

# Bylaws

## South Orange County Community District Faculty Association/CTA/CCA/NEA

Adopted 1998  
Revised: April 2006

### I. Name and Location

The name of this Association shall be the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION/CTA/CCA/NEA in Orange County, or any other chapter/local affiliation the South Orange County Faculty Association deems appropriate as voted by a simple majority.

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### II. Purposes

The primary purposes of this Association shall be:

1. To represent its members in their relations with their employer and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To provide a means of representation for its ethnic minority members;
5. To promote professional attitudes and ethical conduct among members;
6. To encourage cooperation and communication between the profession and community;  
and
7. To foster collegiality among the members.

### III. Affiliation with CTA/CCA/NEA

1. The SOCCCD Faculty Association shall be a chartered chapter of the California Teachers Association (CTA) and the Community College Association (CCA).
2. The SOCCCD Faculty Association shall be an affiliated local association of the National Education Association (NEA).

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### IV. Membership

1. Membership shall be open to any person who is engaged in or on a limited leave of absence from professional educational work, is a faculty employee of the South Orange County Community College District and whose primary assignment does not include supervisory responsibility over other certificated employees to such an extent as not to

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be represented in the negotiations process by the exclusive bargaining unit of the faculty.

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2. Membership may be granted upon initiation of payroll deduction or upon payment of annual SOCCCDFA/CTA/CCA/NEA dues.
3. The right to vote and to hold elective office or appointive position within the Association shall be limited to members.
4. All members shall be eligible to vote in all elections, to hold elective office or appointive position, to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
5. Members shall adhere to The Code of Ethics of the Education Profession.
6. The rights to and privileges of membership, voting, seeking office, or otherwise participating in the affairs of the chapter shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.
7. No member of the Association may be disciplined without a due-process hearing which shall include the established appellate procedure.
8. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

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#### V. Dues, Fees, and Assessments

1. The basic annual dues for members, and the representation fee for nonmembers represented by the bargaining unit shall be sufficient to cover the operating expenses of the Association, the dues of CTA/CCA and the dues of NEA.
2. The Association's portion of the basic annual dues, and the representation fee for nonmembers, shall be reviewed by the Representative Council at the last regular meeting of the academic school year.
3. The SOCCCD Faculty Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as SOCCCDFA/CTA/CCA/NEA dues.
4. Membership shall be continuous after initial enrollment until the member becomes delinquent or until a change in professional status shall make the member ineligible for membership. If by the last day of any month in the calendar year a member has not paid membership dues, that person will not be considered a member and shall lose all rights and privileges of membership until full payment is made.

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#### VI. Representative Council

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members in good standing of the Association, derives its powers from and shall be responsible to the membership.
2. The Representative Council shall be composed of the following members:
  - a) The President, President-elect, Secretary, Treasurer and the Immediate Past-President shall be voting members of the Representative Council. The

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Grievance Chair and Membership Chair shall be ex-officio non-voting members.

b) The faculty Representatives elected according to the procedures established in these by-laws.. and subject to the following provisions;

1. At any given Representative Council Meeting, the elected alternate may replace the regular Representative. Representatives, or alternates, must be physically present in order to cast a vote or votes.

2. All Representative Council members (with the exception of part-time representatives) must teach a minimum of 3 classes/courses in the district or a 60% teaching load.

c) Part-time faculty at each college shall have one representative on the Representative Council. This individual must be part-time, and be elected by part-timers, in order to represent part-time faculty interests. The election must take place without the interference of full time faculty or other outside parties.

d) Committee chairs other than Grievance and Membership chairs, shall be ex officio non-voting members of the Representative Council.

e) CTA State Council Representatives and any members of the Association who hold CCA/CTA/NEA office or committee appointments shall be ex-officio non-voting members of the Representative Council.

3. The Representative Council shall do the following:

a) Establish Association policies and objectives;

b) Adopt the annual budget of the Association on or before the first regular Representative Council meeting of the academic year.

c) Approve the establishment or discontinuance of committees recommended by the Executive Committee;

d) Establish the local dues of the Association;

e) Direct the bargaining activities and grievance processing of the Association, subject to the Executive Committee;

f) Approve Committee and Bargaining Team appointments;

g) Adopt the Standing Rules of the Association; and

h) Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws.

4. The Representative Council shall, if possible, meet at least once during each school month, whenever possible on the first Monday of the month.

5. Special meetings of the Representative Council may be called by the President or by the petition of twenty percent (20%) of the membership of the Representative Council.

6. Special meetings of the Representative Council shall be called for a specific purpose at which no business may be transacted other than that for which the meeting is called.

7. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council, at least two days prior to the date of the

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Number of Members in Division or School ... [1]

**Deleted:** <#>Part-time (Associate) Faculty Representative¶

**Deleted:** <#>The election of the part-time representative and an alternate (like all other representatives) must take place in April. If the election is not held at this time, it cannot take place until the following academic year.¶  
<#>All Representative Council members (with the exception of part-time representatives) must teach a minimum of 3 classes/courses in the district or a 60% teaching load.¶

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meeting. Attachments to the agenda may be sent out before or distributed at the meeting.

8. For emergency meetings of the Representative Council during crises, the Executive Committee shall adopt procedures to notify representatives of meeting dates, places, and times.
9. A quorum for all meetings of the Representative Council shall consist of a majority of the weighted vote of the seated members of the Representative Council.

## VII. Faculty Representatives

1. Members of the Representative Council shall be elected by and from the membership for each division or school. Such election shall be by open nominations and by secret ballot, run and controlled by the election committee.
2. Members of the Representative Council shall serve a term of two years (except for the CTA State Council Representatives whose terms are set by the CTA).
3. Vacancies in the office of Representative shall be filled by replacements elected by the appropriate division or school by secret ballot.
4. Faculty representative shall do the following:
  - a) Attend all meetings of the Representative Council;
  - b) Conduct constant and on-going liaison between the Representative Council and the members of their Division or School;
  - c) Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and members;
  - d) Represent the view and input of the membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of the membership for this purpose.
  - e) Perform such additional duties as prescribed by the Executive Board.
5. Each division or school with at least three Association members will elect one Representative to sit on the Representative Council. One alternate shall also be elected. In addition, each Representative Council member shall be vested with a number of votes to comply with a minimal 7-1 ratio of Association members. Application of this ratio shall result in each elected Representative having the following number of votes:

<u>Number of Members in Division or School</u>	<u>Number of Votes per Representative</u>
<u>3-9</u>	<u>one</u>
<u>10-16</u>	<u>two</u>
<u>17-23</u>	<u>three</u>
<u>24-30</u>	<u>four</u>

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**Deleted:** <#>Members of the Representative Council shall serve a term of two years (except for the CTA State Council Representatives whose terms are set by the CTA).¶  
<#>Any officer or Representative Council member who misses more than three regular meetings of the Representative Council may be dismissed upon majority vote of the Council. His/her replacement will be chosen by a vote of the appropriate division or school.¶

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Any division or school with fewer than three Association members shall be allowed to cluster to allow for full representation.

6. If any Representative Council member misses more than three regular meetings of the Representative Council during a single academic year, the Secretary will notify his/her school/division of the representative's absences. The school/division may elect to replace that representative, and the replacement will be chosen by a vote of the appropriate division or school.

## VIII. Officers

1. The Executive Officers (Executive Committee) of the Association shall be the President, President-elect, Secretary, Treasurer, and Immediate Past President.
2. These Executive Officers shall be and shall remain members of the Association, CTA/CCA and NEA as a condition for nomination to, and service in, their respective positions during their terms of office. Deleted: and CTA
3. These Executive Officers shall be elected by and from the membership of the Association. Such election shall be by open nominations and secret ballot. Officers, and Representative Council members, shall be elected for a term of two years, commencing on May 1 of the calendar year. Deleted: Active
4. The terms of the President/NEA Delegate and President-Elect/NEA Delegate will be for two years. Thus, the President-Elect will serve for two years before assuming the Presidency.
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event of a vacancy occurring in the office of the President, the President-Elect shall assume the office. In the even a vacancy occurs in other offices, an election shall occur at the next scheduled meeting of the Representative Council.
6. The President shall be the chief executive officer of the Association and be its policy leader. The President shall:
  - a) Preside at all meetings of the Association, Executive Committee and Representative Council;
  - b) Prepare the agenda for the meetings of the Association, Executive Committee and Representative Council;
  - c) Be the official spokesperson for the Association;
  - d) Be familiar with the governance documents of the Association, the CTA/CCA, and the NEA; Deleted: CTA
  - e) Appoint all chairpersons and members of committees;
  - f) Call meetings of the Association, Executive Committee and the Representative Council;
  - g) Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;

- h) Shall attend meetings of the Service Center Council of which the Association is a part;
  - i) Assign release time or stipends with approval of the Executive Committee.
7. The President-Elect shall do the following:
- a) Serve as assistant to the President in all duties of the President;
  - b) Assume the duties of the President in the absence of the President;
  - c) Be responsible for the formation and distribution of the Association's calendar of activities; and
  - d) Serve as coordinator of committee activities at the direction of the President. Deleted: to
8. The secretary shall do the following:
- a) Keep a careful and accurate record of the proceedings of each regular or special meeting of the Association and Representative Council;
  - b) Be responsible for distribution of all notices, agendas, and minutes of meetings to members of the Representative Council and to the membership when appropriate;
  - c) Keep an accurate roster of the membership of the Association and of all committees;
  - d) Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
9. The Treasurer shall do the following:
- a) Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
  - b) Pay out such funds upon orders of the President;
  - c) Prepare a written financial report for each meeting of the Representative Council; Deleted: quarterly financial
  - d) Be responsible for an annual audit of the books of the Association and the distribution of a summary of this audit to the membership, if necessary;
  - e) Submit membership and financial reports to CTA/CCA, NEA, and other agencies as required by law. Deleted: CTA

## IX. Executive Committee

1. The Executive Committee of the Association shall consist of the Executive Officers (See Article VII/I). A majority of the Executive Committee shall be any three of the Executive Officers. A quorum shall consist of any three of the Executive Officers.
2. The Executive Committee shall meet before each regular meeting of the Representative Council and/or at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Committee.
3. The duties of the Executive Committee shall be to:
  - a) Coordinate the activities of the Association;

- b) Act for the Representative Council when school is not in session;
- c) Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
- d) Recommend a budget for the Association to the Representative Council;
- e) Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.

**X. Bargaining Team**

1. Members of the bargaining team and such alternates as the Executive Committee deems necessary shall be appointed by the President and approved by the Representative Council.
2. The President shall appoint the Chairperson of the team (Chief Negotiator).
3. The Executive Committee shall fill vacancies on the bargaining team created by resignation or inability to serve.
4. The Representative Council, by a two-thirds (2/3) majority, may remove a member of the bargaining team and appoint a replacement as recommended by the Executive Committee. (This provision does not replace section VIII, 6, enabling the Representative Council by a majority vote to remove and require reimbursement for non-performance of duty.)
5. The duties of the bargaining team are to represent and to bargain for the bargaining unit.
6. ~~The Bargaining Team shall be under the direction of the Executive Committee, subject to policies set by the Representative Council, and shall report its activities to the Executive Committee and to the Representative Council, as those bodies so require.~~
7. Association members shall be surveyed to determine the contents of the proposed negotiating items. The final contract proposal shall be submitted to the Representative Council for approval.
8. ~~The Executive Committee shall provide for the dissemination of information regarding bargaining and the activities of the bargaining team to the general membership.~~
9. Agreements reached between the bargaining team and the Board of Trustees or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership of the unit.
10. Ratification of the contract agreement shall follow a general meeting of the membership. The proposed contract agreement and notification of the general meeting shall be made available to the membership ten (10) days preceding the ratification meeting. Ratification of the contract agreement shall be by a simple majority of all votes cast by members. Absentee ballots must be requested five days before the ratification meeting, and must be received by U.S. Mail one working day prior to the ratification meeting. The Executive Committee shall establish provisions for members on official leave.

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**Deleted:** <#>The bargaining team shall report its activities to the Representative Council in such form and with such frequency as the Representative Council may require.¶

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## XI. Grievance Processing

1. The Representative Council shall adopt the procedures for grievance processing.
2. These procedures shall include, but are not limited to, the following:
  - a) Providing for representation to assist all members of the bargaining unit in processing of grievances;
  - b) Training for handling grievances; and
  - c) Evaluating the Association's grievance policies and procedures.

## XII. Nominations and Elections of Officers

1. Nominations for office shall be made as follows:
  - a) Any active member, at his/her request, may have his/her name placed on the ballot.
  - b) Any member, with the consent of the nominee may place the name of any active member in nomination.
2. Elections of Executive officers and NEA Delegates shall be conducted in the month of April by secret ballot of the general membership.
3. The President shall appoint an election committee and chairperson to conduct all elections of the Association.
4. The Elections Committee shall be composed of at least three members.
5. A member of the Elections Committee shall not be a member of the Executive Committee or a candidate for office.
6. The duties of the Election Committee shall be to:
  - a) Announce elections;
  - b) ~~Oversee the preparation and distribution of ballots;~~
  - c) ~~Oversee the collection, tally and certification of all ballots;~~
  - d) Announce the results of elections;
  - e) Keep the ballots for one year following the election;
  - f) ~~Recommend to the Representative Council appropriate election timelines, subject to the Standing Rules of the Association.~~
7. The Elections Committee shall insure that all ~~SOCCCDFA/CTA/CCA/NEA~~ election codes and timelines are followed.

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## XIII. Recall Elections

1. A recall of any person in an elective position may be initiated by a petition signed by one-third (1/3) of the membership of his/her constituency. A statement of the reasons for the proposed recall shall be part of the recall petition.
2. Recall elections shall be by secret ballot. (See also Appendix A for specific procedures.)

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## XIV. CTA State Council Representatives and NEA Delegates

1. All representatives to the CTA State council and the NEA Representative Assembly to which the Association is entitled shall be elected by and from the membership of the Association. Such elections shall be by open nominations and by secret ballot. The President and President-Elect shall be elected NEA delegates simultaneously with their election to office.
2. CTA State Council Representative(s) shall be elected for a term as specified by CTA.
3. NEA Delegates and alternates shall be elected for a term of two years.

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#### **XV. Committees**

1. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Representative Council or the President, subject to approval by the Representative Council.
2. Each committee shall submit periodic reports to the Representative Council.

#### **XVI. Meetings of the General Membership**

1. Meetings of the Association may be called by the President, Representative Council or by written petition of twenty percent (20%) of the membership.
2. Except during crisis situations, notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days prior to the meeting.
3. For emergency meetings during crisis situations, the Representative Council shall adopt procedures to notify the Association membership of meeting dates, places, and times.
4. For the purpose of votes of the general membership, a quorum shall consist of 50% of the membership plus one.

#### **XVII. Parliamentary Authority**

1. Robert's Rules of Order, newly revised, latest edition, shall be used to decide matters of procedure at meetings of the Association and the Representative Council.

#### **XVIII. Amendments**

1. These Bylaws may be amended by a two-thirds (2/3) vote of the members voting.

Appendix A  
**Standing Rules for Election/Recall of Officers  
Trustee Election and Procedures\***

**I. Regular Elections**

1. Officers and Representative council members shall be elected by and from the active membership in good standing of the Association. Such elections shall be by open nominations and secret ballot.
2. All active members in good standing shall be eligible to be elected to executive office or to the Representative Council.
3. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Nominations for office are to be submitted to the election committee.
4. Every active member shall be assured of voting by secret ballot. If the election is conducted by website, the website will have provisions to notify each member of the opportunity to vote by an e-mail message addressed to each member's official, District provided e-mail address. Only official, District-provided e-mail addresses will be used. The website will maintain sufficient security provisions to assure that all votes are secure and remain private, and that each member may vote only once.
5. There shall be at least a fifteen- (15) day period between notice of election and the actual voting.
6. There shall be an opportunity for an all member vote. The Executive Committee shall establish procedures for members on official leave.
7. Voting shall be by ballot, which may be distributed on paper and collected through secure ballot boxes, or distributed and collected through a secure, reliable, third party hosted website.
8. The Association shall provide means for all members to vote (including vote by mail or website), and, if the election is conducted by paper ballot, it shall be the responsibility of the member to notify the secretary if s/he desires a ballot at a site other than the regularly scheduled voting place. If the election is conducted by paper ballot, the ballot box(es) will be placed in a convenient location or locations designated by the executive committee or officers of the Association.
9. If the election is conducted by paper ballot, a member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If the election is conducted by website, access to each member's ballot will be secure, and protected by a discrete log-in and password issued to each member. Each member will receive a confirmation by e-mail to that member's official District-provided e-mail address after voting.
10. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

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\* Adopted: 1998; Revised: 3/06; 4/06

## **II. Announcement:**

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

## **III. Timeline**

1. Elections of officers and Representative Council members shall be held during the last five (5) instruction days (excluding Saturday) of April.
2. Declarations of candidacy must be made in writing and received by the Election Committee a minimum of fifteen (15) days prior to elections.
3. The Election Committee shall acknowledge declaration of candidacy within 72 hours (excluding Saturdays and Sundays).
4. The Election Committee shall prepare ballots a minimum of seven (7) days prior to the election (to allow for any mail-in votes).
5. The deadline for requesting an absentee ballot shall be no later than seven (7) days prior to the election. If the election is conducted via a website, the elections committee will establish a provision for absentee ballots for those unable to access the website during the election period.
6. The Election Committee must receive absentee ballots no later than 5 p.m. on the final day of balloting.
7. All ballots shall be counted after 5 p.m. on the final day of the balloting.
8. The official results of the election shall be released in either a memo or an Association newsletter within three (3) instructional days following the counting of ballots.
9. In the even a runoff election is necessary, the Election Committee shall, within three (3) days of the conclusion of balloting, determine the appropriate timeline for the runoff election. Procedures for a runoff election shall follow the same timeline as balloting in a regular election.

## **IV. Finances:**

1. Chapter moneys received through dues, assessments or similar levies shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.

## **V. Candidate's Rights:**

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

**VI. Ballots:**

1. The names of the candidates shall appear on the ballot according to the CTA alphabet. All declared candidates shall appear on the ballot. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

**VII. Distribution of Ballots and Method of Voting**

1. A ballot shall be made available for every member.
2. Voting shall be by one or a combination of the following methods:
  - a) At a school site
  - b) At a specific voting site
  - c) By mail
  - d) Through a secure, third-party hosted website.

**VIII. Counting of Ballots:**

1. A preliminary count may take place at the voting sites.
2. If the election is conducted by paper ballot, upon receipt of ballots, tally sheets, and signature sheets, the Election Committee shall count the ballots in a secure area with only the Election Committee members and observers present. If the election is conducted by website, the vote shall be tallied electronically, and a report of the voting sent to the members of the Election Committee
3. If the election is conducted by paper ballot, the Election Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
  - a) Blank ballot
  - b) More ballots than signatures
  - c) Ballot submitted after deadline
  - d) Voter not a member
  - e) Voter's intent unclear
  - f) Votes cast for more than number allowed
  - g) Vote cast on unofficial ballot
  - h) Vote cast for ineligible candidate.

If the vote is conducted by website, the on-line voting process shall be consistent with the rules for valid ballots described above, and prevent or exclude attempts to cast ballots that fall into one of the above described categories.

4. If the vote is conducted by paper ballot, the Election Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballots shall be kept separate.

5. The Election Committee shall prepare the Final Report, recording the following information:
  - a) The total number of ballots cast
  - b) The number of set aside ballots with an explanation for each category of ballot not counted
  - c) The number needed to win or pass
  - d) The number of votes received by each candidate or issue
  - e) A notation whether the set aside votes would affect the outcome
  - f) The signature of each Election Committee member present during the preparation of the report.
6. The Election Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
7. The President shall announce the results as prescribed by the timeline.
8. If the vote is conducted by paper ballot, and if the votes set aside would affect the outcome of the election, the Executive Committee shall decide:
  - a) To count the votes which have been set aside
  - b) Not to count the votes which have been set aside
  - c) If the election should be conducted again.
9. The ballots and voter signup sheets shall be retained for one year after the election.

**IX. Observers**

1. If the vote is conducted by paper ballot, each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Election Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

**X. Challenge Procedure:**

1. Any member observing a violation of election procedures shall notify the chapter President and the chair of the Election Committee, in writing, within five days of the announcement of results. The notification must:
  - a) Specify which requirement has been violated.
  - b) Include supporting information.
  - c) List names of parties who can confirm information.
2. The Election Committee shall respond within five instructional days after the receipt of the challenge in an effort to resolve the issue. The Committee shall determine whether:
  - a) The challenges alleges a violation of a chapter election requirement;
  - b) The challenge is supported by appropriate documentation;

- c) The alleged violation may have affected the outcome of the election.
3. The Election Committee shall report to the Representative Council on its findings and recommendations within twenty school days.
4. The Representative Council shall make a decision on the resolution of the challenge.
5. The challenging party and all candidates in that race shall be notified of the decision of the Representative Council.
6. If the challenging party is not satisfied with the decision, s/he may appeal the decision in writing to the CTA President within twenty school days of receipt of the decision.

**XI. Initiative Procedures:**

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three supporting the proposed measure and responsible for its circulation.
3. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least one-third (1/3) or more of the active members of the chapter. The petition shall contain the question "proposed to be placed on the ballot."
4. The circulators shall present to the chapter president the petition(s) containing original signatures and printed names of the petitioners.
5. The chapter president shall have at least five (5) school days in which to verify the membership of the signers of the petition.
6. If there is a sufficient number of valid signatures on the petition, the chapter president shall cause a ballot to be furnished to the members in no less than 15 instructional days, provided that the period that school is officially in recess shall not be included in this count.
7. Regular election procedures (e.g., election of officers) shall be followed, including voting times.
8. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

**XII. Referendum Procedures**

1. Upon two-thirds vote of the Representative Council at any valid meeting, any action or proposed action of the Representative Council or the Executive Committee shall be referred to a vote of the membership.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than 15 instructional days after action by the Representative Council, provided that the period that school is officially in recess shall not be included in this count.

4. Regular election procedures (e.g., election of officers) shall be followed including voting time.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

### **XIII. Recall Elections/Petitions**

All active members in good standing shall have the authority to make decisions on any matters affecting the Association or its activities through a recall petition.

1. To be considered valid, recall petitions must be registered with the Association Secretary or designee at least one month before the recall petition is circulated.
2. Petitions must state the reasons for the proposed recall, including the names of officers being recalled. The petition should be signed and supported by at least three (3) members in good standing.
3. The registration shall include the filing of a notice of intent to circulate a recall petition.
4. The Secretary or designee shall immediately transmit a copy of the recall petition to the Executive Committee (Officers of the Association).
5. All signatures must be obtained within a specified thirty-day period.
6. In order for a recall petition to be successful, it must be signed by a minimum of one-third of all active (in good standing) members of the Association. All signatures must be accompanied by the clearly printed signer's name.
7. The Secretary or designee must verify the signature and membership status of all signers (or the number equivalent to one-third of the membership) within thirty days of receipt of the petition.
8. If the recall petition is declared successful, a recall election is declared. The recall election must be held within thirty teaching days of the notification.
9. Declaration of a recall election must be registered with the Secretary or designee.
10. Each person named in the recall petition shall have the right to make a rebuttal statement on the recall ballot or distributed to his/her constituency at least seven days before the recall election.
11. Regular voting procedures (e. g., election of officers) shall be followed including voting times.
12. A recall election is declared successful when the signatures and membership status of at least two-thirds (2/3) of all active members in good standing can be verified by the Secretary or designee.
13. When a recall election is declared successful, the office is declared vacant and the election of a replacement proceeds according to the election procedures prescribed in these bylaws.

Appendix B  
**Bylaws for PACs Formed by the SOCCCDFA<sup>†</sup>**

These bylaws will be observed by an political action committee with any regular affiliation with the South Orange County Community College District Faculty Association.

PAC membership will in every case consist of current and former SOCCCDFA presidents who (1) are serving as full-time faculty within the South Orange County Community College District, (2) wish to make active, regular efforts in support of PAC activities; no PAC member can serve solely or even largely as merely an auditor of PAC activities.

The active membership of a PAC can at any time exclude any of its members for up to a year. Such exclusion would require a 3/4 vote of current active members and would be justified if the excluded person had not been sufficiently active or were judged not committed to any one or more of the goals of the PAC.

Appendix C  
**Standing Rules for the PAC for the SOCCCDFA<sup>\*</sup>**

The PAC shall at all times adhere to the rules set down under the SOCCCDFA Bylaws.

**I. MEMBERSHIP AND OFFICERS**

1. The PAC shall be composed of the Executive Committee, past presidents, and representatives from the membership at large.
  - a) All members of the PAC shall be members in good standing of the SOCCCDFA.
2. PAC officers shall be a Chair, Treasurer, and such other officers as are deemed necessary by the PAC.
  - a) The Chair of the PAC shall be the current President of the SOCCCDFA. If the President is not available, the President-elect shall serve as Chair. If neither the President nor the President-elect of the Faculty Association are available to serve, the Representative Council shall vote to appoint a Chair.
3. PAC representatives
  - a) During their tenure as officers of the Association, all Faculty Association officers shall be entitled to serve as representatives to the PAC. Officers who choose to serve shall notify the President of the Association and the Chair of the PAC.
  - b) All past presidents of the Faculty Association shall be entitled to serve as representatives to the PAC. Past presidents who choose to serve shall notify the President of the Association and Chair of the PAC.
  - c) All schools and divisions shall be entitled to only one representative and one alternate to the PAC, whose votes shall be counted according to their weights on the representative council. Schools and divisions shall notify through their Faculty

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<sup>†</sup> Adopted 1998

<sup>\*</sup> Adopted 2000; revised 10/01, 2/03, 4/06

Association representative the President of the Faculty Association and the Chair of the PAC when changes in their PAC representation occur.

4. Terms of office for the PAC Executive Committee members shall match the term of office for the president of the SOCCCDFA. Officers who choose to serve must file an intent to serve with the President of the Association and the Chair of the PAC. Terms of office for all other PAC members shall end in December after the Trustee elections in November.  
(revised 10/01)

## **II. FUNDING**

The following guidelines shall be used as procedures for approval and funding:

1. All political contributions shall be made from the PAC fund. General funds of the SOCCCDFA shall not be given to candidates or used on their behalf.
2. Funds approved as line items in a budget that has been approved by the PAC may be spent without additional approval. These expenditures will be included in the regular reports to the PAC and the Faculty Association Representative Council.
3. Non-budgeted amounts of up to \$100.00 may be spent with the approval of the PAC Executive Committee. Reports of these expenditures will be made to the PAC and the Faculty Association Representative Council on a regular basis.
4. Non-budgeted amounts exceeding \$100 may be spent only with approval of both the PAC Executive Committee and the PAC. Reports of these expenditures will be made to the PAC and the Faculty Association Representative Council on a regular basis.
5. In the pursuit of its endeavors, the PAC shall observe all relevant policies of the California Teachers' Association, as set out in its Organizational Handbook.
6. Funds and services shall be provided only to candidates endorsed pursuant to the procedures set down in the standing rules for the PAC.

## **III. ENDORSEMENT PROCEDURES**

1. The Faculty Association Representative Council, and only the Faculty Association Representative Council, shall be empowered to endorse or to revoke endorsement of any candidate for the Board of Trustees.
2. The Faculty Association Representative Council may endorse a candidate after a fair and thorough process in which:
  - a) The PAC has provided each prospective candidate for Trustee an opportunity to submit a Candidate Questionnaire to the PAC.
  - b) The PAC has distributed to each member of the Faculty Association Representative Council copies of all Candidate Questionnaires submitted.
  - c) The PAC has given all candidates equal access to the committee and has made a good faith effort to determine candidates' positions on important issues facing education.
  - d) The PAC has provided each prospective candidate an opportunity to participate in an interview with the PAC. All Faculty Association members may observe these interviews but all questions shall be asked by PAC members. All Faculty

Association members in good standing shall be notified of interviews at least two weeks in advance. The PAC is responsible for notification.

- e) In consultation with the PAC, the Faculty Association Representative Council has selected—through a majority of weighted votes of members present and voting—candidates for endorsement.
3. The PAC shall approve any endorsement letters or statements of endorsement with reasons for the endorsement for purposes of press releases or member education. The PAC shall make regular reports to the Faculty Association Representative Council of any endorsement letters or statements of endorsement.

#### **IV. MEETINGS**

1. Meetings shall be called by the Chair of the PAC or by 20% of the PAC members. All PAC members shall be notified of meetings at least 2 working days in advance of the meeting date. (revised 10/01)
2. A quorum for PAC meetings shall consist of a majority (50%+1) of seated committee members.

Each division or school with at least three Association members will elect one Representative to sit on the Representative Council. One alternate shall also be elected. In addition, each Representative Council member shall be vested with a number of votes to comply with a minimal 7-1 ratio of Association members. Application of this ratio shall result in each elected Representative having the following number of votes:

Number of Members in Division or School	Number of Votes per Representative
3-9	one
10-16	two
17-23	three
24-30	four

Any division or school with fewer than three Association members shall be allowed to cluster to allow for full representation.