



2016 ELECTIONS MANUAL

Prepared by the Nominations, Leadership Identification, & Elections Committee

Introduction

The purpose of the FACCC Elections Manual is to define 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, and all declared candidates. It will also be available to any FACCC member upon request and will be posted on the FACCC website.

Please direct questions about the election procedures to John Queen, Chair of the Nominations, Leadership Identification, & Elections Committee (NLIE), at jqueen@glendale.edu 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)

*[Click here](#) or visit 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. All candidates must meet the qualifications as stated in the [FACCC Bylaws](#).

Nomination Form

Only candidates whose completed nomination forms have been transmitted to the FACCC office by the deadline set forth in the FACCC Elections Calendar will appear on the ballot. Forms may be mailed, faxed, or submitted electronically.

Candidate Statements and Photos

Candidates may submit statements and provide “head shot” photos to support their election. These statements are limited to 250 words and will be printed or posted as submitted. FACCC will NOT edit, spell-check, or otherwise modify submitted statements. References to website URLs and hyperlinks are prohibited. Statements may be submitted via email to Info@facc.org or via the web at www.FACCC.org. Alternatively, candidate statements and head shot photos can be entered and uploaded directly online. A link to the form for this purpose will be provided after the nomination is received.

Whenever candidate statements appear in FACCC publications, the following line will be added, “Publication of statement and language by the candidate(s) represents only the private positions and/or opinions of those candidate(s), and does not imply endorsement or approval by FACCC.”

Candidates will have the option to include their contact information in their candidate statements.

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 the third-party service directly to the FACCC Director of Political and Member Outreach, who will forward the results to the NLIE Chair.

Reporting Election Results

The Chair of the NLIE Committee or his/her designee will, 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 webpage and in FACCC publications.

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, and the like.

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, email addresses, or other pertinent contact information of other FACCC members.

Use of the database for campaign purposes is strictly prohibited.

Under some circumstances, FACCC may share non-personal information* (that which might be available from college catalogues and similar sources.) 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 (e.g. Academic Senate President). All other information is considered personal information.

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 will organize three conference calls to review election rules among which the candidate must participate in at least one by the date indicated in the current FACCC Election Calendar. 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 or arrange for an alternative means to complete this communication with the NLIE Chair before the date indicated in the current FACCC Election Calendar, he or she will be disqualified from the election.

Election Data Distribution

On the opening day of the election, FACCC will post candidate statements to the FACCC website. Candidates are responsible for sending appropriate material to FACCC staff as indicated in the current FACCC Election Calendar.

To ensure the security of the process, on the first day of the election period, a random access password and an identification number will be distributed to each member eligible to vote in the current election. At least one additional notification will be sent approximately two weeks prior to the close of the election containing a second copy of the password and identification number.

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

BYLAWS (Articles V. and VI.)

FACULTY ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES, INC.

(As Amended, May 11, 2012)

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 the California Corporation Code 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 from full-time or part-time membership 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 employed at 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 At-Large and Regional Governors 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 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 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 at his/her campus, district, and other campuses when requested.
- 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 8. 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 9. 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 10. Member Interests. The Board of Governors is responsible for identifying and responding to member interests.

Section 11. 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

2016 Nomination Form

Nominations must be received no later than midnight March 9 by the FACCC office via fax 916.447.0726, standard mail, or as an email attachment to Info@faccc.org. The form may also be submitted at www.FACCC.org.

I hereby submit _____ as a candidate for
_____ in FACCC's 2016 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 (Self Nominations Acceptable): _____

Signature: _____

Date: _____

Faculty Association of California Community Colleges

Policy Acknowledgement Form

I have read and understand the FACCC Elections Manual and policies regarding candidacy, campaigning, and the prohibition against 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 or otherwise communicate with the Chair of the NLIE Committee to review election rules. (Please submit forms via the website www.FACCC.org, via fax - 916.447.0726, via email – Info@faccc.org, or by mail to FACCC Elections, 1823 11th Street, Sacramento, CA 95811)

Name (printed): _____

Signature: _____

College: _____

Date: _____

Candidate for: _____

January 30 – 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 candidates for office.
March 9	Nominations end at and must be received by midnight. The form may be submitted at www.FACCC.org .
March 16	Deadline for candidates to submit ballot statements, photos, and certification that they have read and will abide by the election manual. Between March 21 and 25, candidates will communicate with the NLIE Chair to discuss rules.
March 25	All candidates must have contacted the NLIE Chair on election procedures by 5:00 PM.
April 1	Elections open with online voting and random passwords distributed to the membership for voting online.
April 30	Online voting ends at midnight.
May 2	Independent auditor completes tabulation and reports to FACCC office. FACCC staff forwards this information to the NLIE Chair.
May 2 - 6	Candidates informed of results by the NLIE Chair.
May 9	Election results posted to FACCC website.
July 1	New terms begin for elected officers.

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