

**LOS ANGELES COLLEGE FACULTY GUILD, AFT LOCAL 1521
2024 ELECTION CODE AND PROCEDURES**

APPROVED and Adopted 10/18/2022 by AFT 1521 Executive Board

1. ELECTION COMMITTEE

The Executive Board shall establish an Election Committee in the fall semester prior to the candidate filing period for each election cycle. The Committee shall make any needed revisions to the Election Code and/or procedures and establish the timeline for approval by the Executive Board in November or December. The Committee shall meet or consult via email, phone, or Zoom as needed until the election is completed to (a) rule on questions arising under this code and (b) resolve disputes, and act, if needed. After the conclusion of the election, the Committee shall meet to make necessary revisions to this Code, to be approved by the Executive Board for the next election cycle. All committee decisions shall be subject to the authority of the Executive Board pursuant to law and to the AFT Constitution and By-Laws of the Local.

Except as provided in this code (which shall be reviewed and signed by the members of the Election Committee) or by the Executive Board, the Committee shall be guided in its decisions by the publication entitled "Conducting Local Union Officer Elections: A Guide for Election Officials" issued by the Office of Labor-Management Standards of the U.S. Department of Labor, a copy of which will be provided to all committee members to review and sign. Guild staff members implement election procedures only as directed by the Election Committee through its chair.

Chapter Presidents will be notified of the Committee's first meeting at the start of each election cycle. A chapter member designated by each Chapter President shall constitute the membership of the committee, provided that no committee member is a candidate for any Guild office in that election cycle. At its first meeting the members shall elect one of the members to serve as the chair. After its first meeting, the committee may meet again as it decides or on the call of its chair when specific issues under the Election Code are brought to the chair's attention and cannot be resolved to a candidate's satisfaction through discussion with the chair. To guarantee impartiality, the Election Committee chair and members shall refrain from campaigning for any Guild candidate during their tenure on the Committee.

2. ELECTION TIMELINE AND CANDIDATE ELIGIBILITY

The Executive Board shall approve an election timeline as provided for in the Constitution and By-Laws of the Local. This timeline will provide for the accuracy of the lists to be used for Guild election notices and for the distribution of ballots to those who were members of the Guild by December 31 of the year preceding the election. An announcement will be sent by electronic mail at least one week before the beginning of the candidate filing period to the district emails of individuals who were members of the Guild by December 31 of the year preceding the election. This announcement will include "declaration of candidacy" forms, and filing requirements as authorized by the Executive Board. Before ballots are sent, Guild staff will send email reminders of the election timeline and will contact adjunct faculty members working at more than one campus to verify in which campus election they wish to vote. Election Committee chair and Guild staff must respect the choice of each adjunct faculty Guild member.

An individual wishing to vote must be a member of the Guild, per Section 4.01 in the AFT 1521 Bylaws, by December 31 of the year preceding the election.

An individual wishing to run for office must be a member of the Guild, as full-time faculty or true adjunct faculty on seniority, by December 31 of the year preceding the election.

A candidate may run for only one districtwide office (i.e. President, Executive Vice President, Secretary, Treasurer). Retirees may run for positions in the Emeritus Chapter if they are members of that chapter.

3. BALLOTS

Candidates will be listed on ballots in the order in which their declarations of candidacy are received. The staff will update the list of candidates filing for election weekly and post it on the Guild website for review prior to distribution of the ballots.

4. CANDIDATE COMPLIANCE WITH THE CODE

All candidates shall be provided with a copy of this Election Code after they have filed their declarations of candidacy. In order to appear on the ballot, they must return a copy by the specified due date and time with their signature acknowledging that these rules are understood and will be followed. Write-in candidates must also adhere to the provisions of the Election Code and may be subject to the procedures outlined in Section 12. After ballots are sent, staff will email those who were members of the Guild by December 31 of the year preceding the election, informing them that if they have not received a ballot they should contact the Guild office, so that a replacement ballot can be sent.

5. ACCESS TO MEMBERSHIP LISTS

All candidates shall be provided with a list of the names and campuses of the unit members who comprise the potential electorate for their offices. This list will be divided into full-time and adjunct faculty Guild members. Candidates are allowed to communicate to members using District e-mail addresses provided by the Guild, adhering to district email policies. The list shall not include the phone numbers, personal email addresses, or home addresses. Candidates shall not share the provided membership lists. No Guild members in possession of member data due to their positions in the union are to employ this data for campaign purposes on behalf of any candidate.

6. CANDIDATE STATEMENTS

The Guild will mail to those who were members of the Guild by December 31 of the year preceding the election, at its own expense, 300-word statements and candidate-only photographs by district-wide candidates, to be submitted by the date specified on the election timeline. The statements will be posted on the Guild website. The statements will be issued as submitted, without correction of possible errors in content (i.e. spelling, grammar, fact, etc.).

7. CANDIDATE FORUMS

Each chapter shall hold a candidate forum at least two weeks before the ballots are issued. Forums shall be equally open to all declared candidates for districtwide officers, Chapter Presidents, and Executive Board delegates. Guild staff shall issue a listing of all candidate forums in advance, and the Election Committee, with the consent of the Chapter President on each campus, shall designate a moderator who is not a districtwide candidate or candidate at that campus to act on behalf of the Committee at each forum. Candidates who cannot be present at a forum will be allowed to designate a proxy (such as the moderator) to read their remarks. Time limits for speeches and Q & A will be provided to the candidates at least 72 hours in advance. Declared candidates may bring campaign materials to distribute at the forum.

If in a districtwide race a candidate is invited to speak on campus at a meeting or event, the opportunity to speak shall be extended to all the declared candidates running for that office.

8. CAMPAIGNING

The Faculty Guild will honor any reasonable request by a declared candidate to distribute campaign literature to members at the candidate's expense. Campaign literature must be provided to the Guild office in sealed, stamped envelopes with a return address label of the Guild office. Stamped postcards are also acceptable. Candidates may choose to pay for materials to be run through the Guild's postage meter. Guild office staff will affix address labels to the campaign literature at a rate of \$20 per hour per staff member performing the task. Any distribution via U.S. mail must be processed through the Guild office. Candidates should bring materials to the Guild office at least five working days before they would like them to be mailed.

Candidate literature may be distributed to faculty mailboxes or email inboxes pursuant to the rules on that campus, provided access is equal for all candidates. Posters and flyers placed on a campus must adhere to that campus' rules for posting.

Federal law prohibits the use of any union or employer resources to promote the candidacy of any person in a union election. This prohibition applies to salaries, funds, facilities, equipment, office supplies, telephones, computers, duplication of materials, and so forth. Federal law also provides that candidates must be treated equally regarding the opportunity to campaign. Campaigning may not be conducted at campus meetings or events other than the candidate forums and union meetings. Members may support the candidates of their choice without being subject to penalty, discipline, or reprisal of any kind.

9. THE BALLOT COUNT

The Guild uses an independent third party that has no ties to the outcome of the election results. Electronic ballot counting uses secure processes and procedures that provide rapid electronic tallied results. Candidates and/or their representatives are entitled to be observers if there is a physical ballot count.

10. CAMPAIGN PROTEST

At any point during the campaign, any Guild member convinced that a candidate is in violation of the rules may report the concern to the Election Committee. After consideration, if the Committee determines a violation has occurred, the Committee will warn that candidate of the apparent violation in writing within five (5) working days. Candidates wishing to protest any aspect of the conduct of an election must file specific concerns in writing with the Election Committee within five (5) working days of the conclusion of the election (the day that ballots are counted and the results are posted). If a run-off election is held, the timeline of five (5) working days applies.

11. EXECUTIVE BOARD DELEGATES AND ALTERNATES

Candidates for positions on the Executive Board shall be listed on the ballot as Executive Board delegates. Candidates receiving the highest number of votes shall be elected delegates for each chapter, up to the number of delegates to which the chapter is entitled. An equal number of alternates shall be designated from the runners-up in order of the number of votes received, provided that the latter number, including any write-in votes, equals at least 15% of the total votes cast for executive board positions divided by the number of executive board positions afforded to that campus. Subsequent filling of vacancies shall be made by special election at the request of the Chapter President and approved by the Executive Board if greater than three (3) months remain in the term.

12. WRITE-IN VOTES

The use of the term "candidate/s" throughout this Code refers to declared candidates only. In order to ensure that one of the two finalists receive a majority of the votes cast for that position, no write-in votes shall be tabulated in a run-off election.

13. ELECTION OUTCOMES

As per Article VI, Section 6.01 of the Guild Bylaws, officers and delegates shall be elected by secret ballot of the members beginning in April or May of even-numbered years. Only persons who are members of the Guild, as full-time faculty or true adjunct faculty on seniority, by December 31 of the year preceding the election may run as candidates. To be elected to an office, a candidate must receive a majority of valid votes cast for that office (greater than 50%). If no candidate receives a majority, a runoff election will be held between the top two vote-getters. If the run-off election results in a tie, the winner will be determined by a coin toss, to be conducted by the Election Committee Chair or his/her designated representative on the Committee. The term of office shall be two years, commencing June 1 following the election. A candidate may run for a position as a districtwide officer/Chapter President and an Executive Board delegate, but if elected to both positions must submit a written notification to the Election Committee resigning from the position he/she does not wish to take and indicate the position he/she wishes to accept.

All candidates must sign and submit the declaration below to the Guild office in order to be eligible to run for office.

This is to acknowledge that I have read this Election Code and Procedures, and I agree to comply with these policies and procedures.

Candidate Signature

Print Name

Date

SIGNATURE PAGE FOR MEMBERS OF THE ELECTION COMMITTEE

I agree to abide by this Election Code and to maintain confidentiality about discussions that take place within the Election Committee. I understand that decisions made and agreed to by the committee will be communicated to those involved through the Election Committee Chair.

Signature

Print Name

Date