**STANDING RULES**

**College of the Canyons Faculty Association/CTA/NEA**

1. POLITICAL ACTION COMMITTEE
	1. College of the Canyons Faculty Association shall maintain an ongoing Political Action Committee, hereafter referred to as COCFA-PAC
	2. The purposes of the College of the Canyons Political Action Committee (COCFA-PAC), shall be:
		1. To inform members of legislation, voting records, and positions of elected officials and candidates that may affect the members' classrooms, working conditions, rights, and benefits.
		2. To serve as a voluntary funding structure through which College of the Canyons Faculty Association members may give direct and indirect financial contributions to support or oppose Santa Clarita Community College District Board of Trustee candidates for office; and State and local issues affecting community colleges, including ballot measures (issues) as are deemed worthy of support (or opposition) from the standpoint of educational issues and without regard to partisan consideration.
		3. The COCFA-PAC shall have the purpose of planning and implementing all political organizing on behalf of COCFA.
	3. The COCFA-PAC will be composed of a Chairperson, a Treasurer and at least two (2) other standing members.
		1. The President of the College of the Canyons Faculty Association with the approval of the Executive Board will appoint the members of COCFA-PAC.
		2. All terms of office shall be for one (1) year. Members may continue to serve as long as they receive confirmation of the College of the Canyons Faculty Association Executive Board
		3. The COCFA-PAC chairperson will give regular reports to both the Executive Board and the Representative Council of the College of the Canyons Faculty Association.
	4. Funding for COCFA-PAC will consist of
		1. A voluntary amount of up to $60 per member per year, paid as up to $6 per-member tenthly, will be placed in the account of the COCFA-PAC from current members' local contributions. These monies will remain segregated from the general membership account. Association members not wanting to contribute dues money to COCFA-PAC will be given an opportunity to opt out formally and in writing at the beginning of each academic year.
		2. Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose as judged by the COCFA-PAC committee with the approval of the College of the Canyons Faculty Association Executive Board with advice from the College of the Canyons Faculty Association Representative Council. The following guidelines will be used as procedures:
			1. Amounts up to $500 may be spent with the approval of the Executive Board. Reports of these expenditures will be made to the Executive Board and Representative Council at each regularly scheduled meeting.
			2. Amounts over $500 may only be spent with prior approval of both the Executive Board and the Representative Council.
		3. No amount of funding or support "in-kind" can be given to:
			1. Support or oppose any candidate unless this is consistent with the position (support or oppose) of the College of the Canyons Faculty Association.
			2. Support or oppose an initiative or ballot measure unless this is consistent with the position (support or oppose) of the College of the Canyons Faculty Association.
2. POLITICAL CANDIDATE INTERVIEW AND ENDORSEMENT
	1. COCFA will endorse candidates or officeholders by using a process of interviewing candidates. The Interview Committee shall follow the Procedural Rules in Appendix A and B to conduct its interviews and deliberations.
	2. COCFA will conduct this process in collaboration with the COCFA-PAC. The process will be as follows:
		1. All eligible candidates or officeholders of a particular election cycle for a particular political office will be invited to interview with the COCFA Candidate Interview Committee. An email confirmation will be sent to all candidates. Candidates who have publicly announced their candidacy and/or filed their Declaration of Candidacy with the Board of Elections within 24 hours of the interviews shall be invited to participate.
		2. COCFA will post endorsement timeline to cocfaculty.org website and will make a public announcement at the Santa Clarita Community College Board of Trustees meeting.
		3. Candidates will be interviewed by a 7 member interview committee, formally to be named, COCFA Candidate Interview Committee. The 7 member interview committee will consist of 1 COCFA Executive Board member; 1 COCFA-PAC member; and 5 COCFA members at large who are not otherwise members of the COCFA Executive Board or COCFA-PAC.
			1. At the discretion of COCFA Executive Board, the candidate interviews may include other represented groups of College of the Canyons strictly as observers. The other represented groups shall not have the power to change questions asked by COCFA Candidate Interview Committee, but may request additional interview questions to be added at the discretion of the COCFA-PAC and the Executive Board.
			2. The COCFA interview committee’s deliberations and recommendation of endorsement of candidates shall be independent from other groups. This separate deliberation insures that final endorsement rests with COCFA Representative Council.
			3. The COCFA Executive Board must report to the Representative Council its intention to invite other College of the Canyons’ represented groups to the candidate interviews, so as to give the Representative Council the opportunity to direct the Executive Board to reconsider its decision.
		4. All interviewees will be asked the same set of questions. Interview questions will be developed by the COCFA-PAC and adopted and approved by the Executive Board. The Executive Board may amend the question list at their discretion.
			1. The interview questions will be made known and available to the Representative Council and members at large at the conclusion of the interview process.
		5. COCFA-PAC and the Executive Board will set the time, date, location and duration of the interview.
		6. All invited interviewees who cannot attend the scheduled interview process for unavoidable reasons will be provided an opportunity to submit a written response to the same set of questions that were posed to the other interviewed candidates or officeholders. But it is strongly advised that candidates be present.
		7. At the conclusion of candidate interviews, the interview committee will deliberate for a reasonable amount of time in good faith with the intended goal to reach a consensus on whether to recommend any particular candidate or candidates for endorsement to the Representative Council. If no consensus exists, then the interview committee will forward its recommendations and findings to the Representative Council based on simple majority vote. The interview committee’s deliberations will be directed by the chair of the interview committee to ensure equitable participation by all interview committee members.
		8. The final decision to endorse rests with the Representative Council. The interview committee will present its recommendations and findings to the council at the next regularly scheduled Representative Council meeting, or sooner, if the COCFA President calls for an emergency meeting of the council in order to endorse the candidate in a timely manner.
			1. The Representative Council will deliberate for a reasonable amount of time in good faith with the intended goal to reach a consensus on whether to endorse any particular candidates. If no consensus exists, then the Representative Council will make its final determination to endorse or not endorse a particular candidate based on a two-thirds majority vote. The COCFA President will chair the deliberations process to ensure equitable participation of all council members. The COCFA President may delegate his/her duties over this process.
			2. In the event the interview committee concludes no candidate should receive the endorsement of COCFA, the Representative Council may not, thereafter, choose to endorse any candidate for the particular political office for the election cycle.
			3. The Representative Council may only endorse one candidate per office. The Santa Clarita Community College District Board of Trustees hold specific offices that are separate from one another*.* Whether to endorse unopposed candidates is at the purview of the Representative Council. Regardless of endorsement, PAC funds from CTA's ABC Committee shall never be spent on unopposed candidates.
			4. During deliberations the Representative Council will have access to the interview questions posed to the candidates and officeholders as well as the summaries of the respective candidates’ answers that were taken during the interview process.
			5. The Representative Council endorsement decisions must be accomplished in one COCFA Representative Council meeting. It is understood that this meeting may be an extended meeting.
		9. COCFA may issue letters of endorsement/recommendation or statements of endorsement/recommendation with reasons for the endorsement/recommendation for purposes of press releases or member education after approval.
	3. Deliberation procedures. This meeting shall be a single, extended COCFA Representative Council session. COCFA President may chair the endorsement meeting or appoint another Executive Board member to chair the endorsement meeting.
		1. Presentation of Interview Committee Findings. Each member of the Representative Council will be provided a copy of the conclusions and findings of the COCFA-PAC Candidate Interview Committee. Included in the packet will be documentation necessary for the Council to make a final determination of whether to endorse or not endorse a particular candidate.
			1. Each set of documents provided to the members of the Representative Council will include:
				1. Summary of COCFA-PAC Candidate Interview Committee Recommendations
				2. Summaries of Individual Candidate Responses to Committee Questions
				3. Candidate Bio Contact Form
				4. Candidate Statements/Endorsement Forms voluntarily brought to the interview by the candidates themselves.
			2. Members of the Representative Council are encouraged to review these documents, particularly, the *Summary of COCFA-PAC Candidate Interview Committee Recommendations*. When the Chair of the Representative Council believes a reasonable amount of time has passed for Council members to have familiarized themselves with the written documentation, he or she will call for the deliberation process to begin.
		2. Deliberations. The Chair shall ensure equitable opportunity for input by all members of the Council. No vote or conclusion for an endorsement shall be held until at least one round of deliberations among all present and attending members of the Council has been completed.
		3. Voting Procedures.
			1. When the Chair believes a reasonable amount of time has passed to warrant an initial vote, the chair shall call for Council members to nominate a candidate, or candidates, for the Council’s endorsement. All nominated candidates require a seconded motion of nomination from another Council member. After nominations have been completed, the Chair will call a vote for nominated candidates in the order the nominations were received by the Chair. Council members shall be allowed to motion for further deliberations if they believe additional discussion is necessary to better formulate their respective positions. Calling for further deliberations after the Chair has called for nominations also requires a second supporting motion.
			2. If there is more than one Board of Trustees seat up for election, the Chair will ensure to segregate the candidate nominations by the particular seats and correlating candidate filings for those particular seats. The Council can only recommend one candidate per available political seat. Consequently, Council members must decide which candidate, per seat, they will cast their vote in support of for endorsement. Council members cannot vote in the affirmative more than once for candidates seeking the same political seat. There is only one affirmative vote allotted per Council member per available political seat. However, there is no limit on a Council member’s right to vote in the negative.
			3. There is no requirement that a Council member vote in the affirmative for a nominated candidate. There is no requirement that the Council as a whole must endorse a candidate. The council members also have the option of making a motion specifically to take no position whatsoever on a particular candidate. If no nominations are made, the absence of a nomination shall be interpreted as a decision by the Council as a whole not to endorsement any candidate for that particular political seat.
			4. Any other outside material, information or hearsay that cannot be conclusively and factually attributed to the candidates will be excluded from deliberations. Any additional information to be admitted to the deliberations process must be approved by the Chair overseeing the deliberations process.
			5. In reaching a conclusion, the Council should seek to finalize its decisions to endorse a candidate or not to endorse a candidate first by consensus, and in the alternative, by two-thirds majority vote.
		4. Representative Council Conclusions. If the Council, by consensus or majority vote, concludes it will endorse a candidate or candidates, it must summarize the reasoning and rationale for its decision in writing. If the Council, by consensus or majority vote, concludes it will not endorse a candidate or candidates, it must summarize the reasoning and rationale for its decision in writing. The summary shall be drafted by the Chair of the Representative Council, or by an appointee of the Chair. The Chair shall submit the summary to the members of the COCFA Executive Board and the COCFA Political Action Committee. The summary of findings will guide the drafting of a COCFA press release and other endorsing materials.
		5. Subsequent COCFA-PAC Actions. If the Representative Council endorses a particular candidate for an available political seat, the COCFA-PAC Chair will subsequently inform the Council of potential campaign/election options and will seek Council input. Specifically, the Council should provide opinions as whether to disperse COCFA-PAC funds to the endorsed candidate or candidates in support of their election and candidacy, and whether to conduct political organizing on behalf of the endorsed candidate or candidates.
3. ELECTIONS COMMITTEE
	1. The elections committee shall oversee and conduct all elections for officers and Representative Council, ratification of tentative agreements with the District, Initiatives, and Referendums.
	2. Divisions/Schools
	The following Schools shall have representation at Representative Council;
		1. Applied Technologies
		2. Business
		3. Humanities
		4. Kinesiology and Athletics
		5. Mathematics, Sciences, and Engineering
		6. Health Professions & Public Safety
		7. Social and Behavioral Sciences
		8. Visual and Performing Arts
		9. Physical Education and Athletics
		10. Student Services
		11. Any faculty members who do not belong to one of the above school (or to any school) will be members of their own school group.
	3. Each school (or school group) may elect representatives according to the following member/representative ratios:
		1. A school with 1-10 voting members may elect 1 representative;
		2. a school with 11-20 voting members may elect 2 representatives;
		3. a school with 21-30 voting members may elect 3 representatives;
		4. a school with 31-40 voting members may elect 4 representatives;
		5. a school with 41-50 voting members may elect 5 representatives;
		6. a school with 51-60 voting members may elect 6 representatives;
		7. a school with 61-70 voting members may elect 7 representatives.
	4. A vacancy in the Representative Council positions shall be filled by an appointment, which will be made by nomination by the President and confirmed by the Representative Council. The confirmed Representative Council member(s) shall serve the remainder of the vacant term until the next election cycle for the specific seat(s).
	5. 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 appropriate governance body to which it is responsible.
		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. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.
	6. 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. Every Active member shall be assured of voting by secret ballot.
		3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
		4. There shall be an all Active member vote. A member who is on sabbatical or other leave shall be sent election information by mail to his/her last known residence.
		5. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.
	7. Announcement
		1. The announcement of election shall include the offices, length of terms, and the election timeline.
		2. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.
	8. Timeline
		1. The timeline for the election shall include dates for:
			1. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
			2. Date for acknowledgment of declarations from candidates.
			3. Date for preparation of ballots.
			4. Date on which ballots will be distributed.
			5. Date(s) when voting will take place.
			6. Deadline date, time and place for return of ballots, (date received, not post-mark date).
			7. Date, time and place where ballots will be counted.
			8. Date(s) that announcement of results will be made to leadership, candidates and members.
			9. Dates and timelines for run-off election, if necessary.
			10. Deadline for filing of challenges (date received, not post-mark date).
	9. 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. The 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.
	10. Candidate’s Rights
		1. Privileges extended to one candidate shall be extended to all candidates.
		2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
	11. Ballot
		1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate’s last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
		2. The ballot shall state the name of the office, the term, and the names of the candidates.
		3. The ballot shall include space for a write-in candidate, except in run-off elections.
	12. 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:
			1. At School Site(s)/Specified Voting Site
			2. At School Site(s)/Specified Voting Site Using Envelopes
			3. Mail
				1. Voting at School Site(s)/Specified Voting Site

Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.

Voter Roster – List of eligible voters.

Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.

The marked ballot must be returned to a designated site representative or ballot box.

Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.

Active members who are on sabbatical or other leave shall be notified by mail in order to provide them an opportunity and right to vote.

* + - * 1. Voting At School Site(s)/Specified Voting Site Using Envelopes
				When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

A list of current Active members shall be prepared, which includes each member’s name and school address.

The voter shall be provided with the following:

A ballot;

Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office;

A small envelope (inner envelope) in which to place the voted ballot; and,

A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.

At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.

The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.

All inner envelopes shall be placed in a separate receptacle.

The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

Active members who are on sabbatical shall be notified by mail in order to provide them an opportunity and right to vote.

* + - * 1. By mail
				When the voting is conducted by mail, the procedure shall be as follows:

				Active members who are on sabbatical or on other leave shall be notified by mail in order to provide them an opportunity and right to vote.

All member vote by mail may be utilized for elections and contract ratification in cases where it is needed as decided by the Representative Council.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

A list of current Active members shall be prepared, which includes the following: name, campus and home address.

The mailing list shall exactly correspond to the current official roll of voting members.

Each voter shall be provided with:

A ballot;

Instructions on:

Folding and placing of the ballot in the unsigned inner envelope;

Placing of the unsigned inner envelope into the outer envelope;

Signature and campus on the outer envelope addressed to the chapter; and

Deadline date for receipt of the voted ballot at the chapter office.

Inner envelope;

Outer return envelope, addressed to the chapter.

The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.

At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.

The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.

All inner envelopes shall be placed in a separate receptacle.

The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

* 1. Vote Requirement

	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.
		1. A majority vote means more than fifty percent (50%) of the legal votes cast.
		2. A plurality vote means the largest number of votes to be given any candidate or issue.
		3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
		4. For officers, the election will be by majority.
		5. For State Council: [See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.]
			1. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
			2. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.
		6. If a candidate does not receive a majority vote, a run-off election shall be conducted between the two 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 NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit’s governance documents. Results must be sent to the CTA Governance Department and to the Service Center Council.
		8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
		9. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit’s governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA.
		10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.
	2. Counting of Ballots
		1. Upon receipt of ballots, tally sheets and signature sheets (Exhibit A), the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
		2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
			1. Blank ballot;
			2. More ballots than signatures;
			3. Ballot submitted after deadline;
			4. Voter not an Active member;
			5. Voter’s intent unclear;
			6. Votes cast for more than number allowed;
			7. Vote cast on unofficial ballot;
			8. Vote cast for ineligible candidate.
		3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
		4. The Elections Committee shall prepare the Tally Sheet, recording the following information:
			1. Total number of ballots cast.
			2. The number of set aside ballots with an explanation for each category of ballot not counted.
			3. The number needed to win or pass.
			4. The number of votes received by each candidate or issue.
			5. A notation whether the set aside votes would affect the outcome.
			6. Signature of each Elections Committee member present during the preparation of the report.
		5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
		6. The President shall announce the results as prescribed by the timelines.
		7. If the votes set aside could affect the outcome of the election, the President and the appropriate body shall decide:
			1. to count the votes which have been set aside;
			2. not to count the votes which have been set aside; or
			3. if the election should be conducted again.
		8. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
		9. The ballots and voter sign-up sheets shall be retained for one year after the election.
	3. Observers
		1. Each candidate shall be allowed to have an 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 President or designee has been notified of the results.
	4. Challenge Procedure
		1. A challenge cannot be initiated until after the results of the elections have been posted at each campus.
		2. The challenging party(ies) must notify the unit president and chair of the Elections Committee of a challenge in writing within ten (10) days after the announcement of the results of the election.

		The notification must:
			1. Specify which requirement has been violated.
			2. Include evidence, insofar as possible.
			3. List names and addresses of parties who can give evidence.
		3. Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit’s bylaws and standing rules, conduct an investigation and determine whether:
			1. The challenge alleges a violation of the unit’s elections requirement.
			2. The challenge is supported by appropriate documentation.
			3. More information is needed, in which case, the information will be obtained via the most feasible method.
			4. The alleged violation may have affected the outcome of the election.
		4. The Elections Committee shall submit a report including issues and recommendations to the Association President and the Association Executive Board. The Executive Board shall act on the report immediately at its first opportunity.
		5. If an individual wishes to appeal the decision of the governance body of the unit, or if the governance body fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
		6. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.
1. 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 15 calendar days shall be permitted to obtain the signatures of at least thirty (30) 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.
	6. The chapter president shall have 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.
2. REFERENDUM PROCEDURES
	1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Council 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 school days after action by the Representative Council, 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.
3. 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.
	6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition.
	7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
	8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 school 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.
4. MEMBERSHIP EXPENSE REIMBURSEMENT POLICY
	1. The rules governing the control for necessary expenses for members on Association business as authorized by the Executive Board contained herein:
	2. All receipts for travel reimbursements must accompany member expense statement (Exhibit B) as well as all detailed receipts (credit card receipts are not acceptable.)
		1. TRAVEL (Requires advanced approval from the Executive Board):
			1. PLANE: Actual, most economical coach fare (attach receipt)
			2. TRAIN or BUS or TAXI: Actual Fare including tip, maximum 20% (attach receipt)
			3. AUTO:
				1. Standard IRS Business Mileage Rate
				2. Mileage reimbursement will be calculated using the shortest highway route
				3. Mileage reimbursement cannot exceed the cost of coach plane fare.
				4. Toll roads and bridges reimbursed at actual cost (attach receipt)
			4. PARKING: Actual costs of airport parking and hotel parking excluding valet parking (attach receipt)
		2. LODGING (attach statement):
			1. CTA/NEA Conferences – Half the cost of a double-occupancy hotel room.
			2. Other Travel or Conferences – Cost of a standard hotel room.
			3. If travel by auto results in an extra night hotel room, such charge is not reimbursable.
			4. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable.
			5. A maximum of seven dollars ($7.00) total per day for portage and a housekeeping tip is reimbursable.
		3. MEALS (attach receipts):
			1. Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA.
			2. Individual meal limit is $40.00 including tax and tip.
			3. Actual amounts paid including tax and tip not to exceed $70.00 per any one day.
			4. Itemized receipts are required for all meal reimbursements of $10.00 or more.
			5. Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip).
			6. Maximum tip reimbursable percentage is 20%.
			7. Extra meals required by auto travel are not reimbursable.
		4. OTHER REIMBURSEMENTS (Require advance approval from the Executive Board):
			1. Cell phone calls reimbursement for business use while traveling
			2. Hotel Internet Connection to contact bargaining unit members
		5. DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:

		All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.
		6. ACCOUNTING FOR ADVANCES:

		All advances must be accounted for within thirty (30) days of the end of the event by utilizing the member expense reimbursement form in which the advance amount is deducted from the reimbursement amount. Unused advance amounts must be included with the expense reimbursement.
		7. RECURRING SUBMISSION OF LATE EXPENSES:

		Members will be granted up to two late reimbursements per fiscal year.
		8. APPEALS/DISPUTES/EXCEPTIONS:

		Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make their determination on the appeal at its next regularly scheduled Board meeting.
5. Equipment:
	1. COCFA officers (President, Vice President, Treasurer, and Secretary), COCFA lead negotiator, and grievance chair may request the Executive Board’s approval for the purchase of a laptop or tablet, the cost not to exceed $2400. Equipment may become eligible for replacement after three years;
	2. If new COCFA officers already own such equipment, they are encouraged not to purchase new equipment but may request approval for purchasing equipment upgrades and/or repairs;
	3. COCFA-owned equipment purchased for that officer may be purchased from COCFA.  Cost for such purchases are to be made at straight line depreciation for three years at (33.3%) depreciation per year.  After the three year period, the officer, lead negotiator or grievance chair can choose to keep the equipment at no cost to the officer, pass it on to another officer or member of the Board, or return it to COCFA;
	4. Receipts are required for all purchases and must accompany the MES.
6. Off Contract Pay for Officers’ and Members working for COCFA – Up to $1,000 shall be paid for up to two positions at the current overload/intersession pay rate to any officer or member as approved by the Executive Board who work at an hourly basis for COCFA during off contract times.  Prior to the off contract period, the Executive Board shall confirm what work is anticipated, who will be performing said work, and the approximate hours the work should take. Work that totals more than $1,000 would need pre-approval from the Representative Council.

Appendix A

COCFA CANDIDATE INTERVIEW COMMITTEE

INTERVIEW PROCEDURAL RULES

BOARD OF TRUSTEES ELECTION

1. INTRODUCTIONS
	1. The Interview Chair shall collect the Candidate Biographical Data Form from each of the candidates upon their arrival to the interview session.
	2. The individual committee members will introduce themselves to the candidate.
	3. Candidates will have an opportunity to give an opening statement before the interview questions are asked.
	4. Candidates shall be reminded of the time limit out of respect to the other scheduled candidates.
2. QUESTIONS
	1. The individual committee members will take turns reading each of the questions to the candidate.
	2. At the conclusion of each question, the Chair will ask the committee members if they have any follow up questions for clarity.
	3. The interview committee reserves the right to ask candidates follow-up questions pertinent to the content of their opening statement or of their interview question responses.
	4. Further questions may be asked by the committee to clarify any of the published candidate materials.
	5. No new and independently formulated questions that are unrelated to responses or materials shall be presented to the candidates.
3. CONCLUSION
	1. At the conclusion of the question and answer period, the candidate shall be asked if they have any questions for the committee.
	2. Candidates will not be allowed to keep their copy of the questions. They must return them to the Chair at the conclusion of the interview.
	3. Members of the interview committee should not discuss any of their observations or conclusions with other committee members until the beginning of the summary and deliberations process.

Appendix B

COCFA CANDIDATE INTERVIEW COMMITTEE DELIBERATION PROCEDURAL RULES

BOARD OF TRUSTEES ELECTION

1. Summary of Individual Questions for Each Candidate
	1. Interview committee members shall collaborate to summarize each candidate’s answers to all questions in an itemized manner. Committee members should assess one candidate at a time. Committee members should discuss and share, for example, their individualized perceptions as to a particular candidate’s answers to each of the questions, thus arriving at a consensus, or in the alternative a majority opinion, as to what the candidate’s answers were to each of the questions.
	2. A summary of each question should be drafted in a collaborative effort for each of the candidates.
	3. Once the committee has finished its assessment of a particular candidate’s answers, they should proceed to assess the remaining candidates in the same manner.
	4. Committee members should make a strong effort to withhold any statements of support, conclusion or opinion regarding any of the interviewed candidates until the summaries of individual questions have been completed for all candidates. Doing so will ensure, as near as possible, a factual determination of what the candidate’s answers to the statements, in actuality, were.
2. Deliberations
	1. Once a summary has been drafted for each of the candidate’s answers, the committee shall hold oral deliberations among the seven committee members. The Chair, or Co-Chairs, of the committee shall ensure equitable opportunity of input by all members of the committee.
	2. No vote or conclusion for a recommendation shall be held until at least one round of deliberations among all seven members has been completed.
	3. If for any reason a member of the interview committee cannot complete the interview and deliberations process due to sickness, family emergency or other exigent circumstances, the committee will continue the interview process without that particular member. The Chair, or Co-Chairs, shall ensure that the representative council is made aware of any absence of committee member~~s~~, temporary or otherwise, during the interview and deliberations process.
3. Voting Procedures
	1. When the Chair, or Co-Chairs, believes a reasonable amount of time has passed to warrant an initial vote, the chair shall call for committee members to nominate a candidate, or candidates, for the committee’s recommendation to the representative council. All nominated candidates require a second motion of nomination from another committee member.
	2. After nominations have been completed, the Chair, or Co-Chairs, will call a vote for nominated candidates in the order the nominations were received by the Chair.
	3. Committee members shall be allowed to motion for further deliberations if they believe additional discussion is necessary to better formulate a member, or members’ positions. Calling for further deliberations after the chair has called for nominations also requires a second supporting motion.
	4. The interview committee members also have the option of making a motion specifically to take no position whatsoever on a particular candidate.
	5. If there is more than one Board of Trustees seat up for election, the Chair, or Co-Chairs, will ensure to segregate the candidate nominations by the particular seats and correlating candidate filings for those particular seats.
	6. The committee can only recommend one candidate per available political seat. Consequently, committee members must decide which candidate, per seat, they will cast their vote in support of for recommendation to the representative council.
	7. Committee members cannot vote in the affirmative more than once for candidates seeking the same political seat. There is only one affirmative vote allotted per committee member per available political seat. However, there is no limit on a committee member’s right to vote in the negative.
	8. There is no requirement that a committee member must vote in the affirmative for a nominated candidate. There is no requirement that the committee as a whole must recommend a candidate to the Representative Council for endorsement.
	9. If no nominations are made, the absence of a nomination shall be interpreted as a decision by the committee as a whole not to recommend any candidate for endorsement to the representative council.
	10. Additionally, candidate statements filed with the Los Angeles County Clerk’s office will be made available to the committee for review during the deliberations process. Any other outside material or information that cannot be conclusively and factually attributed to the candidates will be excluded from deliberations. Information to be admitted to the deliberations process must be approved by the Chair or Co-Chairs, of the committee.
4. Summary of Committee’s Findings and Conclusions
	1. At the close of deliberations, the committee shall draft an overall summary of its final decision.
	2. If the committee, by consensus or majority vote, concludes it will recommend a candidate or candidates to the representative council for endorsement, it must summarize the reasoning and rationale for its decision in writing.
	3. If the committee, by consensus or majority vote, concludes it will not recommend a candidate or candidates to the representative council for endorsement, it must summarize the reasoning and rationale for its decision in writing.
5. Presentation to the Representative Council
	1. The final summary of the committee’s decision, along with the individual summaries of all questions for each candidate, will be presented to the Representative Council for their review during subsequent endorsement deliberations.



Member Expense Statement