

EXECUTIVE BOARD AND COCFA-PAC CANDIDATE INTERVIEW AND ENDORSEMENT STANDING RULE/POLICY

I. COCFA will endorse candidates or officeholders by using a process of interviewing candidates. COCFA will conduct this process in collaboration with the COCFA-PAC. The process will be as follows:

A. 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. A hard copy confirmatory cover letter will be sent to all candidates.

B. 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 political action committee.

C. 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 ammend 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.

D. COCFA-PAC and the Executive Board will set the time, date, location and duration of the interview.

E. 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.**

F. 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 recommendation 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.

G. The final decision to endorse rests with the Representative Council. The interview committee will present its recommendation 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
Note: The Santa Clarita Community College District Board of Governors hold specific offices that are separate from one another. Consequently, multiple endorsements might be permissible in certain circumstances.

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.

H. 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.