 **United Faculty Elections Handbook** (Version 1; Approved Fall 2016;

Revised Fall 2020)

* 1. Faculty who are interested in serving on the UF Executive Board or as an officer of the organization should consult the UF Constitution (available on the UF Website) and contact the UF Office ([uf@uf4cd.org](mailto:uf@uf4cd.org) or 925-680-1771) to find out when terms expire or what spots, if any, are vacant. Potential candidates are also encouraged to attend a meeting of the Executive Board and to discuss positions and responsibilities with current E-Board members.
  2. Any UF member in good standing may run for office, subject to the timelines and limitations outlined in the UF Constitution.
  3. The UF President shall be elected for a two-year term by a majority of

UF members voting in an election. Full-time and part-time Executive Board members shall be elected to two-year terms by a majority of the UF members voting from their own colleges. UF Vice Presidents shall be appointed by the UF President and confirmed by a majority of the UF members voting from their own colleges. The UF Part-Time Faculty Advocate shall be appointed by the UF President and confirmed by a majority of UF members voting in an election. The First Vice President, Secretary and Treasurer shall be elected by the Executive Board and shall be members of that board.

1.3.1 When there are multiple vacancies on the UF Executive Board or when more than one incumbent is at the end of the term and is running for reelection, and when there are more candidates running than there are open or contested spots, the top vote-getters will win spots on the E-Board. There will be no run-off elections.

* 1. When a vacancy becomes available or prior to the end of a term of office, the

UF will make an announcement in its newsletter, *Table Talk*, and will include a nomination form and a time line for submitting candidacy. Faculty who wish to submit their candidacy must turn in to the UF office a completed nomination form, including signatures from ten UF members (or when using an electronic nomination form, the names and email addresses of ten UF members who have agreed to support the candidates nomination), before the posted deadline. The UF will allow at least two full weeks for nominations to be submitted. Incumbents who wish to run for reelection do not need to turn in new nomination forms, but must inform the UF Office Administrator of their intention prior to the posted deadline. When possible, *Table Talk* will list all incumbents whose terms are ending and who wish to run for reelection.

* 1. The terms for Executive Board members are staggered to ensure

consistency of the organization. Vacant positions may be filled (until the next regularly scheduled election) by appointment of the President with the confirmation by majority vote of the Executive Board. The President’s term expires every two years on Dec. 31.

* 1. In September of the year where a UF President’s term is set to expire, the UF

will make an announcement and call for nominations, as described in 1.4. Prior to this announcement, the UF President will have notified the Executive Board of his or her intention to run for reelection, and this information shall be included in the announcement to members.

* 1. For any contested UF election, including Executive Board positions and the UF Presidency, the UF will provide an equal and defined space in the newsletter, *Table Talk*, for a personal statement. The UF will also post personal statements of any length on the UF website for the duration of the election. Candidates may submit personal statements for the website in any form, including video, audio or printed text. Statements for publication in *Table Talk* may include a photo, but must conform to length requirements, as determined by the UF Executive Board (based on available space and guided by an effort to be equitable to all candidates and to best inform UF members). Candidates must meet publications deadlines, as determined by the UF Executive Board, to have statements published.
  2. For any contested UF election, the UF will arrange for member forums on all three campuses (or electronically, in the case that access to campuses is not available for some reason) and will invite all candidates to speak. The UF will make a good-faith effort to schedule the forums at times all candidates are available, but the UF Executive Board will make the final determination regarding scheduling. If a candidate is unable to appear at a scheduled forum, he or she may send a representative to speak. Forums will be recorded whenever possible, and videos will be posted on the UF Website for the duration of the election. All candidates for UF office must agree to be videotaped. In the case where electronic forums are necessary, candidates or their representatives must be available for up to three distinct forums of at least one hour each, as the E-Board will determine.
  3. Aside from publishing personal statements, hosting member forums and posting videotapes of the forums, the UF will not expend any resources supporting or opposing candidates. No direct campaigning by incumbents shall be allowed in *Table Talk*, including in the “President’s Message,” or on the UF website.
  4. UF Executive Board members and officers may endorse candidates or contribute to candidate statements or independently funded publicity. The UF Office Administrator, however, may not endorse any candidate for any UF office and must remain neutral in all UF elections.
  5. Candidates may make fliers or posters at their own expense, but district policies concerning posting and the use of campus facilities and resources (including mailboxes) must be observed. Email blasts to the “all faculty” lists on the District server are strongly discouraged. If candidates feel compelled to email all faculty, they mustuse the “BCC” feature so that strings of reply-all responses are not possible. Extended dialogs on union issues over the District server violate District policy and under some circumstances may undermine the UF’s bargaining position. In the event of a complaint, the UF Executive Board will issue public warnings to all candidates. Candidates who continue to communicate in ways that violate District or UF election policies after a warning has been issued may be disqualified from an election by a 2/3 vote of the Executive Board.
  6. UF elections shall be conducted in a method determined by the UF Executive Board. In contested elections, time will be allowed for public forums, and every effort should be made to ensure that faculty have ample time to vote. Normally, UF elections are held by electronic vote, and the polls remain open for two weeks.

1.13 Any complaint by a UF member or candidate for UF office shall be made in writing to the UF Office Administrator, who shall bring the complaint to the attention of the full UF Executive Board. The Board shall have the authority to resolve complaints by modifying the election process or time line if appropriate.

1.14 The overriding interest of the United Faculty is to represent our members in collective bargaining, in personnel issues and disputes with management, and in generally improving and enforcing our contract. The UF Executive Board will consider as paramount the best interests of the bargaining unit in resolving election disputes or adjusting election policies.