

**AMERICAN FEDERATION OF TEACHERS ADJUNCT/CONTINGENT FACULTY
CAUCUS (AFT-ACC) ELECTION 2020 GUIDELINES**

In Order to Fulfill the Purpose and Mission of the AFT-ACC as Outlined in the Bylaws Adopted in March 2017, the Following Positions are up for Election:

**President
Vice President
Secretary
Treasurer
Communications Officer
Membership Officer
Organizing Officer
Members-at-Large (6)**

1. The above officers shall be members of the AFT-ACC Executive Board, whose general responsibilities are to:
2. Meet regularly, communicate electronically, and carry out the policies of the Caucus;
3. Coordinate the activities of the Caucus committees;
4. Report to the Caucus Executive Board and Caucus members the transactions, activities, and accomplishments of the Caucus.
5. Accurately and appropriately represent the interests, positions, and actions of the Caucus in public venues and to national AFT staff and elected leaders.
6. Seek volunteers for all standing committees and ad hoc committees and approve appointments of members of committees by a majority vote of the board.
7. Serve all members equitably and without prejudice, regardless of geographic region, type of institution, academic discipline, etc.

I. List of Specific Duties by Position:

President

- A. Preside at all meetings of the membership and Executive Board.
- B. Be an ex officio non-voting member of all committees with the exception of the Elections Committee.
- C. In consultation with the Executive Board, shall have the power to establish ad hoc committees.
- D. Be responsible for the ongoing administration of the Caucus.

- E. Supervise any employees of the Caucus.
- F. Be authorized to sign contracts, co-sign financial documents and direct regular disbursements of funds.
- G. Make an annual written report to the general membership.
- H. Delegate duties to other officers, committees, or members.

Vice President

- A. Assume the duties of the President when necessary.
- B. Co-sign financial documents/instruments.
- C. Serve as liaison between the Executive Board and the committees.
- D. Perform such duties as delegated/assigned by the President and/or the Executive Board.

Secretary

- A. Maintain the records of the Caucus.
- B. Record and keep accurate minutes of the meetings of the Executive Board and general membership meetings, and make them accessible to the members.
- C. Assist the president handling all correspondence of the Caucus.
- D. Cosign financial instruments.
- E. 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.
- F. Perform such duties as delegated/assigned by the President and/or Executive Board.

The Treasurer:

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

Communications Officer

1. Work with the secretary to oversee all communications including website design and maintenance as well as social media operations.
2. Research and implement technological options for conducting meetings and voting.
3. Assist the Organizing Officer with communications necessary for creating solidarity.

4. Chair the Communications Committee.

Membership Officer

1. Oversee accurate membership records.
2. Oversee and coordinate efforts to recruit new members.
3. Handle issues and initiatives regarding membership.
4. Perform outreach to new members and refer them to appropriate resources.
5. Chair the Membership Committee.

Organizing Officer

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

Members-at-Large

The Six member-at-large positions up for election are:

1. Member representing the western half of the United States.
2. Member representing two-year institutions.
3. Member representing four-year institutions.
4. Member representing private institutions.
5. Member representing so-called "right to work" states.
6. Member representing the eastern half of the United States

The Members-at-Large Duties

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

Terms of Office

1. The 13 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 2022.
2. Such terms shall commence on the day after the election closes.

II. Nominations and Elections

A. Eligibility for Nomination

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

B. Nominations and Elections Committee

1. 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@gmail.com**
2. Eight (8) weeks before a scheduled election, the Executive Board shall appoint an Elections Committee composed of at least three members, none of whom may be a sitting or outgoing officer or a candidate for office in the election. [AFT-ACC Bylaws, Article VI, Section 2.]

C. Methods of Nomination

1. Notice of the open nominations period will be emailed on June 1, 2020 to all members in good standing.
2. Invitations to nominate will be sent to the last known email address.
3. In order to be nominated, a member must send a posted letter or 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 mailed nominations to: **Veronica Miranda**
P.O. Box 32446
Los Angeles, CA 90032

Send emailed nominations to: **aft.acc.elections@gmail.com**

4. Emailed nominations must be received by Fri, July 3, 2020 9:00pm PST/12 midnight EST, which is at least 21 days before the scheduled election..

5. 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 July 3 8:00pm PST/12 midnight EST.

D. Announcement of Candidates/Publication of Candidacy

1. 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 new AFT-ACC [1] [2] [3] [4] website (aft-acc.org) by July 10.

2. Elections Committee will not be allowed to announce the candidacy of incumbent officers in advance of announcements regarding any other candidacies.

E. Campaigning

1. The Elections Committee will ask candidates to provide a video statement (3-5 mins) in which they will answer questions the Election Committee will provide. These video statements will be posted on the Caucus website (aft-acc.org)

2. 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.

3. 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.

4. However, local unions are encouraged to pay for the costs of nominees to attend the national convention.

5. Nominees can use their own personal funds for their campaign, as well.

F. Election Procedures:

1. 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.

2. The results shall be reported to the members immediately after the Elections Committee has tabulated the vote on July 24.

3. The winner for each officer position shall be the candidate who has received the majority of votes cast for that position.

4. 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.
5. 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.
6. 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.
7. Successful candidates shall assume office the day following the last day of the AFT National Convention.

G. Voting Eligibility

1. 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

1. 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.
2. 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.
3. The decision of the election committee will be final.

I. Election Timeline:

June 1	Nominations Open
July 3	Nominations Close
June 1-July 3	Nominees should accept or decline nomination
July 4	Candidates for each office will be

	published on the Caucus website
July 4	Voting opens
July 10	Written declarations of candidacy published on Caucus website
July 17	Candidate Video Statements published on Caucus website
July 23	Voting Closes
July 24	Winners Announced
July 31	Last Day to Challenge Election Results
July 31	Assume Office
Aug 7	Elections Committee will render final decision regarding a contested vote