

Solano College CCA/CTA/NEA Standing Rules

Article I  
Elections Procedures

- A. Election Committee
1. There shall be an Election Committee and an Election Chairperson.
  2. The Election Committee and Chairperson shall be appointed by the President and approved by the Executive Board when an election is required; no later than February 15 of an officer election year. The President shall: (1) notify the Active membership that an election is needed and (2) disclose those members who are serving on the Election Committee.
  3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with Association operations, and who are not seeking office.
  4. The Election Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
  5. A member shall abstain from participation in Election Committee activities during the period in which she/he or her/his immediate family member is a candidate.
  6. Election Committee members shall not publicly endorse any candidate.
- B. Election Requirements
- Each Active member, whether regular or adjunct, shall have one vote
1. Every Active member shall be assured of voting by secret ballot.
  2. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
  3. Active members shall vote: (1) by mail or (2) by ballot box in a designated location. It is the responsibility of the Active member to return the ballot by the stated deadline; postmarks will not be accepted.
  4. Active members shall ensure the integrity of the ballot by neatly and legibly printing and signing the flap of the outer return envelope.
- C. Voting by Mail
1. Each Active member, whether regular or adjunct, shall have a ballot mailed to his/her home address by U.S. mail to provide him/her an opportunity and right to vote.
  2. The mailing list shall exactly correspond to the current official roll of voting members.
  3. Each voter shall be provided with:
    - a. A ballot;
    - b. Instructions on:
      - Folding and placing of the ballot in the unsigned inner envelope;
      - Placing of the unsigned inner envelope into the outer envelope;

- Neatly and legibly printing and signing his/her name over the flap of the outer envelope.
  - Deadline date for receipt (not postmark) of the ballot.
- c. Inner envelope; and
- d. Outer return envelope, addressed to the chair of the Elections Committee.

D. Vote requirements

1. All vote requirements shall be established in accordance with CCA/CTA guidelines.
2. All elections shall be decided by majority vote, that is, more than 50 percent of the legal votes cast. The only exception shall be candidates who run unopposed, in which case they shall be declared elected.
3. Write-in votes are valid and must be counted.
4. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
5. For NEA Local Delegates, the election will be determined by majority vote. Results must be sent to CTA Governance Support Department and to the Service Center Council.
6. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nomination, the number of candidates is equal to or less than the number of delegate positions to be filled.
7. NEA State Delegates will be elected by majority vote. Alternate delegates are ranked in order of votes received. Results will be sent to the Service Center Council.
8. For additional CTA/NEA election guidelines, refer to the official CTA Elections Manual.

D. Counting of Ballots

1. Upon receipt of ballots, the Election Committee shall place the ballots into a safe place until the ballots are counted. The ballots shall be counted in a secure area with only the Election Committee members and observers present.
2. If the ballots have been distributed by mail, the Election Committee members shall:
  - At the time of counting, check the names on the outer envelope against the official list of eligible voting members;
  - Open the outer envelopes, remove the inner envelopes, and stack the outer envelopes for safe-keeping as a record of voters;
  - Place all inner envelopes into a separate receptacle; and
  - Slit the inner envelopes, remove, stack, and then count the ballots.

3. The Election Committee shall count valid ballots and set aside any questionable ballot(s), such as:
  - a. Blank ballot;
  - b. More ballots than signatures;
  - c. Ballot submitted after deadline;
  - d. Voter not an Active member;
  - e. Voter's intent unclear;
  - f. Votes cast for more than number allowed;
  - g. Vote cast on unofficial ballot; and/or
  - h. Vote cast for ineligible candidate.
4. The Election Committee shall make a determination on whether the vote(s) in each category should be counted and make a note of the decision. Each category of ballot shall be kept separate.
5. The Election Committee shall prepare the Final Report, recording the following information:
  - a. Total number of ballots cast;
  - b. The number of ballots set aside with an explanation for each category of ballot not counted;
  - c. The number needed to win or pass;
  - d. The number of votes received by each candidate or issue;
  - e. A notation whether the votes set aside would affect the outcome; and
  - f. Signatures of Election Committee members and observers present during the preparation of the report.
6. The Chair of the Election Committee shall submit the Final Report to the President and shall inform the membership of the results.
7. If the votes set aside could affect the outcome of the election, the President and the Executive Board shall decide:
  - a. To count the votes that have been set aside;
  - b. Not to count the votes that have been set aside; or
  - c. If the election should be conducted again.
8. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
9. The ballots shall be retained for one year after the election.

E. Challenge Procedure

1. A challenge cannot be initiated until after the results of the election have been reported.
2. The challenging party(ies) must notify the President of the challenge in writing within ten (10) business days after the announcement of the results of the election. The notification must:
  - Specify which requirement has been violated;
  - Include evidence insofar as possible; and
  - List names and addresses of parties who can give evidence.
3. Within ten (10) business days after receipt of the challenge, the Election Committee shall, in accordance with the Bylaws and Standing Rules, conduct an investigation and determine whether:
  4. The challenge alleges a violation of the election requirements;

5. The challenge is supported by appropriate documentation;
6. More information is needed, in which case, the information will be obtained via the most feasible method; and/or
7. The alleged violation may have affected the outcome of the election.
8. The Election Committee shall submit a report including issues and recommendations to the President and Executive Board. The Executive Board shall act on the report immediately at its first opportunity.
9. If an individual wishes to appeal the decision of the Executive Board, or if the Executive Board fails to act, he/she may file an appeal within ten (10) business days from the date of the filing of the challenge by writing to the CCA President.
10. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

## Article II Officer Elections

### A. Nomination and Notification

1. The Association shall ensure that an open nomination procedure is in place, that is, any member may nominate any member, including himself or herself. The only qualification for office shall be Active membership in the Association.
2. The notification of the election shall include the offices, length of terms, and the election timeline.
3. The notification shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.

### B. Timeline

The timeline for the election shall be as follows:

- March 1-15: Submission of nominations by email or written form--no nominations will be accepted orally;
- March 16-22: Certification of nominations;
- March 31: Ballots prepared and distributed;
- April 15: Receipt of ballots by mail or designated box--postmarks will not be accepted;
- April 16: Ballots counted, results certified by the Election Committee, and results disseminated to candidates and members; and
- June 1: Officers assume their duties.

### C. Finances and Use of Association Resources

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in any form of the chapter's assets, facilities, staff, equipment, mailings, good will, and/or credit.
3. The Association may not state or indicate its preference for a candidate.

4. The Association's title may not be used in a way that suggests that the candidate has the support of the Association, CCA, CTA, NEA or any of its affiliates.

D. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures, and guidelines.
3. Each candidate shall have the right to the list of Active members for the purposes of campaigning.

E. Ballot

1. The names of the candidates shall be printed on the ballot in alphabetical order of by last name. The name of each candidate shall be printed as it appears on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

F. Vote requirement

1. The officer elections shall be decided by majority vote, that is, more than 50 percent of the legal votes cast. The only exception shall be candidates who run unopposed, in which case they shall be declared elected.
2. Write-in votes are valid and must be counted.
3. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.

G. Observers

1. Each candidate or his/her designee may observe the ballot counting. The candidates shall give the name of the observer to the Election Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area.

### Article III

#### Officer Recall Procedures

- A. The Active membership shall have the authority to recall from office any person or persons having been elected by the Active members.

- B. An Active member shall: (1) file a notice of the intent to circulate a recall petition with the President by including a copy of the petition to be circulated, (2) include the names of at least three persons supporting the proposed recall, and (3) be responsible for its circulation. If the proposed recall is for the President, the request shall be made to the Vice-President.
- C. The President shall register the receipt of the notice of the intent to circulate and acknowledge such registration in writing with the member filing the notice.
- D. The timeline for gathering signatures will commence the day that the notice of intent is registered with the President. A maximum of 15 business days shall be permitted to obtain the signatures of at least 25 percent or more of the Active members. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present to the President the petition(s) containing original signatures.
- F. The President shall have five (5) business days in which to verify the membership of the signers of the petition.
- G. The President, or Vice President in case of recall of the President, shall call for a vote on the recall.
- H. Regular election procedures as described in these Standing Rules shall be followed.
- I. If the officer is recalled, then a special election following the standard election procedures (as provided in these Standing Rules) shall be conducted.

#### Article IV Initiative Procedures

- A. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
- B. An Active member shall: (1) file a notice of the intent to circulate a petition with the President by including a copy of the petition to be circulated, (2) include the names of at least three persons supporting the proposed measure, and (3) be responsible for its circulation.
- C. The President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- D. The timeline for gathering signatures will commence the day that the notice of intent is registered with the President. A maximum of 15 business days shall be permitted to obtain the signatures of at least ten (10) percent or more of the Active members. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present the petition(s) containing the original signatures to the President.

- F. The President shall have five (5) business days in which to verify the membership of the signers of the petition.
- G. If there are insufficient signatures, the petition circulator(s) shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) business days in which to gather and submit the necessary signatures. The President shall have three (3) business days in which to verify the membership of the additional signers.
- H. The President or designee shall furnish a ballot to the members no fewer than 15 business days after verification of membership, provided that the period that classes are officially not in session shall not be included in this count.
- I. Regular election procedures as specified in these Standing Rules shall be followed.
- J. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### Article V

##### Referendum Procedures

- A. Any action or proposed action of the Executive Board may be referred to a vote of the Active membership.
- B. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
- C. The President or designee shall furnish a ballot to the Active members no fewer than 15 business days after action by the Executive Board, provided that the period that classes are not in session shall not be included in this count.
- D. Regular election procedures as specified in these Standing Rules shall be followed.
- E. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### Article VI

##### Amendments

These Standing Rules may be amended by a simple majority of the Executive Board.