

## **Westchester Community College Federation of Teachers (WCCFT) Election Procedures:**

*The rules described below shall apply to the election of the Officers (President, Vice President, Secretary and Treasurer) of the WCCFT, as well as the Executive Committee's Adjunct Representative, Full-time Teaching Representative, Full-time Non-Teaching Representative, and as many as five (5) at-large representatives. These rules are intended as a more detailed procedural outline of the Election policy found in the WCCFT Constitution.*

During the first week of March, the Executive Committee shall mail to the entire membership a call for nominations. (Here and below, "mail" is understood to include electronic mail communications.) The call for nominations shall announce the closing date and other rules for nominations (see below), and the date on which ballots will be made available to members.

At the March general membership meeting, an Election Committee of three volunteer Union members shall be appointed to oversee the election and certify its results to the Executive Committee. No one seeking election shall serve on the Elections Committee. If there are more than three volunteers, the names of the three committee members will be selected at random. (See the section below on duties of the Election Committee and its Chair.)

Nominations will be accepted beginning at the March general membership meeting of the Union; after that, they must be submitted in writing to the Secretary of the Union, who will confirm receipt of the nominations, and forward them to the Election Committee. Self-nominations are accepted; nominations of colleagues must be confirmed by the nominee in writing within seven (7) business days. The last day for nominations shall be the last Wednesday of March. Nominations shall be announced at the April membership meeting, at which time nominees may deliver a brief statement of candidacy. The length of such statements shall be determined by the Election Committee Chair; statements must be submitted in advance to the Chair no later than the last Friday of March.

The Executive Committee shall provide all Union members in good standing with access to an official ballot within two (2) days of the April meeting. The ballot may be in digital form and access to the ballot by the members may be online rather than by regular mail. In the case of online voting, the election report shall be forwarded to the Election Committee by the last Wednesday of April so that they may ensure that online voting is secure and accurate; that day shall be the deadline for voting.

The Election Committee shall review the vote count/results before the May general membership meeting. All candidates may be present for this review. (In the case of online voting, all candidates will be provided with a copy of the electronic vote tally.) Elections shall be determined by winning a plurality of returned ballots. For all offices (including those held by more than one individual, such as at-large Executive Committee member or Representative Assembly delegate), the highest vote-getters will be elected, even if not a majority. Announcement of the election results shall be made at the May membership meeting. New Officers and members of the Executive Committee shall assume office on June 1 of the same year.

### Election Committee:

The Election Committee shall be a special committee of the Union, composed of three Union members who volunteer for such service, established in advance of each regularly scheduled election. The Committee will vote to select its Chair.

The Committee, led by its Chair, is responsible for: providing all Union members with notice of procedures governing elections, including nomination, voting, and complaints or challenges; ensuring that the election is administered in accordance with all published rules and timetables; and investigating and issuing recommendations in case of complaints or contested results.

The Committee Chair shall notify each nominee of all election and campaign rules, including:

- The right of nominees to inspect (but not to copy) once within 30 days of the election a list of all members eligible to vote;
- The right of the nominee to have the Union distribute campaign literature to members (at the candidate's expense); and
- The prohibition against the use of Union and/or College funds, facilities, equipment, logo/letterhead, or supplies to support any person's candidacy for office.

The Committee Chair shall notify all bargaining unit members of the date when ballots will be made available, who is eligible to vote, and how to register. The Chair shall instruct any Union member in good standing who does not receive access to the ballot to contact the Union Secretary, who shall review membership records to determine eligibility.

The Election Chair shall present a complete report of the count to the Executive Committee, and, if appropriate, shall recommend certification of the results. The report/recommendation should be made within 48 hours of the election's conclusion, or no later than the Executive Committee's next regularly scheduled meeting. Once the Executive Committee has certified the results, it shall distribute a notice of the election results to the membership. The results certified by the Executive Committee shall be final, except in cases of appeal as described below.

In cases where election results are appealed or contested, the Election Committee shall review election records to determine that each voter name is valid for that election; any invalid votes will be discarded. If more votes are found to be invalid than the vote margin between contestants, a new election will be held for that office.

Any complaints of a Union member contesting the manner in which an election was conducted must be sent in writing to the Election Committee Chair within 48 hours of the action (or notice of the action) from which the complaint arises. Complaints must include specific allegations of election rules that have been violated or applied discriminatorily. The Chair will initiate an investigation in consultation with the Election Committee, who will issue a report and recommendation to the Executive Committee within one week of the complaint. The Executive Committee will vote on any recommendation within one week of receiving the report.

The Election Committee Chair shall preserve, for one year, an official record of the election consisting of all notices sent regarding the election, the total number of votes cast, and the total number of votes for each candidate.