

**Election Handbook**  
**Yuba College Academic Senate**  
**Election Subcommittee**

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### **Overview of Senate Representative Positions**

Each Senator on the Academic Senate serves for a 3-year term. This includes full-time and part-time representatives. Updated information about senate positions can be found at

<https://yc.yccd.edu/about/faculty-staff/academic-senate/senators/> - under “Senators” on our YCAS website. Check to make sure the site is up to date. At-Large senators can come from any area.

The following positions make up the YCAS, and the fall semester beginning each term is listed.

- **President (no affiliation)** 2018, 2020, 2022, 2024, etc.
- **President-Elect (no affiliation)** 2018, 2020, 2022, 2024, etc.
- **Applied Academics** 2018, 2021, 2024, 2027, etc.
- **Athletics, Health, and Physical Education** 2019, 2022, 2025, 2028 etc.
- **At-Large** 2019, 2022, 2025, 2028 etc.
- **At-Large** 2017, 2020, 2023, 2026, etc.
- **STEM** 2018, 2021, 2024, 2027, etc.
- **Part Time, At Large** 2018, 2021, 2024, 2027, etc.
- **Part Time, At Large** 2017, 2020, 2023, 2026, etc.
- **Public Safety, Nursing, and Allied Health** 2019, 2022, 2025, 2028 etc.
- **Student Services** 2019, 2022, 2025, 2028 etc.
- **Humanities and Social Sciences** 2017, 2020, 2023, 2026, etc.

To compile a list of the positions up for election on any given year, visit the following address and see what terms will be up at the end of the school year. These are the positions that need to be taken care of before the end of that Spring semester: <https://yc.yccd.edu/about/faculty-staff/academic-senate/senators/>

### **Election of Senate President and President Elect**

Only full-time faculty members are eligible for the offices of President and President-Elect. The President may serve for one term, consisting of two years as President-Elect and two years as President. If a person wishes to run for President after serving a term, he or she will be eligible to be President-Elect after two years out of office.

The election of the President/President-Elect shall be completed no later the end of the second week of November for the following academic year. All full-time and adjunct faculty, as defined in the Academic Senate Constitution, Article III, Section 3, are eligible to nominate and vote for the President/President-Elect.

If only one person is nominated, no vote shall be necessary. The nominee shall be designated as President-Elect. If more than one person is nominated, the nominee receiving the majority of the votes cast shall be designated as President-Elect. In the absence of a majority nominee, a run-off between the candidates with the most votes will be held. A majority of the votes cast is required for election.

## **Elections Beginning to End**

**Step One:** Establish which positions are up for re-election.

**Step Two:** Send out a call for nominations via email and make sure there is a specific date/deadline.

- *Nominations and votes for Area Representatives should only come from faculty within that area*
- Send emails to YC All Faculty mailing list
- Send emails for only Adjunct/Part-time faculty to "YC All Part Time Faculty" <[YC-All-Parttime-Faculty@yccd.edu](mailto:YC-All-Parttime-Faculty@yccd.edu)>
- Be sure to verify that nominated candidates accept the nominations if they come from someone other than the candidate
- Examples of recruitment and nomination emails are provided in Appendices A and B.

**Step Three:** When nominations are coming in, ask for a headshot or photo of the candidate and a short paragraph about them – anything that they would like their fellow voters to know to inform the vote.

- When asking for photo/written materials, give a specific date that they need to be received. Inform candidates that if no photo and paragraph are sent, then the ballot will just list their name. When this deadline has past, continue to step Four.

**Step Four:** Create Election Buddy site.

**Step Five:** After Election Buddy site has completed, send out an announcement via email to announce the winner.

**Step Six:** Forward their information to President-Elect for Senate Training.

## **Nominations**

*Nominations and votes for Area Representatives should come from only faculty within that area.*

Nominations shall be emailed directly to a member of the Election Committee. If a potential candidate expresses interest, and that interest is not forwarded to the Election Committee by the end of the nomination time period, there is no guarantee that the potential candidate will be included in the election. Inquiries to the Election Committee about the details of the position are not considered nominations.

Faculty can nominate themselves. The Bylaws III.2.B says, "For any position, any eligible member may self-nominate." If someone nominates someone else, it must be with consent of the nominee." Candidates should give consent for nomination by supplying their paragraph and photo before the deadline specified for these materials.

The Election Committee must request nominations for Area Representatives and Adjunct Representatives by February 15<sup>th</sup> (Bylaws III.4.A and III.6.A) and request nominations for At-

Large Representatives by March 5<sup>th</sup> (Bylaw III.5.A). The full election of the President/President-Elect must be complete the second week of November (Bylaw III.3.A).

### **Election Ballet Information (Election Buddy)**

- Elections are conducted via ElectionBuddy (<https://electionbuddy.com>). Follow the steps below:
  1. Any member of the Election Committee can create an account and then click the orange “New Election” button on the upper right corner of the screen.
  2. Enter the name of the election. (Example: Part-Time, At Large Special election Sp 19)
  3. Enter the name of the organization (Yuba College Academic Senate).
  4. Under Type, select Election.
  5. Specify the starting and ending dates and times for the election. Elections should be held within at least two weeks following the nomination deadline. Elections will range for no shorter than 10 days.
  6. Choose the following options:
    - Integrity and Ballot Access: High
    - Voter Anonymity: Secret Ballot
    - Election administrator may view the election results: only after the election has ended
    - Voters may view the election results: don’t allow voters to view the results
    - The Election Committee will announce the results via email.
  7. Click “Save and Continue to Ballot Design”.
  8. Enter ballot information and instructions. (Example: Please choose a candidate for the Part-time, At Large Senate seat. The candidate would serve from Spring 2019-Spring 2021.)
  9. Under Positions and Questions, click Add position or question.
  10. Select the first option (Multiple candidates for 1 vacancy — eg. vote for a President or Vice President).
  11. Choose the correct number of candidates.
  12. Edit each candidate’s name.
  13. Use the Add profile button and paste the paragraph provided by the candidate. Click the Add a photo button and upload the candidate’s picture.
    - i. If the photo is taken too closely (zoomed in), part of the candidate’s face may be cut off when the photo is uploaded to ElectionBuddy.
    - ii. If the photo has a portrait orientation, it may be uploaded sideways to ElectionBuddy.
    - iii. Both of these issues can be fixed by right clicking the image and selecting Open with.. Chose Paint. Choose Select All and cut the image (Ctrl x). Drag the size of the white background so that it is wider. Paste the image (Ctrl v) and drag it to the center. Save the image as a new file and try uploading it to ElectionBuddy.
  14. Choose Plurality from the dropdown menu under Voting method.

15. Scroll down and make sure it that the options say [1] vacancy and [exactly] 1 candidate.
  16. Check the boxes for Random order and Allow abstain.
  17. Click Preview Ballot to ensure that the names, photos, and paragraphs are correct.
  18. Click Continue to Voter Notice.
  19. Under Notifications check the box for Email notices. Then check the boxes to Email a receipt to voters and Use your organization name as the email sender.
  20. Click Continue to Voter List
  21. Under Voter options, check the Ballot IDs box.
  22. Under Voter Information, select Import from a CSV file.
    - i. The Technical Webmaster (Peter Skillman) can provide a spreadsheet of current faculty.
    - ii. He may be able to generate a specific list (e.g., all Yuba College part-time faculty), or he may provide a list of all faculty.
    - iii. If he provides the list of all faculty. Filter it to delete voters who are not eligible. (Example: Delete all full-time faculty from the list for an election for a part-time representative.) The Sort tool under the Data tab in Excel and the function RIGHT() may come in handy.
    - iv. Delete all columns except for the voter's name and email address. Rename the columns to "ID" (the voter's name) and "Email".
    - v. Save the file as a .csv.
    - vi. Upload the file and select Import.
    - vii. Select Validate list.
  23. Reserve 20 extra keys. (This will allow you to add voters after the election has begun for those who were mistakenly not included in the original list.)
  24. Choose Continue to Review. Follow the instructions to test the ballot, review the voter list, verify election details, and confirm terms and conditions.
  25. See Executive Assistant to the College Vice President (Zulema Zermeno) to pay for the election using Academic Senate funds.
- Email the YC All Faculty mailing list to explain that the election ballots have been emailed and to contact the Election Committee if they do not receive ballot. (Ballots may be sent to Junk Mail.) Include a pdf of each candidate's photo and paragraph in the email announcement.
  - Post a notice in the mailroom about the election, telling voters to check their email for the ballot.
  - To add extra voters, log into Election buddy and click on Actions -> Voter List and Status for the election. From the Actions menu on the upper left, choose add extra voters. Enter the voter's name (ID) and email address.
  - If no candidate gets at least 50% of the votes, there will be a run-off election between the two candidates with the most votes.

### **Announcing Results**

Even if there was only one candidate for a position, the Election Committee should announce who is filling each position. Include the photo and paragraph provided by the candidate in the announcement.

### **Part-Time Representatives**

There are currently 2 Part-Time Representatives on the YCAS. Part-time faculty do not serve as area representatives but are considered to be At Large. The stipend for Part-time faculty to serve on the Senate is determined by the current part-time contract. Please see the most current part-time contract for stipend amount. (For the 2014-2017 contract, it was \$825 per semester, and part-time senators were required to attend at least 80% of meetings to receive the stipend.)

### **Special Elections**

A special election must be held when a senator resigns their position. Senate Bylaws Section V.4.A state: "If a Senate position becomes vacant prior to the end of a term, the Election Committee shall hold a special election...for a representative **to complete the term.**"

If a senator is temporarily stepping down, they may elect a substitute until the original senator is available to return to the senate.

### **Appendix A: Examples of Recruitment Emails**

Hi Everyone,

The Yuba College Academic Senate is now accepting nominations for full-time faculty to serve in the following positions:

- Public Safety, Nursing, and Allied Health Representative
- Athletics, Health, and Physical Education Representative
- Student Services Representative
- At-Large Representative (any area)

Note that Academic Senate representatives are eligible for 30 hours of flex credit.

Please reply to me with any nominations. Nominations for Area Representatives should come from faculty in those designated areas. Nominations are due **Friday, February 15th, at 5:00 p.m.**

Hi Everyone,

A position has recently opened in the Yuba College Academic Senate for a **Part Time, At Large Representative**. The representative would serve the remainder of the 2018-2021 term. Please reply to me with any nominations by **Friday, March 8th, at 5:00 p.m.** Note that both full-time and part time faculty may nominate candidates for this position, but only part time faculty may vote in the election. Part time faculty are eligible if they will be employed at Yuba College next semester (Fall 2019) or have a return right for the following semester (Spring 2020). The representative will receive a stipend of \$825 per semester, contingent on attending at least 80% of the meetings.

Best,

### **Appendix B: Example Confirmation of Nomination Email**

Good Afternoon \_\_\_\_\_,

You have been nominated for the Academic Senate for the position of Public Safety, Nursing, and Allied Health Representative.

If you accept this nomination, please let us know, and send a photo of yourself along with a short paragraph describing anything you would like voters to know about you and your work. We will use the photo and the paragraph in our election materials. **Please send these materials by Friday, February 15th.**

We look forward to working with you!