

Election Procedures

Executive Council Elections 2017

Nominations:

- A. Nominees will be a dues-paying member in good standing of the union and willing to run. Nominees must include his/her signature verifying they are willing to run.
 - 1. Campus representatives can be either part-time or full-time.
 - 2. the Career and Technical Education Representative must be a vocational faculty member.
 - 3. the Part-Timer Representative must be a part-time non-contract faculty member.
 - 4. the Diversity Chair may be nominated by anyone.
- B. Members may nominate themselves or other members of the union for positions on the Executive Council.
- C. Each Executive Council member is required to attend PFT Executive Council Meetings, which are generally held every month in the Fall and Spring semesters on the first and third Thursday from 3 pm to 5 pm (though extra or emergency meetings are sometimes called at any time).
- D. Nominations or Campus and Committee chairs must be made by like members: **only** Part-Time faculty members will be allowed to nominate the Part-Timer Representative position, **only** Vocational faculty will be allowed to nominate the Vocational Chair Position and **only** members of a particular campus may nominate that campus representative.
- E. The nomination form must be signed by the individual making the nomination. Unsigned nomination forms will not be counted.
- F. Upon reaching the PFT office, nominations will be secret, viewed only by union clerical staff and kept in a confidential area.
- G. Ineligible nominations will not be counted.
- H. Closing of nominations:
 - 1. Nominations are due by 3 p.m. On Wednesday, April 19, 2017.
 - 2. Nomination forms should be returned to the PFT office via US Mail or fax (PFT mailing address: PFT, 500 E. 8th St., Suite B, Oakland, CA 94606, PFT fax number: (510-763-1140). You may also use intra-district mail, addressing the form to the PFT at Laney College (*not* at the District Office), or deliver by hand to the PFT Office or to any PFT Executive Council Member. Please allow sufficient time for mail to arrive. Written nominations must be in at the General Membership Meeting on April 19 in College of Alameda Room D-237 at 3:00 p.m. - nominations from the floor will be taken at the beginning of the meeting. Nominations will close at that point.

Balloting:

- A. When ballots are received, they will be compared to the payroll list and the PFT database to disallow double voting and ineligibility.
- B. Ballot envelopes will be mailed to each PFT member by (date). Each ballot envelope should contain a ballot, a small 6³/₄" envelope and a #9 envelope.

- C. Any write-in candidate must be a PFT member in good standing and must be willing to serve if elected. Any write-in ballot containing the name of a non-member, or any other phrase besides a legitimate name, will not be counted.
- D. Do not write anything on the ballots besides your mark or the name of a write-in candidate. Do not write your own name (except as a write-in candidate), your signature, or any comments on the ballot itself. This would compromise the secrecy of the ballot and the ballot would therefore have to be discarded.
- E. Fold marked ballot and seal it in the enclosed small 6¾” envelope. This envelope ensures the secrecy of the ballot inside. If for some reason, you do not have a small 6¾” envelope in your ballot package, please call the PFT Office and we will send one to you. **Do not write anything on this envelope;** all marked 6¾” envelopes will be discarded unopened.
- F. Place and seal the unmarked 6¾” envelope inside the enclosed #9 envelope. Legibly print your first and last name and address on the return address label. If neither the name or address is legible, the ballot will not be counted. Sign your name in the space indicated on the return-address label. This signature indicates the legality of the ballot within, showing that the ballot was indeed cast by a member of the PFT. **Ballots returned without a signature cannot be counted; unsigned #9 envelopes will be not be counted.** If you do not feel comfortable sending your signature through the mail, use the hand delivery or intercampus delivery options, or place the #9 envelope inside another envelope. Remember to add postage if using U.S. Mail.
- G. Return the signed ballot envelope to the PFT Office by any of the following methods:
 1. U.S. Mail: be sure to place a stamp on the envelope—postage is not provided. Our mailing address is: Peralta Federation of Teachers, 500 E. 8th Street, Suite B, Oakland, CA 94606 (though the return envelope we provided is already addressed).
 2. Intradistrict Mail: send signed ballot envelope in an interoffice envelope to the PFT mailbox in the District Office. Do not place your ballot in the intradistrict mail without an interoffice envelope.
 3. In Person: You may deliver your signed ballot envelope to any current member of the PFT Executive Council, including College Campus Reps –OR– you may hand-deliver your ballot to the mailbox in front of the PFT Office at the corner of 5th Avenue and East Eighth Street (our address is listed above).
- H. Ballots must be received on or before Tuesday, May 16th by 4pm. Any ballot received after that time will not be counted.

Counting Ballots:

- A. Determining eligible voters: Eligible voters are those that have paid union dues by the March payroll. Eligibility will be determined by union clerical staff with a combination of payroll data and PFT database when ballots are received.
- B. Full-time ballots and part-time ballots will be sorted by name before any envelopes are opened or discarded.
- C. Participants in counting ballots: union clerical assistants and one witness/certifier. The witness/certifier will be an impartial CFT representative. Other observers may attend, but may not participate in the counting process. Ballot counting will take place on Tuesday May 16th at 4:30 p.m.

- D. Before initiating the counting process, the regulations and procedures concerning nominating and balloting will be read aloud by the witness/certifier. Copies of the regulations and procedures will be available.
- E. Ineligible ballots will not be counted.
1. The entire ballot will not be counted if the # 9 envelope does not have a legible printed name and/or address, if the #9 envelope that does not contain both the voter's signature, if there is any identifying data on the small 6³/₄" envelopes, ballots containing other phrases, and if the ballot has not been received by 4 pm. on May 16th.
 2. Some ballots will be eligible, but contain ineligible items, e.g. a full-timer faculty member voting for a part-time representative, items voting for ineligible candidates, items that include the names of candidates who have not agreed to run by not submitting their signature.
- F. Counting will be done by paper and pen. The procedure will be:
1. When ballots are received, they will be separated first by part-time/full-time status. These two quantities will remain separate throughout the procedure. These quantities will be given to each counter in an approximate equal division.
 2. The #9 envelopes will be opened with each quantity, and then separated by campus designation.
 3. The counters will keep tally sheets and make a mark after each nominee's name when a vote is received. When finished counting all ballots, the marks will be converted into numbers, and the numbers totaled.
 4. At the close of counting, each official counter shall sign the ballot tallies. The witness/certifier will, by his/her signature on the tally sheets, attest to the reliability of the counting.
 5. Tallies and all voting material (envelopes and ballots) shall be kept for a period of one year, then shredded.

Announcement of Results:

Results will be announced by noon on Thursday May 18th via email.