



2011 ELECTIONS MANUAL

Prepared by the Nominations, Leadership Identification & Elections (NLIE) Committee

Introduction

The purpose of this Elections Manual is to clearly summarize the FACCC election process, procedures, and policies for all concerned parties. Copies of this manual will be distributed to all Faculty Association of California Community Colleges (FACCC) Board of Governor members, all FACCC and FACCC Education Institute (FACCC EI) committee members, and all declared candidates. It will also be available to any FACCC member upon request and will be posted on the FACCC Web site.

Please direct questions about the election procedures to Jim Custeau, Chair of the Nominations, Leadership Identification & Election Committee (NLIE), at jim126@cox.net, or info@faccc.org or (916) 447-8555.

The following seats will be open for nominations in even-year FACCC elections:

- President-Elect – One-year term
- Vice President – Two-year term
- Governor-at-Large – Two-year term (Three open seats)
- Regional Governor – Two-year term (Regions B, C, D)*
- Governor for Part-Time – Two-year term (Northern Region)
- Governor for Retired Faculty – Two-year term

The following seats will be open for nominations in odd-year FACCC elections:

- Treasurer – Two-year term
- Secretary – Two-year term
- Part-Time Officer – Two-year term
- Governor-at-Large – Two-year term (Three open seats)
- Regional Governor – Two-year term (Regions A, E, F)*
- Governor for Part-Time – Two-year term (Southern Region)

*See www.faccc.org for a list of colleges by region

Policy Statement

The FACCC Board of Governors does not endorse any specific candidate. Any individual endorsement serves only to convey a personal opinion and not that of the Association.

Candidate Qualification

All candidates and their nominees must be FACCC members in good standing.

Nomination Form

All candidates or their nominators (candidates may be self-nominated) must submit a completed Nomination Form to the FACCC office by the nomination deadline date set forth in the current FACCC Elections Calendar. Individuals who fail to submit a form by the deadline will not be listed on the ballot (this form may be faxed to the FACCC Office at (916) 447-0726). You may also submit the form at www.faccc.org.

Electronic Web Site

Candidates' statements for the FACCC website (www.faccc.org) must be submitted in electronic format, limited to 250 words, send to info@faccc.org (MS Word, rich text format, or plain text). The submitted statements will be printed or posted as submitted. FACCC will NOT edit, spell-check, or otherwise correct or modify the submitted statements.

FACCC will not edit expletives or other unethical language by candidates. On any and all FACCC publications containing statements by any candidate, the following statement will be included: "Publication of statement and language by the candidate(s) represents only the private positions and/or opinions of the candidate(s), and does not imply endorsement or approval by FACCC."

Candidates will be given the option to include contact information for FACCC members to contact them about their candidacy. This should be included in the candidate's statement.

Ballot Tabulation

Ballots will be counted electronically by software developed and maintained by an independent third-party service. The vote tally will be reported by third-party service directly to the FACCC Membership Director, and the results will be forwarded to the NLIE Chair.

Reporting Election Results

The Chair of the NLIE Committee or designee shall, as expeditiously as possible, report the results of the election to the candidates, followed by FACCC Board of Governors notification and posting on the FACCC web page and in FACCC publications.

Faculty Association of California Community Colleges

Data Information Policy

FACCC gathers and maintains a database of information about its members, both non-personal* and personal. Personal data gathered from members is considered private and confidential.

FACCC does not sell or forward personal data to other companies, organizations, etc.

The FACCC Education Institute and FACCC-Political Action Committee have full access to the FACCC data information.

FACCC may facilitate the mailing of materials to its membership for the following purposes:

- To promote FACCC member benefits
- To publicize FACCC-sponsored events
- To provide other information of direct benefit to the members
- To publicize other events or opportunities
- Other reasons as approved by the FACCC Board of Governors

In cases where FACCC facilitates activities such as phone banking for legislative advocacy, FACCC members who participate in phone banks will have one-time access to phone numbers, e-mail addresses, or other pertinent contact information of other FACCC members.

FACCC members may not use the database for campaigning for FACCC office.

Under some circumstances, FACCC may share non-personal information* (that which might be available from college catalogues, etc.) with other organizations with the written approval of the President and the Executive Director.

The President and/or Executive Committee must approve any requests for lists of information containing personal data from the FACCC database.

*Non-personal data may include the name, college, discipline, FACCC membership status, date of hire, date joined, and professional positions held such as Academic Senate President. All other information is considered personal information.

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Election Requirement

All candidates for FACCC elections are required to communicate with the chair of the NLIE Committee as indicated below:

The Chair of the NLIE Committee shall set up three conference calls in which the candidate must participate in at least one call by March 25. If the scheduled times do not work, it is the candidate's responsibility to contact the chair of the NLIE Committee to arrange a viable time. Should the candidate fail to participate in a conference call and fails to schedule another time with the NLIE Chair by the date indicated in the Election Calendar, he or she will be disqualified.

Election Data Distribution

Thirty (30) days prior to the close of the election, FACCC will post candidate statements to the FACCC Web site. Candidates are responsible for sending appropriate material to FACCC staff as indicated in the current FACCC Election Calendar.

To ensure security of the voting process, random password and identification numbers will be distributed to all voting members. A second notice will be sent 15 days prior to the close of the election with a second copy of the password and identification numbers.

Paper ballots, forms, and other information are available upon request.

BYLAWS (Articles V. and VI.)

FACULTY ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES, INC.

(As Amended, January 31, 2009)

Article V. Board of Governors

Section 1. Function. There shall be a Board of Governors that is a representative governing body whose function shall be to determine policy for this Association. The Board of Governors shall assist Association Officers in the discharge of their duties and shall have the authority set forth in California Corporation Code Section 3632.5 to take any member action required for the adoption of amendments to the Articles of Incorporation.

Section 2. Composition. The Board of Governors shall consist of the following members of this Association:

- a. The Officers, as named in Article VI, Section 1.
- b. Six Governors-at-Large and six Regional Governors from full-time membership and two Governors for Part-Time from part-time membership without full-time status in any district, nominated from current Regular Association members, and one Governor for Retired Faculty, nominated from current Life Association members. All shall be elected by the general membership according to the following provisions:
 - (1) There shall be no more than one At-Large or Regional Governor from the full-time membership of any one college. Officers and Governors for Part-Time shall not be subject to this restriction.
 - (2) Each of the six Regional Governors shall represent and be employed in a district within one of the six geographic regions making up the state of California as defined in Article IV, Section 2.
 - (3) The terms of office of Governors from the full-time membership and the Governor for Retired Faculty shall be two years, to begin on July 1. The terms shall be arranged in such a manner that three at-Large and three Regional positions shall be vacated each year. With the exception of ascension to office by appointment, as defined in Article V, Section 6f, no Governor-At-Large, Regional Governor, nor the Governor for Retired Faculty may serve for more than three consecutive two-year terms.
 - (4) The two Governors for Part-Time who are part-time faculty, one from the North and one from the South, shall each, respectively, represent the three northern regions and the three southern regions as defined in Article IV, Section 2. At least one assignment must be taught each year in a district within the regions the Governor for Part-Time represents.
 - (5) The terms of office of Governors for Part-Time from the part-time membership shall be two years, to begin on July 1. The terms shall be staggered. With the exception of ascension to office by appointment, as defined in Article V, Section 6f, no Governor-For Part-Time may serve for more than three consecutive two-

year terms.

- c. The Executive Director shall be a non-voting member of the Board.
- d. The Board of Governors shall normally consist of the positions identified in paragraphs (a), (b), and (c) above. However, it is in the interest of both the Association and any district that has entered into a Contractual Membership to have a representative from that district participating in Board of Governor meetings and other activities. To this end, for each Contract Membership, there shall be reserved the option of opening an additional Governor-at-Large from full-time membership position on the Board in the event that the Contract Membership district is without representation, despite having run a candidate or candidates for any of the positions described in paragraphs (a) and (b) above in the most recent election. Under such a circumstance, the Contract_Membership district shall nominate an eligible member from its local membership to be seated pending Board approval by majority vote. Should the nominee not receive Board approval, the Contract Member district shall have the right to repeat the nomination/approval process until a representative is seated. Note that an unrepresented Contract Membership shall forfeit its right to this optional position if it failed to run at least one candidate in the most recent Association election.

Section 3. Responsibilities of Governors-At-Large (from the full-time Regular membership). Members-At-Large of the Board of Governors shall perform the following duties:

- a. Ensure that the Executive Director's contract is reviewed at the end of each contract period.
- b. Represent the Association at his/her campus, district, and other campuses when requested.
- c. Promote membership in this Association, and assist in maintaining accurate membership records on his/her campus.
- d. Attend Board meetings, read material in advance, ask questions, and make informed decisions.
- e. Serve as an active member of a standing committee of the Board.

Section 4. Responsibilities of Regional Governors (from the full-time Regular membership). Regional members of the Board of Governors shall perform the following duties:

- a. Ensure that the Executive Director's contract is reviewed at the end of each contract period.
- b. Represent the Association at his/her campus, district, and other campuses when requested.
- c. Promote membership in this Association, and assist in maintaining accurate membership records on his/her campus.
- d. Attend Board meetings, read material in advance, ask questions, and make informed decisions.
- e. Serve as the coordinator of one of the regions defined in Article IV, Section 2, maintaining a communication network linking all colleges within the region. The

Regional Governors shall meet to consult on regional issues and report to the Board.

Section 5. Responsibilities of Governors for Part-Time (from the part-time Regular membership). Part-Time members of the Board of Governors shall perform the following duties:

- a. Ensure that the Executive Director's contract is reviewed at the end of each contract period.
- b. Represent the Association at his/her campus, district, and other campuses when requested.
- c. Promote membership in this Association, and assist in maintaining accurate membership records on his/her campus.
- d. Attend Board meetings, read material in advance, ask questions, and make informed decisions.
- e. Serve as the coordinator of part-time faculty in one of either of the three Northern or the three Southern regions defined in Article IV, Section 2, maintaining a communication network linking all colleges within the respective north or south area. The two Governors for Part-Time shall rotate responsibility for chairing the standing Part-Time Committee.

Section 6. Responsibilities of the Governor for Retired Faculty (from the Life membership). The Governor for Retired Faculty shall perform the following duties:

- a. Ensure that the Executive Director's contract is reviewed at the end of each contract period.
- b. Represent the Association on behalf of all retired faculty.
- c. Promote membership in this Association.
- d. Attend Board meetings, read material in advance, ask questions, and make informed decisions.
- e. Serve as an active member of a standing committee of the Board.
- f. Keep informed about matters of concern to retired faculty and communicate retired faculty interests to the Board and Officers of the Association.

Section 7. Meetings. The Board of Governors shall conduct its meetings in the following manner:

- a. Calendar. The Board shall establish a calendar of Board of Governor meetings for the year.
- b. Regular Meetings. The Board of Governors shall meet regularly according to the established calendar, unless otherwise ordered by the President. Meeting agenda and materials shall be sent to each Board member no later than one week prior to each meeting date.
- c. Special Meetings.

- (1) The President may call a special meeting of the Board of Governors at her/his discretion. The call shall state the purpose of the meeting.
 - (2) The President shall call a meeting of the Board of Governors within two weeks after receipt of written request for such meeting from three or more members of the Board. The call shall state the reason and purpose of the meeting.
- d. Guests. Any member of this Association may attend any meeting of the Board of Governors as a guest and may be recognized. Non-members may be invited by the President and participate in discussion at the pleasure of the Board.
- e. Quorum. A quorum for a meeting of the Board of Governors shall consist of a majority of the voting membership of the Board.
- f. Vacancies. In case a vacancy occurs on the Board of Governors, it shall be filled on a temporary basis by vote of a majority of the Board from the membership of the Association. A Governor appointed pursuant to this section shall not apply the period of the appointment to the term limits set forth in Article V, Sections 2b(3) or 2b(5) should the appointment be for one year or less. An appointment made pursuant to this paragraph for a period over one year shall be considered one full term pursuant to the limits set forth in this Article.
- g. Declaration of Vacancy. When a Governor has made known to the President his/her intention to resign, the President shall declare a vacancy on the Board. When a Governor is absent for any reason from two consecutive Board meetings or three Board meetings in one fiscal year, the Governor shall submit a written declaration to the President stating his/her intention to continue to serve on the Board or to resign from the Board.
- (1) Upon receipt of a written declaration of intention to resign or if no declaration is received prior to calling the subsequent meeting to order, the President shall declare a vacancy.
 - (2) Upon receipt of a written declaration of intention to continue to serve on the Board, the President shall confer with the Executive Committee to determine what action shall be taken in the event that future absences occur. The President shall discuss the determination of the Executive Committee with the Governor.
- h. Closed Session. All board discussions of a confidential nature, including, but not limited to personnel, litigation, removal of a Governor (Article V, Section 7) shall be conducted in closed session. A Board member may request a closed session on any item; however, such request may be denied by a majority of Board members present and voting. Matters discussed in closed session shall remain confidential unless the sharing of information is authorized by a majority of the Board.

Section 78. Removal. A Governor may be removed for cause from the Board following a 75 percent vote of Governors present at each of two consecutive regularly scheduled Board meetings.

Section 89. Communication with Members of the Association. The Board of Governors is responsible for ensuring that regular written communication is provided to

members about the activities of the Association.

Section 910. Member Interests. The Board of Governors is responsible for identifying and responding to member interests.

Section 4011. Conflict of Interest. All prospective and current Board members must disclose any actual or potential conflicts of interest with the Association. The Board may disqualify any prospective Board member from running or any current Board member from continuing to serve because of a conflict of interest. The motion to remove a sitting Board member shall be conducted pursuant to Section 7 of this Article. Any contract between the Association and a sitting Board member shall be ratified by the Board of Governors or by the Executive Committee, acting in lieu of the Board, before the contract shall take effect.

Article VI. Officers

Section 1. Composition. The Officers of this Association shall be comprised of the President (sitting), President-Elect, Past President, Vice President, Secretary, Treasurer, and Part-Time Representative.

Section 2. Terms. Officers shall serve their terms of office as follows:

- a. The term of office of the President shall be two years. These two years as sitting President shall be preceded by a one-year term of service as President-Elect and followed by a one-year term as Past President. The President shall be precluded from serving successive terms, except in the case of a vacancy, Section 5.
- b. The terms of office of the Vice President, Secretary, Treasurer, and Part-Time Representative shall be two years with election of the Vice President scheduled in the same years as the President-Elect and the Secretary, Treasurer and Part-Time Representative in those years when President Elect and Vice President elections are not held. The Vice President, Secretary, Treasurer, and Part-Time Representative shall be limited to a maximum of two successive terms, except in the case of a vacancy, Section 5.
- c. All terms of office shall begin July 1.

Section 3. Duties. The duties of each officer shall be those customary to each office. The President shall serve as Presiding Officer of both the Executive Committee (composed of the Officers) and the Board of Governors. The four-year Presidential cycle allows for one year during which the President-Elect assists the sitting President and has the opportunity to gain experience. Then, during the two years as sitting President, s/he has the benefit of the assistance of the Past President in the first year and the President-Elect in the second year. In the final year of the cycle, the sitting President becomes the Past President to provide assistance to the incoming seated President.

Section 4. Eligibility.

- a. Officers shall be Regular members of this Association.

- b. Candidates for the Presidential cycle and Vice President shall be nominated from present or former members of the Board of Governors.
- c. Candidates for the Part-Time Representative shall be from part-time membership without full-time status in any district.
- d. No person shall at the same time hold more than one of the following positions: Officer, Governor-at-Large, Regional Governor, Governor for Part-Time.

Section 5. Vacancies. Vacancies of office shall be filled as follows:

- a. In case a vacancy occurs in the office of the President-Elect or sitting President, the Vice President shall succeed to the office and shall fill the unexpired term.
- b. In case the position of Past President is vacated, the Board of Governors, by a majority vote, shall name a former President to fill the unexpired term. If no former President is available, the Board of Governors, by majority vote, shall name a former Officer or former Board member.
- c. In case a vacancy occurs in the office of Vice President, or simultaneous vacancies occur in the offices of both the President and Vice President, the Past President shall act as Vice President and/or President *pro tempore* until these vacancies can be filled. The Board of Governors shall appoint a special committee of at least three members to nominate candidates from the elected Board of Governors for the unexpired terms of these offices. The nominations shall be presented to the Board of Governors as soon as possible. The newly elected officers shall take office as soon as notified of their election by the Board of Governors, and replacements for their terms as Governors or Officers will be filled according to Article V, Section 6f or Section 5d of this Article, respectively.
- d. In case a vacancy occurs in the offices of Secretary, Treasurer, or Part-Time Representative, it shall be filled on a temporary basis by vote of a majority of the Board of Governors from the membership of the Association.

Section 6. Removal. An Officer may be removed for cause following a 75 percent vote of Governors present at each of two consecutive regularly scheduled Board meetings.

Faculty Association of California Community Colleges

2011 Nominations Form

Nominations must be received no later than midnight March 9 by the FACCC office by fax (916) 447-0726, standard mail, or as an email attachment to info@faccc.org. You may also submit the form at www.faccc.org.

I hereby submit _____ as a candidate for
_____ in FACCC's 2011 Board of Governors Elections.

I have confirmed that this individual knows of this nomination, is interested in running, and desires to serve in the capacity of the office for which he/she is running.

.....

Name of Nominator: _____

Date: _____

Name of Candidate: _____

Date: _____

Faculty Association of California Community Colleges

Candidate Statement

Individuals running for office or a position on the FACCC Board of Governors must submit a candidate's statement. The statement and "head shot" photo must be sent as an email attachment to info@faccc.org, no later than March 14. You may also submit the statement at www.faccc.org.

To assist you in preparing your statement, the FACCC Nominations, Leadership Identification & Elections Committee (NLIE) has prepared the following guidelines.

Name: _____ Phone & E-mail: _____

College: _____ Dept. /Disc.: _____

(Limit word count to 250 maximum. Your name, college, discipline, and contact information is excluded from the 250 word count.)

Local Experience:

Statewide Experience:

Education:

What are your goals in seeking office with FACCC?

Faculty Association of California Community Colleges

Policy Acknowledgement Form

I have read and understand the FACCC Elections Manual and policies regarding candidacy, campaigning, and use of confidential membership information relating to running for any position on the FACCC Board of Governors. In addition, I agree to participate in one conference call as prepared by the Chair of the NLIE Committee. (You may also submit the form at www.faccc.org)

Name _____

College _____

Date _____

Candidate for _____

FACCC Elections 2011 – Calendar

February 1 – March 9	Nominations open for FACCC elections. NLIE Committee and other FACCC leaders will contact prospects to ask them to consider running for office and recommend someone for office.
March 9	Nominations end at midnight. Forms must be received by midnight. You may submit the form at www.faccc.org .
March 14	Deadline for candidates to submit ballot statements and certification that they have read and will abide by the election manual. Candidates will then meet and/or speak via phone with the NLIE chair to discuss rules. In addition, deadline for receipt of candidate photos, statements and manual certification.
March 25	All candidates must have conferred with the NLIE Chair on election procedures by 5:00 pm.
April 1	Elections open with online voting. Random passwords distributed to the membership for voting online.
April 30	Online voting ends at midnight.
May 6	Independent auditor completes tabulation and reports to FACCC office. FACCC staff forwards this information to the NLIE Chair.
May 6 – 11	Candidates informed of results by the NLIE Chair.
May 16	Election results posted to FACCC website.
July 1	New terms begin for elected officers.

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- Governor for Part-Time – Two-year term (Northern Region)
- Governor for Retired Faculty – Two-year term

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- Treasurer – Two-year term
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- Regional Governor – Two-year term (Regions A, E, F)*
- Governor for Part-Time – Two-year term (Southern Region)

*See www.faccc.org for a list of colleges by region