

AMERICAN FEDERATION OF TEACHERS ADJUNCT/CONTINGENT FACULTY CAUCUS (AFT-ACC) ELECTION 2022 GUIDELINES

In order to fulfill the purpose and mission of the AFT-ACC as outlined in the bylaws adopted in July 2021, the following nine positions are up for election: President, Vice President, Secretary, Treasurer, Communications Officer, Organizing Officer, Members-at-Large (3)

The above officers shall be members of the AFT-ACC Executive Board, whose general responsibilities are to:

- Meet regularly, communicate electronically, and carry out the policies of the Caucus.
- Coordinate the activities of the Caucus committees.
- Report to the Caucus Executive Board and Caucus members the transactions, activities, and accomplishments of the Caucus.
- Accurately and appropriately represent the interests, positions, and actions of the Caucus in public venues and to national AFT staff and elected leaders.
- Seek volunteers for all standing committees and ad hoc committees and approve appointments of members of committees by a majority vote of the board.
- Serve all members equitably and without prejudice, regardless of geographic region, type of institution, academic discipline, etc.

All active or current AFT members in good standing qualify to run for office with the Caucus. This means:

- Any adjunct/contingent faculty member who is an AFT member in good standing can run for a Caucus position.
- Any adjunct/contingent faculty member who *usually* teaches for one of their campuses but may not have received a current assignment because of personal leave, course cuts, and/or budget issues can run for a Caucus position.
- Any retiree who is active in their local or retiree chapters can run for a Caucus position.

I. List of Specific Duties by Position:

A. President

- Preside at all meetings of the membership and Executive Board.
- Be an ex officio non-voting member of all committees. Cannot serve on the Elections Committee.

- In consultation with the Executive Board, shall have the power to establish ad hoc committees.
- Be responsible for the ongoing administration of the Caucus.
- Supervise any employees of the Caucus.
- Be authorized to sign contracts, co-sign financial documents and direct regular disbursements of funds, in consultation with the Treasurer.
- Make an annual written report to the general membership.
- Delegate duties to other officers, committees, or members.

B. Vice President

- Assume the duties of the President when necessary.
- Co-sign financial documents/instruments.
- Serve as liaison between the Executive Board and the committees.
- Perform such duties as delegated/assigned by the President and/or the Executive Board.
- Chair the Bylaws Committee.
- Oversee accurate membership records.

C. Secretary

- Maintain the records of the Caucus.
- Record and keep accurate minutes of the meetings of the Executive Board and general membership meetings and make them accessible to the members.
- Assist the president handling all correspondence of the Caucus.
- Cosign financial instruments.
- Coordinate with the communications officer regarding the website and social media presence of the Caucus and assist with implementing technological options for conducting meetings and voting.
- Perform such duties as delegated/assigned by the President and/or Executive Board.

D. Treasurer:

- Record and deposit all income in the name of the Caucus
- Cosign financial instruments.
- Maintain all financial records for the Caucus.
- Chair the Finance Committee.
- Perform such duties as delegated/assigned by the President and/or Executive Board.
- Be bonded in accordance with AFT recommendations.

E. Communications Officer

- Work with the secretary to oversee all communications including website design and maintenance as well as social media operations.
- Research and implement technological options for conducting meetings and voting.

- Assist the Organizing Officer with communications necessary for creating solidarity.
- Chair the Communications Committee.

F. Organizing Officer

- Mobilize members in political advocacy campaigns and internal organizing efforts as well as supporting external organizing efforts conducted by AFT.
- Coordinate member mobilization efforts with the Membership Officer and the Communications Officer.
- Chair the Organizing Committee.

G. Three Members-at-Large (one from the eastern states, one from the central states, and one from the western states)

- Represent the viewpoints, interests, and agendas of rank-and-file members.
- Attend meetings of the executive board of the Caucus.
- Inform themselves of current events and issues pertaining to the terms and conditions of employment experienced by non-tenure-track faculty.
- Support the work of the Caucus officers.

The nine officers listed above elected in this Special Election shall serve a two-year term lasting from the assumption of office specified in Section II, part H (Election Timeline) until the conclusion of the next regularly scheduled election in 2024. Such terms shall commence on the day after the election closes.

II. Nominations and Elections

A. Eligibility for Nomination

- Nominees shall be members in good standing of the AFT Adjunct Contingent Faculty Caucus
- A nominee shall be a candidate for no more than one office.

B. Nominations and Elections Committee

- The AFT-ACC Nominations and Elections Committee is responsible for conducting the AFT-ACC Officer elections as set forth in the AFT-ACC Bylaws. Inquiries or concerns about the election process should be addressed to the AFT-ACC Elections Committee at aft.acc.elections.2022@gmail.com

C. Methods of Nomination

- Notice of the open nominations period will be emailed on June 1, 2022, to all members in good standing.

- Invitations to nominate will be sent to the last known email address.
- In order to be nominated an email to the Elections Committee Chair, stating the name (first and last) of the nominee and the office for which the nomination is being submitted. Individuals can nominate themselves or other members of the Caucus. Send emailed nominations to: aft.acc.elections.2022@gmail.com
- Emailed nominations must be received by Wednesday, June 15, 2022, 8:00pm PST/11pm EST, which is five days before the scheduled election.
- Unless a self-nomination has been made, nominees will be notified of their nomination by the Elections Committee.
- Nominees should respond via email of whether they accept or decline the nomination no later than Saturday, June 18, 2022, 8:00pm PST/11pm EST.

D. Announcement of Candidates/Publication of Candidacy

- After the close of the nomination period, the Elections Committee will publish the candidates for each position and their declaration of candidacy (no more than 250 words) on the AFT-ACC website (aft-acc.org) by Sunday, June 19, 2022.
- Elections Committee will not be allowed to announce the candidacy of incumbent officers in advance of announcements regarding any other candidacies.

E. Campaigning

- Although Caucus funds may be used to pay for nomination and election notices and other expenses for conducting the election, the use of Caucus funds to promote the candidacy of any person in a Caucus officer election is prohibited.
- No monies received by any labor organization by way of dues, assessment, or similar levy, and no monies of an employer shall be contributed or applied to promote the candidacy of any person.
- However, local unions are encouraged to pay for the costs of nominees to attend the national convention.
- Nominees can use their own personal funds for their campaign, as well.

F. Election Procedures:

- The officers of the AFT Adjunct/Contingent Faculty Caucus shall be elected by a verifiable electronic balloting process that will be set up by the Elections Committee.
- The results shall be reported to the members immediately after the Elections Committee has tabulated the vote on Tuesday, July 5, 2022.
- The winner for each officer position shall be the candidate who has received the majority of votes cast for that position.
- In the event that no candidate receives a majority of all votes cast, the Elections Committee shall conduct a run-off between the two candidates with the most votes for that office.
- In the event of a tie between any two candidates, the balloting shall be repeated as many times as it takes to decide the election. The timeline for such re-votes will be

determined by the Elections Committee at that time and be announced to the caucus members.

- If there is no challenge for one or more offices, the chair of the Elections Committee shall direct the secretary of the Caucus to cast one vote, and such officers whose candidacy is “uncontested” shall be declared elected.
- Successful candidates shall assume office the day following the last day of the AFT National Convention.

G. Voting Eligibility

- To vote in the election, one must have been an adjunct/contingent caucus member at least one month prior to the opening on the voting period

H. Contesting Results

- In the event a Caucus member or candidate feels there has been a violation of election guidelines, he/she will have five business days from the announcement of election results to submit a formal protest to the elections committee.
- Having been informed of the violation in question, the committee shall have an additional five business days to render a decision, from upholding the results, to disqualifying a candidate, or to call for a revote on the position(s) results called into question.
- The decision of the election committee will be final.

I. 2022 Election Timeline

- June 1st: Nominations Open
- June 15th: Nominations Close
- June 16th- 18th: Nominees should accept or decline nomination
- June 19th: Candidates for each office will be published on the Caucus website along with declarations of candidacy
- June 20th: Voting opens
- July 4th: Voting Closes
- July 5th: Winners Announced
- July 12th: Last Day to Challenge Election Results
- July 13th: Assume Office
- July 19th: Elections Committee will render final decision regarding a contested vote