

COCFA CANDIDATE INTERVIEW COMMITTEE DELIBERATION PROCEDURAL RULES

BOARD OF TRUSTEES ELECTION

Step 1 - Summary of Individual Questions for Each Candidate

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. A summary of each question should be drafted in a collaborative effort for each of the candidates. 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. 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.

Step 2 – Deliberations

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. No vote or conclusion for a recommendation shall be held until at least one round of deliberations among all seven members has been completed.

Step 3 – Voting Procedures

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. 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. 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. **The interview committee members also have the option of making a motion specifically to take no position whatsoever on a particular candidate.**

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. 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. 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.

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. 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.

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.

Step 4 – Summary of Committee's Findings and Conclusions

At the close of deliberations, the committee shall draft an overall summary of its final decision. 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. 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.

Step 5 – Presentation to the Representative Council

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.

Note: 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 members, temporary or otherwise, during the interview and deliberations process.

Sentence in bold was adopted 5/9/2012 by vote of COCFA Rep Council.