



2023 ELECTIONS MANUAL

FACCC Mission

To inform, educate, empower, and advocate for faculty in service to students and the communities of California.

FACCC Vision

An educational environment that is equitable, accessible, and appropriately funded led by a diverse and empowered faculty.

Every faculty a member, every member an advocate, every advocate informed.

FACCC Values

We value the expertise, experience, and professionalism of all faculty, full-time and part-time, as the primary force for advancing the mission of California Community Colleges.

We value students and the significance of the student-faculty relationship and the opportunity to foster mutual growth and success.

We value diverse voices, perspectives, and cultures of both students and faculty in the quest for social justice and equity.

We value community colleges as a driving force for economic growth, social cohesion, and opportunities for personal advancement for all Californians.

We value collegiality and a working environment that recognizes the importance of all organizational and personal voices in serving students.

We value the growth and development of all faculty members as professionals in service of their communities, their institutions, and their students.

Who We Are

Since 1953, FACCC has provided focused representation for the community college faculty to promote funding, academic freedom, and retirement benefits. With members across every campus in California, FACCC continues to strengthen the position of faculty in the State Capitol, the State Chancellor's Office, and the State Teachers' Retirement System.

FACCC is faculty driven and professionally managed. Its board of seasoned faculty professionals is dedicated to working cooperatively with your unions and academic senates to ensure that faculty voices are heard in the halls of government and across the state.

What We Do

FACCC is dedicated to representing your interests in state and federal government. Its professional staff and volunteer leaders testify at hearings, meet with legislators, and organize policy forums to promote the message of community college faculty. FACCC communicates with its members through print, electronic, and social media.

FACCC's sister corporation, FACCC Education Institute (FACCC EI), organizes workshops and conferences for faculty across California. FACCC EI also provides policymakers with research materials on community college issues.

FACCC and FACCC EI are governed by a 22-member board which receives guidance from 10 standing committees. Your participation and input are needed.

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. FACCC Associate Members are ineligible to participate in the election as candidates or voters.

Please direct questions about the election procedures to the FACCC staff at Info@faccc.org or 916.447.8555.

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

- President – four or six-year commitment
- 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)

Colleges by FACCC Region

Region A

Berkeley City College
Canada College
City College of San Francisco
Chabot College
College of Alameda
College of Marin
College of San Mateo
Contra Costa College
De Anza College
Diablo Valley College
Evergreen Valley College
Foothill College
Laney College
Las Positas College
Los Medanos College
Merritt College
Mission College
Ohlone College
San Jose City College
Skyline College
West Valley Mission College

Region D

Barstow College
Chaffey College
College of the Desert
Continuing Education, SDCCD
Copper Mountain College
Crafton Hills College
Cuyamaca College
Grossmont College
Imperial Valley College
MiraCosta College
Moreno Valley College
Mt. San Jacinto College
Merced College
Norco College
Palo Verde College
Palomar College
Riverside City College
San Bernardino Valley College
San Diego City College
San Diego Mesa College
San Diego Miramar College
Southwestern College
Victor Valley College

Region B

College of the Canyons
East Los Angeles College
Glendale Community College
Los Angeles City College
Los Angeles Harbor College
Los Angeles Mission College
Los Angeles Pierce College
Los Angeles Southwest College
Los Angeles Trade-Tech College
Los Angeles Valley College
Pasadena City College
Santa Monica College
West Los Angeles College

Region E

Allan Hancock College
Antelope Valley College
Bakersfield College
Cabrillo College
Cerro Coso College
College of the Sequoias
Columbia College
Cuesta College
Fresno City College
Gavilan College
Hartnell College
Madera College
Sacramento City College
Modesto Junior College
Monterey Peninsula College
Moorpark College
Oxnard College
Porterville College
Reedley College
Santa Barbara City College
Taft College
Ventura College
West Hills College

Region C

Cerritos College
Citrus College
Coastline College
Compton College
Cypress College
El Camino College
Fullerton College
Golden West College
Irvine Valley College
Long Beach City College
Mt. San Antonio College
Orange Coast College
Rio Hondo College
Saddleback College
Santa Ana College
Santiago Canyon College

Region F

American River College
Butte College
College of the Redwoods
College of the Siskiyous
Cosumnes River College
Feather River College
Folsom Lake College
Lake Tahoe CC
Lassen College
Mendocino College
Napa Valley College
San Joaquin Delta College
Santa Rosa Junior College
Shasta College
Sierra College
Solano Community College
Woodland Community CC
Yuba College

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 500 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@faccc.org.

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 Executive Director who will forward the results to the Membership and Leadership Committee Chair unless they are a candidate in a competitive election. In this circumstance, only the FACCC Executive Director or a designee will hold the results.

Reporting Election Results

The Chair of the Membership and Leadership Committee, FACCC Executive Director, or a 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 catalogs 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 or the FACCC Staff as indicated below:

The Chair of the Membership and Leadership Committee or a member of the FACCC staff 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 or FACCC staff 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 or FACCC staff 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 a link to candidate statements on 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 as well as fulfill the responsibilities of the FACCC Board of Governors specified in the FACCC Bylaws.

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, People of Color, and Retirement. In addition, Regional Governors are expected to serve on the Membership & Leadership Committee.

Attendances at Board Meetings

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

Membership Recruitment

FACCC Board members are expected to support FACCC's membership recruitment activities. This includes encouraging colleagues at their campus and nearby colleges to join FACCC. The FACCC Membership Committee, which includes FACCC's Regional Governors, will play a key role in membership recruitment; however, all FACCC board members will be expected to support this work.

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 are accessible on <https://www.faccc.org/bylaws>.

*The candidate with the most votes will join the board if two At-Large candidates from the same college finish in the top three.

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.

Full FACCC Bylaws are accessible on <https://www.faccc.org/bylaws>.

FACCC President Term Length and Commitment

Article V, Section 2a: Terms.

Officers shall serve their terms of office as follows: a. The term of office of the President shall be two years. The President shall be limited to a maximum of two successive terms, except in the case of a vacancy, Section 5. The years as sitting President (either two or four) shall be preceded by a one-year term of service as President-Elect and concluded with a one year term as Past President.

The President's commitment is either four years (one term) or six years (two terms).

One Term Example:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Past President	President	Past President				
New President	President Elect	President	President	Past President		
Next President			President Elect	President	President	Past President

Two Consecutive Terms Example:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Past President	President	Past President						
New President	President Elect	President	President	President	President	Past President		
Next President					President Elect	President	President	Past President

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 a Contractual Membership agreement to have a designated representative from that district (hereinafter “Designated Representative”) participating in Board of Governor meetings and other activities. To this end, for each Contract Member, the Board of Governors shall have the option of opening an additional Designated Representative position as a voting member of the FACCC Board of Governors. Before March 1 of any year the Contract Member union’s Designated Representative term expires, the union president of the Contract Member union will inform FACCC’s Executive Director of which of the following three methods it will employ to select its Designated Representative for the following year. Each Contract Member union will select one of the following three options:

1. The Contract Member union assigns a member to serve as that Contract Member union’s Designated Representative to be seated on the Board, pending approval by majority vote of the Board.
2. The Contract Member union holds an internal election to determine who it will assign to serve as that Contract Member union’s Designated Representative who will then be seated on the Board pending approval by majority vote of the Board.
3. The Contract Member union determines it will select neither of these options, but rather will participate in the regular FACCC election process. In the event that the The Contract Member union is without a Designated Representative after the election concludes despite having run a candidate or candidates for any of the positions described in paragraphs (a) and (b) above in the most recent election, the Contract Member union shall designate a member to serve as that Contract Member union’s Designated Representative to be seated on the Board, pending approval by majority vote of the Board.

In each case, should the nominee not receive Board approval, the Contract Member union shall have the right to repeat the nomination/approval process until a representative is seated. Note that an unrepresented Contract Member union shall forfeit its right to this

optional Designated Representative position on the Board of Governor seat if it fails to choose one of the three options set forth in this Section.

A “Designated Representative” must be a bona fide faculty member of the Contract Member-union.

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Faculty Association of California Community Colleges

2023 Nomination Form

Nominations must be received no later than midnight March 10 by the FACCC office via fax 916.447.0726, standard mail, or as an email attachment to Info@faccc.org.

I hereby submit _____ as a candidate for
_____ in FACCC's 2023 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 they are running.

Name of Nominator (Self Nominations Acceptable): _____

Signature: _____

Date: _____

Faculty Association of California Community Colleges

Policy Acknowledgement

By participating in an elections procedure conference call or Zoom meeting (or by communicating directly with the chair or FACCC staff) I acknowledge that I have read and understand the FACCC Elections Manual and policies regarding elections rules, candidacy, campaigning, and the prohibition against use of confidential membership information relating to running for any position on the FACCC Board of Governors.

FACCC 2023 Election Calendar

January 30 – March 10	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 10	Nominations end at and must be received by midnight.
March 17	Deadline for candidates to submit ballot statements, photos, and certification that they have read and will abide by the election manual. Between March 20 and 24, candidates will communicate with the Membership and Leadership Committee Chair or FACCC staff to discuss rules.
March 24	All candidates must have contacted the Membership and Leadership Chair or FACCC staff 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 1	Independent auditor completes tabulation and reports to FACCC office. FACCC staff forwards this information to the Membership and Leadership Chair or designee.
May 2 - 5	Candidates informed of results by the Membership and Leadership Chair, FACCC staff, or designee.
May 8	Election results posted to FACCC website.
June 15	New terms begin for elected officers.

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)