

Monday, May 3, 2010

Dear Member,

Enclosed with this letter is your voter information packet regarding PVC CTA Elections 2010. In this packet are the following materials:

1. Voter Information Guide for Elections 2010
2. PVC CTA Standing Rules, approved February 2010
3. Sample ballots for voting in-person and absentee (mail and e-mail)

The PVC CTA Election will begin at **3:00 p.m. on Tuesday, May 11, 2010 in CL 101 Auditorium on the PVC main campus.** The Elections Committee advises that you arrive promptly to receive any information and instructions about voting.

There will be some changes to this election to assure a fair and equal outcome. A few highlights of the changes are:

- All election information will be in PDF format and sent via e-mail to all PVC CTA members. You may save and/or print this information for your convenience.
- Absentee ballots will be available in paper and electronic format.
- Absentee ballots may be cast via e-mail upon request.

If you have any questions or concerns about the information enclosed, please contact any member of the Elections Committee.

Sincerely,

PVC CTA Elections Committee  
Richard Castillo (Chair)  
Carina Huynh  
Greg Snider

c: PVC CTA Executive Board—Victor Hernandez (President), Jason Bram (Vice President), Derek Copple (Secretary), Paul Shibalovich (Treasurer), Carlos Medina (Member At Large)

# PVC CTA ELECTIONS 2010

## VOTER INFORMATION PACKET

### GENERAL INFORMATION

1. The Elections Committee comprises of Richard Castillo (Chair), Carina Huynh, and Greg Snider. The committee, under the advisory of the Executive Board, shall make all decisions concerning the election. All decisions are final.
2. The PVC CTA General Election is **Tuesday, May 11, 3:00 p.m. in CL 101 Auditorium on the PVC main campus.**
3. The following offices (terms included) are open to election:
  - Candidates for President (August 1, 2010-July 31, 2011): Jason Bram
  - Candidates for Vice President (August 1, 2010-July 31, 2011): Derek Copple
  - Candidates for Secretary (August 1, 2010-July 31, 2011): Victor Hernandez, Robert Robertson, Sandra Sher
  - Candidates for Treasurer (August 1, 2010-July 31, 2011): Paul Shibalovich
  - Candidates for Member At Large (August 1, 2010-July 31, 2011): Carlos Medina
  - All offices are open to a write-in candidate.
4. Rules for elections, process, and procedures will adhere to the PVC CTA Standing Rules. The Elections Committee reserves discretion to amend some processes and procedures, but it must adhere to the Standing Rules.

### BALLOTS

1. A ballot is confidential and accessible for its use only to the voter.
2. The ballot shall have the following order of offices open to voting members: President, Vice President, Secretary, Treasurer, and Member At Large.
3. The ballot shall state the name of the office, the term of each office, and the names of the candidates. The names of the candidates for each office shall be printed on the ballot in alphabetical order.
4. The ballot shall include a write-in candidate option. Any member of PVC CTA may be elected to an office via this option.
5. The Elections Committee shall design and approve the official ballot.
6. The official ballot shall be printed in its final format on the day of the election, Tuesday, May 11, 2010.
7. A candidate may officially withdraw from the election ballot **no later than 5:00 p.m. on Monday, May 10, 2010.** A candidate who wishes to withdraw must submit a formal request to the Elections Chair. The request may be in written or e-mail format with the candidate's signature. Verbal requests (i.e., phone call, conversation) or requests by proxy are unacceptable. The Elections Chair will contact the candidate to verify the withdrawal.
8. A candidate may withdraw from the election on the day of the election. A candidate who wishes to withdraw must submit a formal request to the Elections Chair. The request may be in written or e-mail format with the candidate's signature. Verbal requests (i.e., phone

call, conversation) or requests by proxy are unacceptable. The Elections Chair will contact the candidate to verify the withdrawal. The Elections Chair will announce the withdrawal to the voting membership.

9. If a candidate withdraws prior to the actual election, the candidate must formally announce the withdrawal to the voting membership.
10. All members shall have the right to vote via an absentee ballot.
  - a. The absentee ballot must be submitted to the Elections Chair **no later than 2:30 p.m. on Tuesday, May 11, 2010.**
  - b. The member shall request the absentee ballot in paper, electronic format, or both.
  - c. The member is responsible for submitting the absentee ballot by the deadline.
  - d. Any Active member who wishes to vote by absentee ballot shall request a ballot from the Elections Committee **no later than 5:00 p.m. on Wednesday, May 5, 2010.** The member may contact the Elections Committee Chair via e-mail ([richard.castillo@paloverde.edu](mailto:richard.castillo@paloverde.edu)) or phone (760-921-5449). Requests after the deadline will be denied. If a member is denied an absentee ballot because the member misses the deadline, the member may still vote at the poll on Tuesday, May 11.
  - e. Each member voting by absentee ballot shall be provided with:
    - a. A ballot, either paper, electronic (MS Word), or both;
    - b. Instructions for paper, electronic format, or both.

## **ELECTION**

1. The Elections Committee, under the advisory of the Executive Board, will preside over the election. All decisions made by the Elections Committee are final.
2. The Elections Committee Chair will present the rules for voting to the membership before voting commences. The Chair will not answer or recognize any questions during the presentation. After the presentation, members will have the opportunity to ask questions pertaining to the voting process only.
3. Voting shall be open to all members for thirty (30) minutes in the designated voting area.
4. Each member shall queue, according to their last name, in a designated area for their ballots. One committee member will distribute ballots for members whose last names begin with A through L. Another committee member will distribute ballots for members whose last names begin with M through Z.
5. All members shall sign a roster when they receive their ballots.
6. All members shall have a designated area of privacy to vote.
7. Once a member has voted, the member shall submit the ballot to the Elections Chair, who shall keep the ballot box. The member will sign a roster indicating the ballot's return.
8. Once a member completes and submits a ballot, the member must leave the voting area.
9. The Chair shall announce the end of voting after thirty (30) minutes. The Chair will announce a warning five minutes before time expires. If all members have voted before the time expires, the Elections Committee may close the voting early.
10. If any member arrives late to the election before the voting time expires, the member shall vote. If any member arrives late to the election after the voting time expires, the member shall not vote. There are no exceptions, excuses, exemptions, or extensions for any member.

11. Once the Chair announces the voting time has expired, all ballots cast in the official ballot box will be immediately taken to the designated ballot counting area.

## **VOTE COUNT & RESULTS**

1. **The Elections Committee will not count votes in front of the membership. This is non-negotiable.**
2. Only Elections Committee members and authorized observers are allowed in the designated ballot counting area.
3. The Elections Committee shall count the ballots immediately following the deadline for receipt of ballots.
4. Each office on the ballot shall be treated as a separate race.
5. Blank and/or illegal ballots for each office shall be set aside. Examples include the following:
  - a. Voter not listed on the membership roster;
  - b. Voter's intent unclear;
  - c. Votes cast for more than number allowed;
  - d. Votes cast on unofficial ballot (probably reproduced); and,
  - e. Candidate is not a member.
6. Ballots set aside and not counted are:
  - a. Multiple ballots from the same voter;
  - b. Ballot(s) submitted after deadline; and
  - c. Voting envelopes without a signature.
7. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 5 above, and make a note of the decision. The ballots should remain separate.
8. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member.
9. The Chair will announce the results to the membership and deliver the Teller's Report to the Executive Board.
10. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.
11. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process.
  - a. Each candidate shall give the name of the observer to the Elections Chair **no later than 5:00 p.m. on Monday, May 10, 2010**. The candidate shall submit the observer's name in writing or e-mail, and include the observer's signature as agreed to the task. Late requests will be denied.
  - b. If the observer is not a candidate, the observer is not acting as a representative for any candidate in the election.
  - c. If the observer decides not to attend the counting prior to it, the observer must notify the Chair and the candidate immediately before the vote count begins.

- d. If an observer arrives late to the designated ballot counting area after the voting has ended, the observer shall be not admitted inside the counting area under any circumstances.
- e. The observer shall not interfere in any way (including, but not limited to, speaking) with the counting or the committee, and shall stay in the counting area until the membership has been notified of the results.
- f. The observer will not bring in any writing materials, electronic devices (i.e., cell phone), or anything device/material that will compromise the election's security.
- g. The observer is not allowed to leave the counting room for any reason until the results have been announced. If the observer leaves the room on his or her will, the observer will not be allowed to return.
- h. The observer shall not have privilege to view the results, nor will the Committee openly disclose the final results to the observer.
- i. The Elections Committee reserves discretion to remove the observer from the counting room if the observer violates the rules and/or creates a compromised environment for the election process.

### **CHALLENGE**

1. A challenge cannot be initiated until after the results of the elections have been announced.
2. The challenging party(ies) must notify the unit president and Elections Chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, the president will contact the Vice President and Elections Chair.
3. The notification must:
  - a. Specify which unit bylaw(s) and/or standing rule(s) have been violated.
  - b. Attach evidence of the violations, insofar as possible.
  - c. List names and addresses of parties who can give evidence.
4. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
  - a. Is a violation of the unit's election requirement(s).
  - b. Is supported by the appropriate documentation.
  - c. Requires more information. The information will be obtained via the most feasible method.
  - d. Identified violation(s) that may have affected the outcome of the election.
  - e. Within the same 10 calendar day period, the unit's Elections Committee shall submit a written report including issues and decisions to the membership.