



California Community Colleges Classified Senate

Open Board Positions, Election Deadlines and Procedures 2017 Elections: 4CS Board of Directors

Summary of Election Procedures and Candidate Qualifications

The "4CS Letter of Intent" form is a self-nomination process within which the candidate or nominee declares his/her interest and qualifications to serve on the 4CS Board of Directors and enters into the election process. Descriptions of Board duties and responsibilities, additional election rules, and associated procedures can be found in Article IV of the 4CS Bylaws and on the 4CS Website (<http://www.ccccs.org>).

Each candidate for election to the 4CS Executive Board shall be a current classified staff member from a 4CS General Member college or district (one with a member classified senate). All candidates for election to the President, President-Elect, and Vice President executive officer positions must be active members of the current 4CS Executive Board. The positions of Secretary, Treasurer and Area Representatives are open entry positions for new members interested in serving on the Board.

4CS Board Officer positions (President, President-Elect, North Vice President, South Vice President, Secretary and Treasurer) are all individually elected by duly authorized 4CS General Member Classified Senate Delegates, prior to the 4CS General Business Meeting held in June.

The Area Representatives shall be elected at the local senate level on the basis of their geographic representation, according to the 4CS Bylaws and timetable prior to the 4CS General Business Meeting in June. Candidates for Area Representative can come from any 4CS member college or district. It is recommended that the candidate represent the "4CS Area" or "4CS Region" from which they have come. Exceptions can be made for special circumstances and the Board may use a combination of election procedures to fill a vacancy (described in the 4CS Bylaws), as needed, to fill all open Board positions in a fair and timely manner.

For more information on the 4CS Executive Board duties, benefits, responsibilities, and eligibility requirements see the 4CS Bylaws at: <http://www.ccccs.org> or contact any current board member.

Area Representative Positions:

In the event there is only one qualified candidate who submits a "4CS Letter of Intent" by the specified deadline, said candidate will be declared elected to that Area Representative position after a successful review of the candidate's qualifications for compliance by the Nominations and Elections Committee. The successful, uncontested candidate will be sworn in during the 4CS General Business Meeting held in June (at the Classified Leadership Institute). "4CS Letters of Intent" must be received before or on the deadline date; "4CS Letters of Intent" received after the deadline may be considered if no "4CS Letter of Intent" was received prior to the deadline or earlier candidates do not meet established qualifications and a vacancy persists.

Should more than one qualified candidate for an Area Representative position successfully submits a "4CS Letter of Intent", a run-off election may be necessary. The candidates will be contacted via telephone and email shortly after the deadline. Run-off elections will occur within only the affected specific geographic "4CS Areas" (e.g., North 1, North 3, Central 2, etc.). The Nominations & Elections

Committee will mail run-off packets (ballots) to member senates via certified mail/return receipt requested. Each member senate will receive one paper ballot / one vote. Member Senates in the area will be given approximately three weeks to vote and return their ballots to 4CS. The results from Area Representative Elections will be certified and announced approximately one week after the ballots are received by 4CS.

Officer Positions:

General Member Classified Senate Approved Delegates, current 4CS Officers and Area Representatives that are present are eligible to vote for the open officer positions at the Classified Leadership Institute (CLI) and prior to the Call To Order of the 4CS General Business Meeting (specific times and dates will be available at the Institute or upon request). No proxy votes are allowed. Each official Senate Delegate, 4CS Officer and Area Representative is entitled to one vote. An individual that is both: a Senate Delegate and 4CS Officer and/or Area Representative is entitled to two (2) votes. To be recognized by the 4CS Nominations and Elections Committee, official Senate Delegates must present the completed and signed Delegate form.

The Electorate has voting rights as described in the 4CS Bylaws and shall consist of the Executive Officers, Area Representatives and Delegates from each member senate (for election of local representation) of the 4CS. Nominations for Board of Director positions shall not be allowed, accepted or taken from the floor during the 4CS General Business Meeting.

Summary of the "4CS Letter of Intent" Submission Process

The "4CS Letter of Intent" form must be submitted to 4CS by the established deadline (see "Elections Timetable"). One "4CS Letter of Intent" accepted per candidate per election cycle. It can be sent via U.S. mail, email, or hand-carried to any of the 4CS Nominations and Elections Committee. To be accepted as a valid nomination the "4CS Letter of Intent" must be fully completed and signed by the candidate.

SEND TO: Karen Martin, 4CS Elections Chair

Irvine Valley College
Office of the Foundation
5500 Irvine Center Dr.
Irvine, CA 92618
Email: kmartin@cccscs.org
Telephone: (949) 451-5661

The Nominations & Elections Committee will send confirmation (via email) to both the candidate and the candidate's Classified Senate, upon receipt of your "4CS Letter of Intent".

Anticipated Open Positions in June of 2017

Two Year Terms: (These are standard terms for board service, which rotate on a biannual schedule)

Area Representative Positions

North 2, Central 1, Central 3, Bay 2, Southeast 1, Southeast 3, and Southwest 2,

Officer Positions

Secretary, Treasurer, and North Vice President

One Year Terms: (These are vacancy replacements, which are anticipated due to unfilled positions)

Area Representative Positions

North 1, North 3, Bay 3, Southeast 2, and Southwest 1

Officer Positions

Secretary

(Any changes to these anticipated open positions for June elections will be posted on the 4CS Web site.)

ELECTIONS TIMETABLE – FOR JUNE 2017

Actions / Items	Deadlines
Notification of Election and Open Positions	March 23, 2017* (twelve weeks prior CLI)
Letter of Intent Submission Deadline:	April 20, 2017* (eight weeks prior)
Area Representative Candidates and Senates Notified of Potential Need for an Election	May 4, 2017* (six weeks prior)
Area Senates Receive Election Materials, as needed.	May 11, 2017* (five weeks prior)
Area Senates Vote and Submit Ballots to 4CS Nominations and Elections Committee	June 1, 2017* (two weeks prior)
4CS Nomination and Elections Committee Certify and Notify Senates of Election Results	June 17, 2017*

*** Please note: If these deadlines need to be revised or extended for any reason, notice and revised deadlines will be posted on the 4CS Web site: www.ccccs.org. Please check the 4CS Web site for the most current information.**

4CS Delegate Process and Timetables

The 4CS Classified Senate **Delegate Forms** can be submitted to 4CS Nominations & Elections Committee by any of these two methods:

1. They can be mailed (use this option only if mailed **three weeks** in advance of the Classified Leadership Institute – CLI - held each June) by "Certified/return receipt" to **Karen Martin** (use address provided above).
2. They can be hand-carry to CLI and submit it at the registration table while you register for the conference.

All Delegate forms must be submitted prior to the beginning of the 4CS General Business Meeting and prior to the current voting period ending. One Delegate Form will be accepted per General Member Senate. 4CS General Member Election Ballots will only be given to the authorized and approved Senate Delegate.

Upon receipt of the mailed Delegate form, the 4CS Nominations & Elections Committee will send a confirmation via email to the Classified Senate's President.

Submission of local Senate Constitution/Bylaws

To ensure current 4CS membership standing, we recommend sending a copy of your Senate's most recent Constitution and/or Bylaws with your Delegate form. Your documents must demonstrate that your organization is the participatory governance body chosen by the classified staff at your college or district. If you want to confirm the current status of your 4CS General Membership standing, contact **Cari Plyley, 4CS Membership Chair, by email (cplyley@cccs.org).**

Definitions

*Senates - are defined as the designated participatory or shared governance body for classified at the local level (i.e. associations, councils, classified organizations, committees, etc.)

**Delegate - Each local general member senate shall appoint a representative, hereinafter called "Delegate", who shall represent that member senate at the 4CS General Session. Delegates must be currently employed as a California Community College Classified Staff member. Delegates shall have full voting rights as described in the 4CS Bylaws and shall have the responsibility of being a liaison between the local member senate, the Area Representative, and the 4CS.

If you have any questions, need assistance or want clarification concerning any of the election processes, deadlines or qualification, please do not hesitate to contact your local 4CS Area Representative or Officers. We will be glad to assist you with additional information, other options and guidance as needed to help you participate. Thank you for considering joining and supporting 4CS and its members.