

ELECTIONS PROCEDURES MANUAL

This manual has been developed to guide the Senate's Elections chair in his/her duties in directing the Senate's elections. In addition, this manual provides the Senate Office with information on staff responsibilities to support the elections procedure and the Elections Chair.

Each spring the Academic Senate holds elections for positions on the Executive Committee. In addition, elections can be held in the fall if a position has been vacated. The decision to hold a special election in the fall is made by the President. Please refer to the *Academic Senate Rules* for the complete description of the election procedures, duties of officers, and other information pertinent to facilitation of the elections.

Election Committee

The Elections Committee is responsible for the delegate credential sign-in, providing election information, overseeing the nominations process, and collecting and tabulating of ballots. The Elections Committee is comprised of the Elections Chair and the Executive Director of the Academic Senate and meets when an election occurs, and at other times as directed by the Executive Committee or called by the Elections Chair. Other Executive Committee ~~members~~ assist members assist with the elections process such as signing in delegates or taking pictures at the request of the Elections Chair.

First Election Announcement

In ~~February~~ ~~January~~ each year, the Senate Office will prepare an email communication ~~information packet~~ to be sent to the field ~~in the second mailing~~. This email packet will include the Election Announcement ~~and~~; the Intent to Seek Office Form, ~~the Delegate Form, and the Teller Request Form.~~ (See Appendix A for sample forms). Typically, The Senate Election Announcement form is the only form that requires ~~yearly~~ updates ~~each year~~. This announcement contains information about the open positions, candidate qualifications and document requirements, and the Senate's Election Rules and Voting Procedures.

Pre-session Coordination

The Senate Office will prepare a Delegate Grid from the information received from the Delegate forms or the Senate directory. This grid contains a list of all districts, colleges, and executive committee members eligible to vote and is used during the election to verify signatures. Each of the lines included on the grid will include the printed name and a blank space for the signature sign-in and then ten columns for check marks for each election or run off election that will be held. A sample grid is attached and more information about how the grid is used will be detailed later in this document.

The Senate Office will create the name badges for session attendees. Each name badge will be color coded as follows:

Blue: Area A or North
Green: Area B or North
Red: Area C or South
Yellow: Area D or South

The Senate Office will also be responsible for preparing the ballots. Each ballot must contain a verification signature and check box indicating that the delegate is from a college, district or Executive Committee.

The Elections Rules and Procedures require that the beginning and ending time for the elections be set by the Executive Committee and published in the program and elections announcements. The Senate Office will ensure that the time is published in the plenary program.

Session Coordination

Registration of Delegates

Using the Delegate Grid, the Senate Office will register delegates during the normal session registration, which is open all day through the session. Delegates can sign in at any time except after the Fifth General Session has begun on Saturday. All Delegates must be registered prior to the start of the election on Saturday. NO delegate registration or Delegate transfers will take place after elections begin. Delegate transfers cannot occur at lunch. These arrangements must be made prior to the start of Elections on Saturday morning. The reason it is important that no changes are made is because the Tellers use the Delegate Grid to verify delegate signatures. If a change is made, then the signatures would not match the grids that the Tellers receive at the beginning of the elections and ballots may be deemed invalid.

Delegates will be given a special delegates ribbon and must wear the ribbon to vote. Although this is not encouraged, any registered Delegate may transfer his/her **resolutions** voting rights to another faculty member from the same college or district at anytime during the resolution voting ~~without changing the Delegate Grid~~ by passing his/her ribbon to the new voting Delegate. However, delegates cannot pass their ribbon for election purposes unless they change the official voting delegate on the Delegate Grid prior to the beginning of the Elections. The Elections Chair, in consultation with the Executive Director, will handle all Delegate disputes. The final resolution of any dispute is determined by the local senate president (and/or Delegate by written resolution) and the Elections Chair.

The Tellers

The Elections Chair will recruit ten to twelve Tellers from the non-delegate ranks of Plenary Session participants to help with the distribution, collection, verification and counting of ballots. ~~A sign-up form for this duty should be included in the first mailing.~~ The Tellers must commit to stay until the last election, usually around 4:00 p.m. to 5:00 p.m. on the last day of the Session.

The Election Chair should consider recruiting local senate members to act as Tellers. This would be a great way to introduce local senators to the election and resolution process, in hopes of recruiting some of them as future Executive Committee members or officers. They also could help maintain the last few elections if some Tellers ~~have to~~ must leave early.

In order to be easily recognized during the elections, the Tellers will wear bright red sashes.

Nominations and Intent to Seek Senate Office Notification

~~Nominations for each position are to be made in writing with the consent of the nominee, or by the individual nominee and delivered to the Academic Senate Office. Nominations may also be made from the floor at the designated time. Nominations are scheduled for Thursday during lunch, (candidates should consult the session program for exact time and location). During the nominating session, all candidates will be introduced and nominations for all positions will be closed upon adjournment of that session.~~

Nominations

1) Nominations may be made in two ways:

a. In writing and delivered to the Academic Senate Office;
b. From the floor at a general session designated for such floor action, regularly on Thursday of a plenary session. **Nominations are on** ~~but on~~ Saturdays only if no candidates have declared intent to seek any given **open** position. The general session for floor nominations should be published in the agenda, and all nominations other than those noted above will be closed at the end of that general session.

2) Nominations may be accepted only with the consent of the nominee.

3) Nominees **may accept** ~~may be nominated for~~ at most two positions for which they are eligible. In the case that the nominee consents to two nominations during the same Plenary session, the first election in which the candidate prevails will be the position the candidate subsequently assumes.

4) The Academic Senate Office shall provide, at the time of the elections, an announcement board that indicates the Elected Officers and other members of the Board of Directors. This announcement board will be updated as new Board of Directors members are elected, and as vacancies occur.

Each candidate will need to complete the Intent to Seek Senate Office Form **enclosed in his/her session packet** and return it to the onsite Academic Senate Office by 5:30 p.m. on Thursday (candidates should consult the session program for exact time and location). **Copies of the form may be obtained at the registration table on the Thursday of plenary session.**

Candidate Biographical Statement

Candidates will need to submit a biographical statement. Please follow the format below and provide the responses to the following questions. Please ensure that the statement is structured in the required format and the statement must be limited to one page, printed only on white paper.

PLEASE SUBMIT:

1. A **one-page** biography using Times New Roman font, with your name, college, candidate position, subject area and the following information:
 - a. A brief summary of your faculty activities and special qualifications.
 - b. A brief summary of statewide issues you are most interested in or most concerned about.

Note: Your biography statement will be published in the Candidate Booklet and distributed Friday morning. We highly suggest that **you check for typos and other errors** as the statement will be inserted into the booklet as received.

Candidates should email statements to krystinne@asccc.org no later than 5:30 p.m. on Thursday. We encourage Candidates to submit statements in advance of the deadline. Candidates need to bring the biographical statement to the Session Senate Office before 5:30 p.m., Thursday. (Consult the final program for location of Session Senate Office). A “Candidate Information Form” is in the session packet and is structured in the required format. The statement must be limited to one page, printed only on white paper.

Candidates who are nominated from the floor during the **Thursday** Nominating Session will be given time to complete a biographical summary for the 5:30 p.m. deadline. ~~The Senate Office will distribute the Candidate Statement booklet to Plenary Session delegates prior to the candidates’ speeches on Friday morning.~~

Candidates are asked to be in attendance for the entire three-day Session and to wear special ribbons identifying that s/he is a candidate for the Executive Committee.

Election Rules and Procedures

The Elections Chair will instruct the Candidates to consult the *Academic Senate Bylaws and Rules* for election procedures. Please note that Senate Rules do not prevent incumbents from seeking re-election to their current office, or to another position on the Executive Committee. The exception to this rule is the Office of President that is limited to two, consecutive one-year terms.

Duties of Elected Officers and Executive Committee Members

The Elections Chair will inform the Candidates to consult the *Academic Senate Bylaws and Rules* for a listing of the duties of each position as well as the document *Responsibilities of Executive Committee Members*. Both documents are included in the Session packet.

The **Executive Director**~~Elections-Ch~~ will alert the Candidates to the calendar of remaining meetings in the academic year. All current and newly elected Executive Committee members are expected to attend the remaining meetings.

Overview of Events During Plenary Session

The Elections Chair will inform the Candidates of the other important events during the session.

Thursday

- A. Nominating Session (~~Second General Session at lunch~~)
- B. Photographs following the close of nominations (see Senate Staff). The photos will be posted near the registration desk and will include the candidate's name, college, and position seeking.
- C. Candidates should email ~~b~~Biographical statements to krystinne@asccc.org no later than 5:30 p.m. on Thursday. ~~Candidates' Biographical statements due at 5:30 p.m. in the Senate Office~~
- D. Candidate Orientation session will be- Thursday 6:00pm - 6:30pm. ~~(evening)~~

Friday

- A. Candidates' speeches
Candidates will deliver speeches during the **Third General Session on Friday morning at the plenary session**. Speeches are delivered in the following order of elections: President, Vice-president, Secretary, Treasurer, At-Large Representative(s), ~~Area Representatives, North Representative, South Representative, and Area Representatives-At Large Representative(s).~~

Speeches are timed and the time restrictions are strictly observed. The Elections Chair will designate a person with a stopwatch designated as a timer prior to the morning session. Presidential candidates may speak for 5 - 10 minutes. All other candidates may speak for 3 - 5 minutes.

- B. ~~Presidential Officers Candidates Forum~~
The Officers Candidate Forum will be held during the Fourth General Session on Friday **at lunch, from 12:30 a.m. to 2:00 p.m.** This will be a moderated session to allow for questions of the candidates. ~~Candidates seeking the Office of President will be available for a question and answer forum to be held Friday late afternoon or evening. Please consult the session program for location.~~

Saturday

- A. Elections and voting

If a candidate runs unopposed, the candidate may be elected by acclamation. The motion to be elected by acclamation must be moved and seconded by Delegates from the floor and must be approved by the body.

Specific Duties of the Elections Chair:

The Elections Chair is responsible for ensuring that candidates are informed about the elections process and holds several breakouts to explain the process and the documents required. Below are the details of the breakouts and general session responsibilities including time and topics.

Please note that the Elections Chair is required to verify the timing of the breakouts as listed in the final program because these times occasionally change.

~~*Breakout One: Candidate Information Session Information for Candidates (Thursday morning)*~~

The Elections Chair facilitates this breakout to highlight the important information in the elections announcement for anyone interested in running for a position. Therefore, it is important that the Elections Chair be familiar with the announcement, particularly with the following information:

1. Candidate Qualifications: at the time of the election, a candidate must be one of the following:
 - A. Delegate
 - B. Senate President (within the last three years)
 - C. Executive Committee Member (within the last three years)
 - D. Designated as a candidate by local academic senate resolution (Article IV, Section 2 of the Bylaws). The candidate must provide the Elections Chair with a copy of the resolution and the official minutes adopting the resolution.
 - E. The candidate's college must be in the correct geographical region, if required by the office sought. (Consult the list of Colleges by Area in your session packet.)
2. The important deadlines, times, and locations for key election events during that Plenary Session.

3. Changes and updates to the elections procedures

~~*General Session: Nomination of Candidates from the Floor (Thursday - General Session)*~~

The Elections Chair will call for nominations from the floor. Nominations are generally scheduled for Thursday during lunch (consult the final session program for exact time and location). During the Nominating Session, the Elections Chair will introduce candidates and nominations for all positions. After each announcement of declared candidates by position, the Elections Chair will ask for nominations from the floor and then close the nominations on that position. If a person is nominated from the floor, the Elections Chair will ask the nominee whether s/he accepts the nomination. Once all positions have been announced and closed, the Elections Chair will close nominations, and no other candidates can declare their intent to seek office.

~~*Second Breakout: Candidate Orientation (Thursday evening)*~~

The Elections Chair will use this breakout to inform candidates of the elections selection's procedures. The procedures are as follows: Candidates will deliver speeches during the General Session in the order of elections. Speeches are timed and the time restrictions are strictly observed. Presidential candidates may speak for 5 - 10 minutes. All other candidates may speak for 3 - 5 minutes. The Elections Chair will appoint a ~~time-keeper~~timekeeper to time the speeches and start clapping when the time is over.

~~The Elections Chair can use this opportunity to ask the candidates whether they wish to stand for other positions (trickle-down) for which they are eligible if they do not prevail for the office nominated.~~

~~General Session:—Candidate Speeches (Friday morning, Third General Session)~~

Prior to the Third General Session, the Elections Chair will ask all Candidates to sit in an area close to the podium. The Candidates should be seated in alphabetical order by position starting with the President. The Elections Chair will make an announcement from the podium on the procedures for elections. The procedures are listed above under Candidate Orientation.

~~General Session Third Breakout: Presidential Officers Candidates Forum (Friday lunch, Fourth General Session——)~~

This Officers Candidate Forum ~~breakout is~~ will give ~~for~~ session attendees the opportunity to ask questions of Officer candidates. ~~for president.~~ The Elections Chair will facilitate the Officers Candidate Forum ~~breakout~~.

~~General Session:—Elections Begin (Saturday 8:20 a.m., General session)~~

The Elections Chair will declare the beginning of the elections and inform the plenary session of the voting process.

The Order of Elections:

1. President (all delegates vote)
2. Vice President (all delegates vote)
3. Secretary and Treasurer (all delegates vote)
4. ~~Areas A (blue), B (green), C (red), and D (yellow).~~ At-large Representative Election (all delegates vote)
5. North/South Election by color
6. ~~Areas A (blue), B (green), C (red), and D (yellow).~~ At-large Representative Election (all delegates vote)
7. If necessary, an election will be held for “Unexpired Term” vacancies **at the end of the regular elections.**

~~If a candidate is running unopposed, the Election Chair will entertain a motion from the parliamentary microphone to elect the candidate by acclamation. A second is required.~~

For positions where there is more than one candidate, each ballot will contain the candidate names and ~~check~~ boxes **to rank preference of candidates.** In addition, a box will be included on each ballot to write in a candidate. ~~As Candidates trickle down, the ballots will be updated. (See sample.)~~

1. **The specific process by which the election will be conducted, including the grounds and process for appeal of specific ballot results, shall be distributed in writing prior to the day of the election.**
2. Each ballot shall proceed as follows: Tellers shall distribute ballots to those delegates eligible to vote for the specific office being contested.
 - a. The ballot for each position will include the names of all candidates for the position.
 - b. The delegate shall indicate a preference for the candidate that the delegate most desires by marking that candidate’s name with the number 1. The delegate shall also indicate a different

candidate as a second choice with the number 2, and so on for all candidates as the delegate desires, in the order that the delegate prefers.

c. The delegate shall mark the ballot, sign it, seal it, and return it to the tellers.

d. The tellers shall retire to a separate room and shall compare the signatures on each ballot against the signatures on the list of delegates eligible to vote, setting aside any ballots not submitted by a delegate eligible to vote. Any ballots which do not adhere to the rules or the published process shall be disqualified. All ballots shall then be counted.

e. If any candidate receives a majority (greater than 50%) of number 1 votes, that candidate will be declared the winner. If none of the candidates for a position receives a majority of number 1 votes from the delegates present and voting, the candidate with the fewest number 1 votes will be removed from consideration. The number 2 vote on the ballots of those delegates who gave preference to the candidate no longer under consideration will then be applied. This iterative process will be applied from the ballots until one of the candidates reaches a majority.

f. If the final two candidates are tied as the result of preferential balloting, the candidate from the shared majority to whom the delegates bestowed the most number 1 votes will be declared the winner. Iteratively, in the event that both of the candidates with the shared majority receive the same amount of number 1 votes, the candidate with the highest amount of number 2 votes will be the winner, and so on.

g. The specific process by which the election will be conducted, including the grounds and process for appeal of specific ballot results, shall be distributed in writing prior to the day of the election.

3) To be elected, a candidate must receive a vote from a majority of those delegates present and voting. A majority is greater than 50%.

4) In the event no candidate for a position receives a majority through the process in I.G.2.f, a run-off will be conducted but will be limited to the top two candidates with the largest number of votes, including all ties.

5) The order of the election shall be as follows: President, Vice- President, Secretary, Treasurer, At-Large Representative, North Representative, South Representative, and Area Representatives.

6) Any candidate may observe or select someone to observe the counting of votes for the ballot or ballots on which the candidate's name appears.

7) A candidate for election may not chair the Elections Committee or participate in the distribution, collection, or tallying of votes.

8) If a candidate runs unopposed, the candidate may be elected by acclamation. The motion to be elected by acclamation must be moved and seconded by delegates from the floor and must be approved by the body.

9) Ballots shall be kept in the Senate archives until the next election.

~~The Elections Chair will declare the beginning of the elections and inform the plenary session of the following voting process. S/he will inform the Delegates that they must:~~

- ~~● Print their name and college and sign the ballot as they signed the Delegate Sign-in Sheet. Any discrepancies in signature will cause the ballot to be disqualified.~~
- ~~● There are three check boxes on the ballot (district, college, Executive Committee). If the delegate is representing a district senate, check the district box; if the delegate is representing a college, check the college box; and if the delegate is on the Senate Executive Committee, check the Executive Committee box.~~

After the completion of the voting, the Elections Chair will prepare a tally with the following:

Position: ~~Area A~~

- A. Number of Delegates eligible to vote
- B. Number of Delegates actually voting
- C. Number of disqualified ballots
- D. Number of valid ballots (= B – C)
- E. Number needed to win (= the smallest whole number larger than half of D)
- F. Number each Candidate received

The Elections Chair will announce these numbers to the Delegates at the general session, and either will declare a winner or a runoff. One election teller will be designated by the Elections Chair to keep a record of the vote count of each election and place these in a results file.

The Elections results will be maintained in a file in the Senate Office for one-year.

If a position becomes vacant during the election, a special election can be held upon completion of the regular election. The elections process for Special Elections will follow the same procedures for standard elections. However, the nominations for the vacant position cannot be opened until the end of the regular election. In addition, the candidates that did not have the opportunity to give a speech will give a speech during Saturday's lunch.

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