within 10 days after the announcement of the results of the election.
3. The chapter president or Executive Committee should make its/his/her ruling on the challenge no later than 10 days after the challenge has been submitted. Any Executive Committee member who is also a candidate who may be affected by a challenge should not take part in the ruling on a challenge.
4. Candidates not satisfied with the chapter's ruling on a challenge may appeal to the statewide CFA president who may assign a designee to investigate and make recommendations for his/her consideration. Decisions of the statewide CFA president shall be final and binding on all parties involved.

SECTION 12

CFA ELECTIONS COMMITTEE

The CFA Elections Committee is comprised of five Assembly members elected by the Fall Assembly (odd-numbered years) to serve for two years. The Chair is appointed by the CFA President.

**CFA Elections Committee
Term Ending Fall Assembly 2007**

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