

STANDING RULES

Palo Verde Community College Association CTA/NEA

I. Nominations and Elections

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the membership at the first meeting of the spring semester.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.
6. Vacancies created by resignation or inability to serve shall be filled by the Executive Board.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the Chapter.
2. Nominations shall occur at the second-to-last General Membership meeting of the spring semester.
 - a. All nominees must be present at this meeting to accept or decline the nominations.
 - b. In the case of extreme emergency, a member who is absent on the day of nominations and seeking nomination may petition the Elections Committee to be placed on the ballot.
3. Every Active member shall be assured of voting by secret ballot.
4. There shall be at least a fifteen (15) calendar day period between nominations and voting.
5. There shall be an all Active member vote.
6. All members shall be sent election/voter information by mail.
7. The chapter shall provide means for all Active members to vote (including vote by mail).

C. Finances and Use of Unit 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 the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

D. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. All candidates will be sent the election results, including vote counts.

E. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical order.

2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
- F. Distribution of Ballots and Method of Voting
1. Each member shall receive a ballot.
 2. Voting shall be by one or a combination of the following methods:
 - a. At School/Work Site/Specified Voting Site
 - i. Voting At School/Work Site(s)/Specified Voting Site
 - a. Each voter must sign a voter roster before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - b. The marked ballot must be returned to the ballot box.
 - c. Ballots must be secured and uncounted.
 - d. Vote counting will commence in a secure area away from the meeting area after all votes are cast.
 - e. Preliminary counts shall not be allowed.
 - b. By mail

When the voting is conducted by mail, the procedure shall be as follows:

 - i. Any Active member who wishes to vote by mail shall request a ballot from the Elections Committee at least 7 calendar days before the election.
 - ii. Each member voting by mail shall be provided with:
 - a. A ballot;
 - b. Instructions on:
 1. Folding and placing of the ballot in the unsigned inner envelope;
 2. Placing of the unsigned inner envelope into the outer envelope;
 3. Signature on the outer envelope addressed to the Elections Committee Chair; and
 4. Deadline date for receipt of the voted ballot.
 - c. Inner envelope;
 - d. Outer return envelope, addressed to the Elections Committee Chair.
 - iii. When received, the ballot shall be put in a safe place until the votes are to be counted.
 - iv. At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
 - v. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - vi. The inner envelopes shall be opened and the ballots shall be placed in the ballot box.
- G. Vote Requirement
1. All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.
 2. A majority vote means more than half of the legal votes cast for each office on the ballot.
 3. A plurality vote means the largest number of votes to be given any candidate or issue.
 4. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
 5. For unit officers, the election will be by majority.
 6. If a unit officer 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 (1) 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.

7. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

J. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place until the counting is complete.
2. The Elections Committee shall count the ballots immediately following the deadline for receipt of ballots.
3. Each office on the ballot shall be treated as a separate race.
4. 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.
5. 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.
6. 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 4 above, and make a note of the decision. The ballots should remain separate.
7. 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.
8. The Chairperson of the Elections Committee will announce the results to the membership and deliver the Teller's Report to the Executive Board.
9. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

K. Observers

1. Each candidate shall be allowed to have only one observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the membership has been notified of the results.

L. Challenge Procedure

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, please see item number 5.
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.

M. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter 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.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within 3 calendar days, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Referendum Procedures

1. Any action or proposed action of the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Executive Board at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar days after action by the Executive Board, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Recall Procedures

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
2. An Active member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter 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.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25 percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures or the vice president if the chapter president is the person being recalled.
6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.