



ELECTION PROCEDURES

FACULTY ASSOCIATION
SUFFOLK COMMUNITY COLLEGE

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JUNE 2011

FACULTY ASSOCIATION ELECTION PROCEDURES

Incorporating all changes through June, 2011

For purposes of this procedure, the definition of the following terms shall be applicable:

A constituency for an Executive Council representative shall be an academic area or areas on one or more campuses as delineated in the Faculty Association Constitution, Article IV.

A college-wide constituency shall include the designated academic area or areas on all three campuses. Adjunct and professional assistant representatives to the Executive Council are elected from college-wide constituencies as designated in the Faculty Association Constitution, Article IV.

At-large representatives are elected by all eligible members of the Faculty Association regardless of constituency. The following positions of the Faculty Association are elected at-large: President, Executive Vice President, Secretary, Treasurer, Grievance Officer and Adjunct Coordinator.

I. Elections Committee

- A. The Elections Committee shall be a standing committee of the Association, the composition of which shall be ad hoc.
- B. The Committee shall be chaired by the Secretary of the Association, except where the incumbent in that position is seeking election. In such cases, the remaining members of the Elections Committee shall designate a Chairperson.
- C. Composition of the Committee
Each Executive Council constituency shall be entitled to at least one representative on the Committee. (See Faculty Association Constitution, Article IV.)
- D. Designation of Committee Members
 - 1. Faculty Association members may volunteer to serve on the Elections Committee. Those interested must contact the Elections Committee Chair regarding their intent to serve as volunteers and all such volunteers shall serve on the Committee for the elections at hand.
 - 2. Although each group in the Association is entitled to be represented on the Committee as described above, no group shall be required to fill its seat on the Committee.
 - 3. Any member of the Elections Committee who is a candidate for office in a particular election shall be disqualified from participating on the Committee during that election.
- E. Responsibilities of the Committee
 - 1. To provide all Association members with written notice of the procedures governing elections, including, but not limited to, the procedure for nomination of candidates, voting procedure including the time, place and method of voting, and

the procedure by which voting irregularities in the results of the election may be challenged.

2. To assure that due notice is given members of matters concerning nominations, elections, and certification of election results.
3. To administer all elections in accordance with the published rules and timetables.
4. To investigate allegations of improper election conduct and to recommend to the Executive Council appropriate disposition of such allegations.
5. To devise and implement, with the approval of the Executive Council, procedures for handling special elections which, because of time or other unusual constraints, do not permit application of the published election procedures.

II. Election of Officers, Convention Delegates & Alternate Delegates

A. The rules described in this section shall apply to the election of the President, Executive Vice President, Secretary, Treasurer, Grievance Officer and Adjunct Coordinator, Convention Delegates and Alternate Delegates for NYSUT, AFT and AFL-CIO.

B. Nominations

1. Nominations for officers and delegates shall be solicited in a written notice to all members, to be delivered no later than March 15 of each odd-numbered year.
2. The letter in which nominations are solicited shall announce the closing date for acceptance of nominations (normally March 31), the rules governing nominations, and the date when ballots will be mailed to members.
3. Nominations shall be submitted in writing to the Elections Committee Chairperson, who shall contact each nominee to receive written permission for his/her name to appear on the ballot. If the nominee does not give his/her written permission to appear on the ballot within seven business days of the close of nominations, his/her name will not be on the ballot. The Elections Committee Chairperson shall provide an appropriate form for submitting nominations and for written permission to serve as a nominee. The form shall also contain an acknowledgment that the candidate/nominee agrees to accept and be bound by the Faculty Association Elections Procedures.

C. Notification

1. After the closing of nominations, the Elections Committee Chairperson shall inform all members of the nominees for each position. In addition, he/she shall notify the members in writing of a general membership meeting, to be held no later than April 15, at which all candidates shall have an opportunity to address the membership. The notice shall specify the ground rules governing statements by candidates at the general membership meeting. The notice shall repeat the date when ballots will be mailed to members.
2. After the closing of nominations, the Editor of *THE WORD* shall invite each candidate to submit, by a date to be specified by the Editor, a statement of his/her position. The statement shall be signed, dated and delivered in person by the candidate to the Faculty Association Office by the designated date or submitted

via the candidate's SCC email account by that date. The statements shall be of a reasonable length, to be specified by the Editor as space considerations may dictate. This election edition of *THE WORD* shall be included with ballot materials mailed to Faculty Association members.

3. The Elections Committee Chairperson shall: notify each nominated candidate of all election and campaign rules, including the right of the candidate to inspect, but not to copy, once within 30 days before the election, a list of all members eligible to vote; the right of the candidate to have the union distribute campaign literature to members at each candidate's expense; and, to further advise the candidates and current elected office holders about the prohibition against the use of union and/or College funds (including facilities, equipment and supplies) to support any person's candidacy for office. In addition, candidates will be informed that the Faculty Association logo or letterhead may not be used for partisan political purposes during the conduct of an election, although incumbent elected officials may continue to use these items for union purposes during the course of the election. Candidates shall also be advised of the date, time, and place of the ballot pickup at the post office and the tally of ballots, and their right to have observers at each of these activities.

III. Voter Registration

- A. Any member in good standing shall be eligible to vote. This shall include any person who has fulfilled the requirements for membership, and who neither has withdrawn from membership nor has been expelled or suspended from membership in accordance with the Faculty Association Bylaws.
- B. The Elections Committee shall administer a voter registration system to minimize irregularities in identification of voters. Each member, in order to be eligible to vote, shall file a signature card with the Association Office. This is a one-time registration form which will be maintained in the Faculty Association Office.

IV. Mail Ballot Procedures

- A. Elections shall be conducted by mail ballot, except where the Elections Committee, by unanimous vote, determines that time does not permit a mail ballot. If in-person balloting becomes necessary, the Elections Committee shall develop and administer procedures for in-person balloting in conformity with the applicable regulations of the Labor Management Reporting and Disclosure Act (Title IV, LMRDA).
- B. The Association shall maintain a post-office box for the exclusive use of elections by mail. The ballots shall be picked-up and transported by at least two members of the Elections Committee, and kept in custody until such time as the ballots are counted by the Elections Committee.
- C. Balloting
 1. Ballots shall be prepared by the Elections Committee Chairperson. The names of the candidates for each office shall be listed in random order, by lottery by the Elections Committee Chairperson. The Elections Committee Chairperson shall certify and maintain a record of the total number of ballots distributed.

2. Ballots prepared for full-time, adjunct and associate members shall be identical, except that full-time member ballots shall be printed on pink-colored paper and adjunct and associate ballots shall be printed on yellow-colored paper. The header of the ballots shall designate either 'full-time' or 'adjunct.'
3. On the date specified (normally April 10), the Elections Committee shall send a ballot to each member in good standing, who is a registered Faculty Association voter. Ballots shall be distributed by first-class mail.
4. The Faculty Association shall rent and maintain a post office box for the exclusive use of the mail ballot, for the period between when ballots are mailed to the membership and the date ballots must be returned.
5. The most recent list of faculty (full-time, adjunct and associate) maintained by the College, in conjunction with the voter registration file, shall be the list(s) used to determine faculty eligible to receive ballots in a given election.
6. Balloting shall be conducted by the double-envelope system. Each member eligible to vote shall receive:
 - (a) Instructions for voting
 - (b) One official unmarked ballot of the appropriate color
 - (c) One ballot envelope
 - (d) One return-addressed envelope, with voter identification number, name, and address.

Voter identification numbers shall be uniquely computer generated for each election, a record of which shall be maintained by the Elections Committee for one year from the date of the close of balloting for said election. The return address shall be the post office box maintained by the Faculty Association for the election.
7. Instructions for voting shall include the following:
 - (a) Mark the squares next to the names of the candidates of your choice in the space provided. Do not make any other marks on the ballot.
 - (b) Place the marked ballot in the ballot envelope.
 - (c) Place the ballot envelope in the return-addressed envelope.
 - (d) Place a stamp on the envelope and mail it in time to arrive before 12:00 noon on the specified date. Ballots received after that time will be invalidated.
 - (e) Ballot secrecy can be maintained only if you follow instructions and personally mark and mail your ballot.
8. Notice will be distributed to all bargaining unit members stating the mailing date of ballots, explaining who is eligible to vote and how to register to vote. In the event that a member in good standing claims not to have received a ballot, he/she must notify the Elections Committee Chairperson, who shall prepare a new return-addressed envelope, which shall be marked "Replacement Ballot." The

new ballot can either be picked up at the Faculty Association Office (from the Chairperson or a designated agent of the Chairperson) or the individual can request that the ballot be mailed if time permits by certified mail, return receipt requested. In the case of mailing, the Faculty Association does not guarantee that the ballot will reach the member in time for balloting. A signature will be required to either pick up or have the new ballot mailed. All other voting procedures shall apply.

D. Collection and Counting of Ballots

1. All candidates shall be notified in advance of the designated time and place for counting of ballots. They or observers of their choice shall have the right to be present during the pick-up and tally of ballots.
2. At the designated time, the Elections Committee, or at least two designated members of the Committee, shall obtain the ballots from the post office and bring them to the announced location. The Committee, or designated Committee member(s), shall retain custody of the ballots until the ballots are released to the Committee for counting.
3. The Elections Committee shall record the number of envelopes received.
4. In the event of a contested election result, the Elections Committee shall arrange the return envelopes in numerical sequence to determine that each voter identification number is valid for that election. A return envelope bearing a voter identification number which is not valid for the election at hand will result in the invalidation of that vote. If more votes are found to be invalid than the vote margin between contestants in the election, a new election will be held for that office.
5. The Elections Committee shall separate the ballot envelopes from the return envelopes and shall retain the return envelopes.
6. The Committee shall remove the ballots from the ballot envelopes and separate the ballots by color.
7. All ballots shall be tallied twice unless unusual circumstances dictate otherwise at the sole discretion of the Elections Committee.
8. Ballots which do not designate any choice or which designate more than the allowable number of choices for a given office shall be invalidated.
9. The Committee shall prepare a final tally sheet. The final tally sheet shall be signed by all Committee members, candidates and observers present during the counting.
10. The Committee shall preserve, in its custody, for one year, the record of the election which shall consist of:
 - (a) Copies of all notices concerning the election.
 - (b) Return envelopes of all ballots.
 - (c) All marked and invalidated ballots.

(d) Tally sheets.

E. Certification and Publication of Election Results

1. Within 48 hours of the counting of ballots, or no later than the next regularly scheduled Executive Council meeting, the Executive Council shall be asked to consider the election results.
2. The Elections Committee Chairperson shall present a complete report of the count and, if appropriate, shall recommend certification of the results by the Executive Council.
3. Once the results have been certified by the Council, the Elections Committee Chairperson shall distribute a notice of the results to the membership. The results certified by the Council shall be final, subject only to an appeal of the election results as governed by paragraph V.

V. Appeal of Election Procedure/Results

- A. The complaint of a candidate that the candidate has not been allowed, within the applicable time limits, to inspect the membership list, and/or that the Faculty Association has unlawfully refused to distribute campaign literature shall be in writing, dated and signed.
- B. The complaint, which must be delivered to the Chairperson of the Elections Committee, must specify in writing the specific basis upon which the complaint is founded.
- C. Complaints of a nature described in paragraph “A” must be made within two (2) business days of the action or within two (2) business days of receipt of notice which gave rise to the complaint.
- D. Complaints of a union member which contest the manner in which an election was conducted, other than complaints covered by paragraph “A”, or the results of the election, shall be in writing, dated and signed.
- E. Any complaint, which must be addressed to the Chairperson of the Election Committee, and delivered to the Faculty Association Office, must include:
 1. Specific alleged violations of election standards in the LMRDA and/or;
 2. Specific alleged violations of the Faculty Association’s Constitution, Bylaws and/or Elections Procedure and/or;
 3. Allegations that any union election rule or regulation has been unlawfully, unreasonably, or discriminatorily applied toward a candidate(s).
- F. Complaints of a nature described in paragraph “D” must be made within 30 days of the action which gave rise to the complaint.
- G. Time Limits
 1. Paragraph “A” type complaints shall be investigated by the Chairperson of the Elections Committee within one (1) business day of receipt of the complaint.
 2. Within the next business day thereafter, the Chairperson shall recommend to the Elections Committee what remedial action if any, should be taken.

3. The Committee shall act on the recommendation or report of the Chairperson within one business day of receipt of the recommendation or report.
4. The decision of the Committee shall be final and binding.
5. Paragraph “D” type complaints shall be investigated by the Elections Committee.
6. Upon receipt of the complaint, the Committee shall convene to establish the procedures to be used to investigate the complaint.
7. The type of investigation shall be within the sole discretion of the Elections Committee, and shall depend on the nature of the complaint consistent with the right of the complaining party to present appropriate evidence and argument to support the complaint.
8. Upon completion of the investigation, but no later than two (2) calendar months after receipt of the complaint, the Committee shall forward to the complaining party and to the Executive Council, the results of its investigation and its recommendations, if any, as to what appropriate action is necessary.
9. Only those violations or irregularities found by the Committee which affect the results of the election are sufficient for the Committee to recommend invalidating the results of an election
10. The Executive Council shall convene within 30 days of receipt of the Committee’s recommendation for the purpose of voting upon said recommendation.

VI. Election of Full-Time Executive Council Representatives

- A. The rules described in this article shall apply to election of Faculty Association Executive Council representatives, except for Adjunct representatives and full-time Professional Assistant/Specialist representatives who are elected on a college-wide basis by mail ballot. (See Article VII.)
- B. In conformity with the Constitution of the Faculty Association, election for full-time faculty representatives to the Executive Council shall be in accordance to Article IV, A, 1-6: Officers and Elections.
 1. Six (6) officers:
 - President
 - Executive Vice President
 - Secretary
 - Treasurer
 - Grievance Officer
 - Adjunct Coordinator
 2. Immediate Past President
 3. Three (3) college-wide Professional Assistant/Specialist Representatives, one in each of the following areas:
 1. Technical Areas, Instructional Centers

2. Programmatic
3. Instructional Labs
4. Two (2) Eastern Campus Representatives, one in each of the following areas:
 1. Science, Math, Social Science, Business, Nursing, Culinary, PE
 2. Library, Humanities, Counseling
5. Six (6) Grant Campus Representatives, one in each of the following areas:
 1. Nursing, Health Science, PE, Veterinary Science
 2. Business, HVAC, CIS, Technology, ETU Coordinator
 3. Library, Counseling, Media
 4. Social Sciences
 5. Natural Sciences, Math
 6. Humanities
6. Eleven (11) Ammerman Campus Representatives, one in each of the following areas:
 1. Library, Central
 2. Accounting, Business Administration, Business Information Systems, Legal Studies
 3. Engineering/Computer Science/Industrial Technology
 4. English
 5. Music, Visual Arts, Theatre, Philosophy
 6. Communications, Languages, Reading, TV, Radio, Film
 7. Nursing, Health and Human Services, Physical Education
 8. Biology, Physical Sciences
 9. Math
 10. Social Sciences, Behavioral Sciences
 11. Counseling

C. The Executive Council representative in each constituency shall be designated the Elections Chairperson of that constituency, and shall conduct elections, unless he/she is running for office, in which case an Acting Elections Chairperson shall be designated by the college-wide Elections Committee Chairperson.

D. The Chairperson shall provide due notice of elections, including dates for closing of nominations and for balloting.

E. Election procedures shall be promulgated in writing before each election and shall not be altered during the course of that election. The procedures shall conform to the spirit of the procedures employed for college-wide Faculty Association elections.

F. Ballots shall be counted by a non-partisan committee designated by the Elections Committee Chairperson.

G. Only Faculty Association members shall participate in the conduct of Faculty Association elections.

- H. Each constituency Elections Committee Chairperson shall submit to the college-wide Elections Committee Chairperson a written declaration that the above procedures have been followed.
- I. Each constituency Elections Committee Chairperson shall publish election results to his/her constituents and shall certify them in writing to the college-wide Elections Committee Chairperson.
- J. Records pertaining to elections shall be maintained in the Faculty Association Office for a period of one year following the election.
- K. Disputed elections shall be referred to the college-wide Elections Committee which shall have sole discretion to resolve such dispute in accordance with the spirit of the appeal procedure.

VII. Election of Adjunct Executive Council Representative(s) and full-time Professional Assistant/Specialist(s), Executive Council Representative(s).

- A. In conformity with the Constitution of the Faculty Association, election for adjunct faculty representatives to the Executive Council shall be by college-wide constituency with one representative for each one hundred (100), or major fraction thereof, part-time faculty members in the following constituencies:
 - 1. English
 - 2. Math
 - 3. Science, Engineering, Automotive
 - 4. Business, Accounting, Communications, Telecom
 - 5. Nursing, PE, Health Sciences
 - 6. Humanities
 - 7. Foreign Languages, ESL, ASL, Reading
 - 8. Social Sciences
 - 9. Counseling, Education, Freshman & College Seminar
 - 10. PA/Specialist - Skills Centers
 - 11. PA/Specialist - Instructional Labs
 - 12. Guild, Retiree, PA/Specialist - Programmatic
 - 13. Culinary, Fire Science, Library, Electrical Tech, Drafting, Interior Design
- B. The Adjunct Executive Council representative(s) of each constituency must be a member in good standing of that constituency.
- C. In conformity with the Constitution of the Faculty Association, election for full-time Professional Assistant/Specialist representatives to the Executive Council shall be by college-wide constituency with one representative in each of the following constituencies:
 - 1. Technical Areas/Instructional Centers
 - 2. Programmatic
 - 3. Instructional Labs

- D. Elections for Adjunct Executive Council representative and full-time Professional Assistant Executive Council representative positions shall be conducted by the college-wide Elections Committee, by mail. Appropriate modifications will be made at the sole discretion of the Elections Committee to the mail-ballot procedures described in Article IV so as to facilitate the mail ballot elections of Adjunct Executive Council representatives and Professional Assistant/Specialist Executive Council representatives.

VIII. Elections for Approval of Constitutional Amendments

- A. Notice of the amendments to be voted upon shall be provided to the membership by the Elections Committee Chairperson, and a general membership meeting shall be scheduled, as specified in the Constitution.
- B. The Elections Committee Chairperson shall notify members at least two weeks in advance of the date when ballots are to be mailed.
- C. The Elections Committee shall conduct the election by mail, as prescribed in Article IV, above.
- D. The Executive Council shall make every effort to schedule votes on Constitutional amendments so that they coincide with regularly scheduled elections.

IX. Ratification of Contracts

- A. Voting shall be conducted by mail ballot as specified in Article XII of the Faculty Association Bylaws.
- B. All Faculty Association members in good standing are eligible to vote. Associate members shall not have the right to vote on contract ratification.

X. Vacancies

- A. The Elections Committee Chairperson shall notify the membership of any vacancy in the office of Vice President, Secretary, Treasurer, Grievance Officer, or Adjunct Coordinator, and of the provisions in Article V of the Faculty Association Bylaws which govern such situations.
- B. The Elections Committee Chairperson shall notify the membership of the date of the Executive Council meeting at which the vacant office is scheduled to be filled.
- C. Vacancies in the Executive Council shall be filled by special election in the appropriate constituency in accord with Section XI if the vacancy in the Executive Council is for more than one year. A vacancy of a year or less shall be filled by the Executive Council from nominations solicited from the constituency in which the vacancy occurs.
- D. Nominations for vacancy in the Executive Council shall be solicited by written notice to all members of the constituency and must be received by the Elections Committee Chairperson no later than ten (10) business days after the vacancy is announced. Nominees must verify their intention to serve as nominees in writing.

XI. Special Elections

- A. If a special election is required as per the Faculty Association Bylaws (Article V, A), the Elections Committee Chairperson, or Acting Elections Committee Chairperson, will, within two (2) weeks of such a vacancy, call for a special election.

B. Nominations

1. Nominations for officers shall be solicited in a written notice to all members, to be delivered no later than two (2) weeks after notice of a special election is announced.
2. The letter in which nominations are solicited shall announce the closing date for acceptance of nominations (normally two (2) weeks after the special election is announced), the rules governing nominations, and the date when ballots will be mailed to members.
3. Nominations shall be submitted in writing to the Elections Committee Chairperson, who shall ascertain that each nominee has given written permission for his/her name to appear on the ballot. The Elections Committee Chairperson, or Acting Elections Committee Chairperson, shall provide an appropriate form for submitting nominations.

C. Notification

1. After the closing of nominations, the Elections Committee Chairperson shall inform all members of the nominees for each position. In addition, he/she shall notify the members in writing of a general membership meeting, to be held no later than four (4) weeks after the special election is announced, at which all candidates shall have an opportunity to address the membership. The notice shall specify the ground rules governing statements by candidates at the general membership meeting. The notice shall repeat the date when ballots will be mailed to members.
2. After the closing of nominations, the Editor of *THE WORD* shall invite each candidate to submit, by a date to be specified by the Editor, a statement of his/her position. The statement shall be signed, dated and delivered in person by the candidate to the Faculty Association Office by the designated date or submitted via the candidate's SCC email account by that date. The statements shall be of a reasonable length, to be specified by the Editor as space considerations may dictate. This special edition of *THE WORD* shall be included with ballot materials mailed to Faculty Association members.

D. Ballots shall be prepared as stated in Article. IV, C.

E. Except for non-applicable reporting and election day time requirements, to the extent applicable, the "Special Election" shall be conducted in conformity with Article IV.

XII. Recall Elections

- A. In accordance with Article VI of the Faculty Association Bylaws, a recall election shall be held within seven (7) business days of the Removal-from-Office Hearing.
- B. The voting procedures in the recall election shall be established by the Elections Committee and approved by the Executive Council.