



2018 ELECTIONS MANUAL

Prepared by the Membership & Leadership 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 Troy Myers, Chair of the Membership and Leadership Committee at MyersT@scc.losrios.edu or Info@faccc.org or 916.447.8555.

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

- President – four-year commitment (one-year President-elect, two-year President, one-year past President)
- 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)

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 Associate Director who will forward the results to the Membership and Leadership Chair.

Reporting Election Results

The Chair of the Membership and Leadership 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 personal and non-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 is 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 Membership and Leadership Committee as indicated below:

The Chair of the Membership and Leadership Committee will organize up to 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 Membership and Leadership 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 Membership and Leadership 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.

Expectation of Service

While fundraising is not a necessary condition for board membership, FACCC Board of Governors are expected to participate in grass roots activity, advocacy, membership recruitment, and elections.

FACCC Committees

FACCC Governors are expected to serve on at least one of the association's eight [committees](#): Legislation & Advocacy, Membership & Leadership, FACCC Political Action, Part-Time Faculty, Policy, Professional Development, Publications, and Retirement.

Attendances at Board Meetings

Board meetings occur six times each year in various locations throughout California. The association reimburses necessary travel costs on board meeting dates. Governors are expected to attend each meeting.

**Bylaw sections regarding eligibility for At-Large, Regional,
Part-Time and Retired Governor Candidates**

Article V, Section 2. (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 June 15. 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 June 15. 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.

[Full FACCC Bylaws](http://www.faccc.org/about/) are accessible on www.faccc.org/about/

*Current colleges impacted by this bylaw include Santa Monica College, Diablo Valley College, Santa Rosa Junior College, Sacramento City College, Gavilan College, Santa Barbara City College, and De Anza College. The candidate with the most votes will join the board if two At-Large candidates from the same college finish in the top three.

If you are a member from a college listed above, please contact the FACCC office to discuss the process and potential options.

Bylaw sections regarding eligibility for Officer Candidates

Article VI, 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

Article VI, Section 4: Eligibility.

- A. Officers shall be Regular members of this Association.
- B. Officer Candidates 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.

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Bylaw sections regarding eligibility for candidates from Contract Districts

Article V, Section 2. (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 Officer or Governor positions] 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.

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Faculty Association of California Community Colleges

2018 Nomination Form

Nominations must be received no later than midnight March 16 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 2018 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 Membership and Leadership 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: _____

FACCC 2018 Election Calendar

January 29 – March 16	Nominations open for FACCC elections. Membership and Leadership Committee and other FACCC leaders will contact prospects to ask them to consider running for office and recommend candidates for office.
March 16	Nominations end at and must be received by midnight. The form may be submitted at www.FACCC.org .
March 23	Deadline for candidates to submit ballot statements, photos, and certification that they have read and will abide by the election manual. Between March 26 and 30, candidates will communicate with the Membership and Leadership Chair to discuss rules.
March 30	All candidates must have contacted the Membership and Leadership 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 Membership and Leadership Chair.
May 2 - 9	Candidates informed of results by the Membership and Leadership Chair.
May 11	Election results posted to FACCC website.
June 15	New terms begin for elected officers.

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