

CCFA Standing Rules for Chapter Elections

Adherence to CTA elections guidelines

- Except as further specified herein, CCFA will adhere to CTA's current Chapters & Service Center Councils Elections Guidelines.

Call for Nominations

- CCFA Active Members are eligible to run for election as an Officer, Negotiator, or as representative for the Faculty Grouping in which they are employed.
- Nominees must be employed by Chaffey College in a bargaining unit position at the time of nomination.
- The CCFA Elections Chair-or designee-is responsible for sending out the Call for Nominations (announcement of vacancies) regarding positions open for elections to all active CCFA members in the voting group.
- Included in the call for nominations shall be
 - a notice that eligible voters may request a paper ballot in lieu of a SimplyVoting ballot.
 - A complete timeline for the election being announced

Nominations

- The CCFA Election Committee Chair shall send an electronic version of the Declaration of Candidacy form, CCFA's Standing Rules for Chapter Elections, and current Chapters & Service Center Councils Elections Guidelines to each nominated candidate.
- The Chair shall establish a deadline of no more than seven calendar days by which the signed Declaration of Candidacy form must be received by the Chair.
- The candidate must fill out, sign, and return the signed form via email to the Chair by the specified deadline to have their name placed on the ballot.

Campaigning

- All campaign materials and related communications must abide by the following standards:
 - Any physical or virtual campaign flyer and materials larger than 2 inches by 3 inches must include the following statement clearly and legibly printed on each page: "The views and opinions expressed herein are those of the candidate and not necessarily those of CCFA, CCA, CTA, NEA or any of its affiliates."
 - No candidates shall use a CCFA logo or any CCFA title in any way that might suggest that the candidate has the support of CCFA, CCA, CTA or any of its affiliates.
 - Candidates may publish their personal, non-faculty email address on campaign materials for communication purposes.
 - No candidate may use District email addresses and/or electronic systems for campaigning.

- The use of links to any CCFA website for campaigning is prohibited. Campaigning on any affiliated CCFA social networking site is prohibited.
- Candidates may use the Chaffey College campus mailboxes for campaigning as long as District policies are followed
- Each candidate may send the CCFA Election Committee Chair a campaign statement and one single-sided electronic flyer in a PDF or Word document, 8.5” X 11” or smaller, to be included in the Association’s elections email. These must be received by the Chair at the same time as the signed Declaration of Candidacy form.
 - Each campaign statement shall not have more than 300 words. If a candidate submits a campaign statement of more than 300 words, then only the first 300 words will be accepted as the candidate’s official campaign statement. A personal email address may be provided at the end of the Campaign Statement and will not be counted in the 300-words limit.
- CCFA resources must not be used to promote any candidate.

Election Announcement

- The Election Announcement is advertised the deadline to receive the Declarations of Candidacy.
- The Chair shall keep the campaign statements and electronic flyers confidential until the Election Announcement is advertised.
- The Election Announcement e-mail shall include the following statement: “The attached documents and campaign statements were submitted voluntarily by the candidates for distribution by CCFA. CCFA nor any of its parent organizations makes any endorsement of the candidate nor of the contents of their campaign materials.”

Balloting

- A unique link to an electronic ballot for each election shall be sent to each active member’s chaffey.edu e-mail address when the balloting period opens.
- An active member may request a paper ballot when the nomination period begins. To be counted, paper ballots must be received by the Elections Chair by the close of the balloting period.

Counting

- Each candidate may designate one observer, who may be the candidate, to observe the ballot counting process following the guidelines in CTA Elections Rules XIV A.
- The Elections Chair, or designee, and two members of the elections committee shall count the ballots and complete the teller’s report.
- The Elections Chair shall notify the CCFA Officers and candidates of results within four calendar days of the close of voting.
- The teller’s report shall be brought to the next meeting of Representative Council for acceptance.

November 2025

Challenge Processes

- In alignment with the challenge procedure specified in the CTA Elections Rules XV, any violation of these Standing Rules by a candidate may result in disqualification from holding the desired elected position(s).

Faculty Groupings (By-laws VII b.)

Faculty Groups for Full-time Representatives shall be:

1. Accounting, Bus/Office Tech, CIS, Culinary, Hotel/Food Svc.
2. Aero Tech, Auto Tech, Industrial Elec, Fire Tech, HVAC, Crim Justice
3. Anthropology, Econ, Ethnic Studies, Political Science, Sociology
4. Art, Art History, Music, Photo, Fashion, Interior Design
5. Astronomy, Chemistry, Geography, Geology, Physics
6. Biology
7. Career Development, DPS, EOPS
8. Communication Studies, Theatre, Cinema, Broadcasting
9. Counseling
10. English (Seat 1)
11. English (Seat 2)
12. ADN & LVN
13. Health & Wellness (DA, Gero, KIN, NF, PHS, PTA & RADTE)
14. History & Philosophy
15. Instructional Support, Distance Ed, Library
16. Languages (ASL, Chinese, Spanish, ESL)
17. Mathematics
18. Psychology, Education, and Child Development

The Faculty Groups for Part-time Representatives shall be:

1. Psychology & Child Development
2. Business, Business OT, & Accounting
3. Counseling
4. English
5. Health & Wellness (KIN, DA, GERO, ADN, LVN, SHS)
6. Library & Instructional Support
7. Communication Studies & Languages
8. Math, Engineering, Physics, Industrial Electric
9. Chemistry, Geography, Geology
10. Biology
11. History & Philosophy
12. Anthropology, Ethnic Studies, Sociology, Political Science, Criminal Justice, and Economics
13. Art, Cinema, Interior Design, Music, & Photo

Appendices

Sample Elections Timeline (Spring 2026 Calendar Timeline)

February 23	Announcement of vacancy(ies) to members*
March 2	Deadline date to file a declaration of candidacy via (insert way to submit) no later than (insert time) to (insert place/email address)
March 5	Deadline date to acknowledge candidacy, distribute elections guidelines/rules for campaigning
March 6	Electronic Voting: Deadline to request a paper ballot
March 9 – 12	Preparation of campaign statements and ballots
March 16 – 22	Chaffey Spring Break
March 23	Deadline to inform chapter elections committee if candidate or designee will be observing
March 23	Distribution of ballots to all active CCFA members (SimplyVoting or by mail) Distribution of voter credentials (username/password, voting electronically)
March 23 – April 3 (max of 10 calendar days)**	Electronic Voting: Voting via SimplyVoting Voting by Mail (allow the full 10 days)*** * This date must be at least 15 days after the announcement ** Voting window must be no less than 5 and no more than 10 calendar days *** Postmark dates are not accepted
April 6	Ballot counting/Teller Report
April 7	Result to leadership and candidates
April 7	Result to members (send teller's report) and announcement if a run-off is needed
April 13	Challenge deadline for the election unless there is a run-off

Run-off Timeline

April 7	Announcement of the run-off (sent with the results to members)
April 8	Deadline for new paper ballot requests (prior paper ballot requests will be honored)
April 9	Deadline to inform chapter elections committee if candidate or designee will be observing
April 9	Distribution of ballots to all members (SimplyVoting or by mail) Distribution of voter credentials (username/password, voting electronically)
April 13 - 23 <i>(max of 10 calendar days)*</i>	Electronic Voting: Voting via SimplyVoting or via mail. Voting by Mail (allow the full 10 days)** * Voting window must be no less than 5 and no more than 10 calendar days ** Postmark dates are not accepted
April 24	Ballot counting/Teller's Report
April 27	Result to leadership and candidates
April 28	Result to members (send teller's report)
May 8	Challenge deadline for the election