

**LOS ANGELES COLLEGE FACULTY GUILD, AFT LOCAL 1521  
2026 ELECTION CODE AND PROCEDURES**

**APPROVED and Adopted 2/18/2025 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.

In accordance with AFT National guidance, the AFT Local 1521 Election Code shall remain a separate document from the local bylaws. This ensures the governing documents remain concise while allowing flexibility to address evolving election issues, consistent with best practices and the standards set by AFT National.

Chapter Presidents will be notified of the Committee's first meeting at the start of each election cycle. A chapter member appointed 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.

In accordance with AFT National guidance, the AFT Local 1521 practice of a chapter member appointed by each Chapter President shall constitute the membership of the Committee, aligns with AFT National best practices. This ensures that the Election Committee will not be politicized.

**2. PREAMBLE**

In alignment with the two-year election cycles at both AFT National and CFT, the AFT 1521 Election Code upholds the principle of democratic representation by facilitating a similar two-year election cycle, ensuring consistency and adherence to shared governance practices. These biennial democratic processes provide members with regular opportunities to select their leadership, thereby fostering accountability, responsiveness, and transparency.

### **3. ELECTION TIMELINE, VOTING ELIGIBILITY, 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 are members of the Guild for at least one year directly preceding the start of the specific election candidate filing period. 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 are members of the Guild for at least one year directly preceding the start of the specific election candidate filing period. 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 By-Laws, for at least one year directly preceding the start of the specific election candidate filing period. This requirement ensures that participants in the AFT 1521 electoral process have demonstrated sustained commitment to AFT 1521, ensures a safeguard against potential influence by those who might join AFT 1521 solely to affect the outcome of a specific election, and ensures members who have consistently supported AFT 1521 financially shall have the assurance that voting rights and candidacy opportunities are reserved for those individuals similarly financially invested in the organization's future.

An individual wishing to run for office must be a member of the Guild, as full-time faculty or true adjunct faculty on seniority for at least one year directly preceding the start of the specific election candidate filing period. This requirement ensures that participants in the AFT 1521 electoral process have demonstrated sustained commitment to AFT 1521, ensures a safeguard against potential influence by those who might join AFT 1521 solely to affect the outcome of a specific election, and ensures members who have consistently supported AFT 1521 financially shall have the assurance that voting rights and candidacy opportunities are reserved for those individuals similarly financially invested in the organization's future.

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.

### **4. 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.

## **5. MEMBER IN GOOD STANDING**

Union member of AFT 1521 with signed membership card for at least one year directly preceding the start of the specific election candidate filing period (excepting Section 6 below)

**AND**

Union dues paid in the preceding calendar year

**OR**

True Adjunct Faculty on Seniority

\*Note: the AFT 1521 Collective Bargaining Agreement (CBA) allows True Adjunct Faculty on Seniority Rights to: Assignment rights in seniority order (Article 16); Run and vote for Department Adjunct Faculty Representative (Article 17); Apply for conference and tuition reimbursement (Article 23); Apply for ISA positions (Article 13). [whether or not a True Adjunct Faculty on Seniority currently have an assignment, they retain their seniority position for 6 consecutive semesters or 3 years of non-offers]

## **6. CONFLICT OF INTEREST POLICY**

LACCD administrators with adjunct-rate assignments may have joined the AFT 1521 bargaining unit as members. However, with their roles of hiring, firing, disciplining, and reviewing AFT 1521 bargaining unit members, a conflict of interest is created.

For the purposes of this Election Code, "administrators" shall include President, Vice President, Dean, as these roles have oversight authority to hire, fire, discipline, administrative review, etc. faculty members within the AFT 1521 bargaining unit.

In accordance with labor principles, management shall not participate in Union elections for employees they oversee. Consequently, Union elections shall be conducted without management participation or influence, ensuring the autonomy of Union decision-making processes.

Administrators shall be strictly prohibited from participating in any aspect of the AFT 1521 election process, including but not limited to: Voting in Guild elections; Running for elected positions within the Guild; Campaigning for or against any Guild candidate; Distributing, endorsing, or facilitating Guild campaign materials; Directly or indirectly influencing the outcome of Guild elections, including the use of resources, endorsements, or pressure on Union members.

The AFT 1521 Guild shall take reasonable and appropriate measures to verify that administrators are not listed on the eligible voter list. Any instances of administrator involvement in the election process shall be reported in writing to the Election Committee, and shall be investigated, and appropriate actions shall be taken to uphold the current and/or future integrity of the bargaining unit election process.

This policy is in alignment with the AFT 1521 ethics policy that prohibits voting when there is an inherent conflict of interest. The Guild may provide advance written notice to conflict of interest individuals (inclusive of interim and acting) who AFT 1521 has a listing.

## **7. 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 18. After ballots are sent, staff will email those who are members of the Guild for at least one year directly preceding the start of the specific election candidate filing period, informing them that if they have not received a ballot they should contact the Guild office, so that a replacement ballot can be sent.

## **8. ACCESS TO MEMBERSHIP LISTS**

Candidates shall be provided with a list of the names and campuses of the unit members who comprise the potential electorate for their offices. Candidates shall request in writing said list when instructed said lists are available to request [this process shall be available prior to election start]. 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.

Candidates and/or supporters shall not use their official AFT1521.org or LACCD or campus .edu email (or any other institutional emails) to originate campaign messages and/or endorsements. All campaign related communications must originate from a candidate's or supporter's personal email address (including campaign material, any campaign comments, any endorsements, etc.). Candidates are allowed to send from a personal email to member personal or to .edu address provided by the Guild, adhering to district email policies.

In order to facilitate access to faculty email inboxes during the designated campaign period, the Guild shall request of LACCD Information Technology (IT) that private emails of confirmed candidates be whitelisted on the LACCD email server(s) so that candidate campaign materials sent to faculty email inboxes may not be treated as spam or otherwise blocked from delivery.

Any candidate challenges to the accuracy or completeness of the initially distributed membership list shall be submitted in writing to the Election Committee no later than 30 days after candidates are initially informed that said lists are available for request. The Election Committee with Guild staff support shall investigate and resolve specific named challenges to the membership list.

Guidance will be provided by the Election Committee and shall be adhered to by all candidates regarding the use of any electronic mailing platforms.

No candidate shall begin campaigning for a specific election prior to the candidate signing and returning this Election Code.

## **9. CANDIDATE STATEMENTS**

The Guild will mail to those who are members of the Guild for at least one year directly preceding the start of the specific election candidate filing period, 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.).

## **10. CANDIDATE FORUMS**

Each chapter shall hold an electronic 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. The designated moderator for a campus will endeavor to reasonably align a candidate 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.

## **11. PROHIBITED CAMPAIGN ACTIVITIES at NON-AFT 1521 EVENTS**

To maintain the integrity and neutrality of professional and academic gatherings, campaigning (including but not limited to flyers, literature, etc.) is strictly prohibited at certain events. These events include, but are not limited to, Campus Academic Senate meetings, District Academic Senate meetings, Professional Development events, District Discipline Day events, and other official district-wide or campus-specific functions intended for professional, academic, or administrative purposes. Engaging in campaign activities during these events is not permitted.

## **12. FAIR CAMPAIGN ACCESS**

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.

In accordance with AFT National guidance, this rule is an appropriate means of ensuring that the AFT Local 1521 elections comply with the LMRDA and the AFT Constitution. Therefore, it is AFT National guidance that this AFT Local 1521 election rule is reasonable and appropriate to maintain.

An incumbent Chapter President and District candidates are prohibited from engaging in campaign activities at official AFT 1521 chapter meetings. These meetings are intended for union business and must remain neutral to ensure a professional environment.

Incumbent candidates shall not use the “All-Faculty” email list serve for the distribution of personal campaign materials, individual campaign materials, or group campaign materials.

### **13. 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 \$40 per hour per staff member performing the task. Any distribution via U.S. mail must be processed through the Guild office. Candidates shall bring materials to the Guild office at least five working days before they would like them to be mailed.

### **14. ON-CAMPUS PHYSICAL CAMPAIGN MATERIALS (FLYERS, POSTERS)**

The posting of campaign materials on campus constitutes an inappropriate use of employer facilities and resources. Bulletin boards, walls, office doors, mailboxes, and other surfaces maintained by the District are intended for official college and district business. Allowing campaign materials on these surfaces would create an unfair advantage for some candidates. Moreover, placing printed materials on campus may create an implied association between the employer and the campaign, which must be avoided to ensure neutrality in the election process.

To ensure a fair, equitable, and environmentally responsible election process, the display of physical campaign materials, including but not limited to flyers, posters, banners, and printed advertisements, is strictly prohibited on all campuses and district offices within the Los Angeles Community College District (LACCD). Candidate(s) shall be held responsible for violations of this policy relative to said candidate(s) material. This policy applies to all candidates, campaign representatives, and supporters.

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.

### **15. 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 electronic tallied results. Candidates and/or their representatives are entitled to be observers if there is a physical ballot count.

## **16. 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 the results are posted). If a run-off election is held, the timeline of five (5) working days applies.

## **17. 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.

## **18. 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.

## **19. ELECTION OUTCOMES**

As per Article VI, Section 6.01 of the Guild By-Laws, officers and delegates shall be elected by secret ballot beginning in April or May of even-numbered years, by those who are members for at least one year directly preceding the start of the specific election candidate filing period. Only persons who are members of the Guild, as full-time faculty or true adjunct faculty on seniority, for at least one year directly preceding the start of the specific election candidate filing period, 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.

## 20. CERTIFICATION

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.**

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Candidate Signature

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Print Name

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Date

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## **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.

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Signature

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Print Name

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Date