

COCFA REPRESENTATIVE COUNCIL DELIBERATION PROCEDURAL RULES

BOARD OF TRUSTEES ELECTION

This meeting shall be a single, extended, COCFA Representative Council session.

Step 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.

Each set of documents provided to the members of the Representative Council will include:

- Summary of COCFA-PAC Candidate Interview Committee Recommendations*
- Summaries of Individual Candidate Responses to Committee Questions*
- Candidate Bio Contact Form*
- Candidate Statements/Endorsement Forms voluntarily brought to the interview by the candidates themselves.*

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.

Step 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.

Step 3 – Voting Procedures

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.

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.

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 endorse any candidate for that particular political seat.

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.

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.

Step 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.

Step 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.

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