

CCFA Standing Rules for Chapter Elections

- 1) **District email addresses and/or electronic systems shall not be used for campaigning.** CCFA officers and/or members of the Representative Council shall not make available personal email addresses to candidates directly, or indirectly. The use of links to any CCFA website for campaigning is prohibited. Campaigning on any affiliated CCFA social networking site is prohibited.
- 2) Candidates may use the Chaffey College campus mailboxes for campaigning as long as district policies are followed. Any **campaign flyer or materials** must include the following statement clearly and legibly printed on each page: ***“The views and opinions expressed herein are those of the candidate and not necessarily those of CCFA, CTA, NEA or any of its affiliates.”*** No candidates shall use the CCFA logo or any CCFA title in any way that might suggest that the candidate has the support of CCFA, CTA or any of its affiliates. This prohibition includes candidate email addresses: in other words, candidates must not print or publish a personal email address on campaign materials that contain “CCFA” or any letters that might suggest that the email address is an official CCFA email address. Soliciting CCFA members to contact a candidate via any email address is prohibited. CCFA monies and property must not be used to promote any candidate.
- 3) Candidates have **the right to a list of names of all eligible CCFA voters that are in the voting unit**, including the primary campus at which each voter works and the department in which each voter works in order to know the location of their district mailboxes. The Chair of the CCFA Elections Committee, or the Chair’s chosen designee, shall provide the candidate(s) with such a list upon request by the candidate(s).
- 4) The CCFA Election Committee Chair shall give each nominated candidate a ***Declaration of Candidacy*** form that the candidate must fill out, sign, and return to the Chair in order to have the candidate’s name placed on the ballot. The Chair may send an electronic version of the form via District email to each nominated candidate or, at the Chair’s discretion, may deliver a hardcopy of the form directly to the candidate which may be placed in the candidate’s physical mailbox on campus. The candidate will return a signed and scanned form via email to the Chair or, if the Chair is agreeable, may hand-deliver the signed hardcopy directly to the Chair. The Chair shall establish a deadline by which the signed ***Declaration of Candidacy*** form must be returned to, and received by, the Chair. **The Chair will give the candidate(s) a minimum of four (4) calendar days to return the signed form to the Chair.**
- 5) Each candidate may send the CCFA Election Committee Chair a ***campaign statement***. The campaign statement must be received by the Chair at the same time that the candidate delivers the signed ***Declaration of Candidacy*** form to the Chair. The Chair shall keep the campaign statements confidential until the time that the ***Election Announcement*** is advertised. Each campaign statement shall not have more than 300 words. If a candidate submits a campaign statement of more than 300 words, then only the first 300 words will be accepted as the candidate’s official campaign statement. The Chair shall include each candidate’s official campaign statement when the Chair sends out the ***Election Announcement*** to the CCFA active members in the voting unit. The ***Election Announcement*** is advertised after the nomination period has ended and after the deadline to receive the ***Declarations of Candidacy***.
- 6) The Chair shall send a copy of the ***CCFA Standing Rules for Chapter Elections*** and a copy of ***CTA’s Requirements for Chapter Elections Procedures*** manual to each nominated candidate at the same time

that the Chair sends the Declaration of Candidacy form to each candidate. This may be done electronically via District email or, at the Chair's discretion, by hand-delivery to the candidate(s).

7) The CCFA Elections Chair, or the Chair's chosen designee, is responsible for sending out the **Call for Nominations** (announcement of vacancies) regarding positions open for elections to all active CCFA members in the voting unit.

8) **Each candidate may designate one observer, who may be the candidate, to observe the ballot counting process.** The observer shall not interfere with the work of the Elections Committee, must remain in the room where the vote count is taking place, and must not use any electronic device (cell phone, computer, tablet, etc.).

9) **Any violation of these Standing Rules by a candidate may result in disqualification from holding the desired elected position(s).** Any violation of these Standing Rules by a member of the Representative Council may result in forfeiture of the member's position on the Representative Council and such forfeiture shall not exceed two years. The Elections Committee will investigate any violations after an official election challenge form has been filed with the Election Chair. Challenges must be filed no later than fifteen (15) calendar days after the counting of the ballots. The Elections Committee shall determine if the challenge is valid. The Elections Committee shall submit a written report including the issues, findings, and recommendations to the Representative Council and also to the CCFA President if the President is not a candidate for the position being challenged. The Representative Council shall render a decision and issue that decision in writing to the challenging party and to all candidates for the position on the ballot no later than ten (10) calendar days following the receipt of the written report from the Elections Committee. **The names of the challengers, details of the challenge, and challenge forms shall remain confidential.**