



CAUCUS ELECTIONS PROCEDURES

AP #3004

Procedural Guidelines

- A. It is recommended that caucuses follow the Ralph M. Brown Act and Robert's Rules of Order.
- B. Caucuses shall provide agendas and minutes of their meetings to the SSCCC Caucus Committee and staff.
- C. Caucuses should be formed around broad issues of ongoing concern rather than single or short-term issues. In particular, there should be a clear connection to student-related concerns as established in the SSCCC mission, purpose, priorities, and its resolutions. Caucuses should be formed to focus on issues across the entire California community college system, not just the specific needs or desires of a particular college or district.
- D. There should be an opportunity for discussion on agenda items but action should only be taken in the case of an election.
 1. For these guidelines, "election" may be defined as the election of the caucus Executive Board, sponsorship of resolutions, and adoption of Caucus procedures, norms, and anything pertaining to the recognition of the caucus.
 2. Elections for the caucus Executive Board may be held in collaboration with the Caucus Committee.

Caucus Elections Procedures

- A. Caucus leadership must notify the chair of the Caucus Committee seven days before an election.
 1. If there is no leadership, the Caucus Committee Liaison will oversee the election process.
- B. A candidate for a caucus leadership position must be a California community college student.
- C. Desired Qualifications
 1. Familiarity with chairing meetings, parliamentary procedures, and open meeting laws (Ralph M. Brown Act).
 2. Strong public speaking and interpersonal communication skills.
 3. Effective time management and organization skills.
 4. Digital literacy with programs like Google Workspace and Zoom.
 5. Some on-campus student leadership experience.

- For example, a position within a student body association, on-campus clubs, on-campus job, or other on-campus volunteer opportunities.
- 6. Willingness to engage with students and an understanding of student issues at a local, statewide, and national level.
- 7. Commitment to the SSCCC mission and purpose.
- 8. Ability to exercise impartiality in decision making when necessary.

D. Candidate Statement

A **one-page** biography with your name, college, candidate position, and the following:

1. After reviewing the job description for the position, what activities and special skills make you qualified, and why are you running for this position?
2. Please briefly discuss your understanding of diversity, equity, and inclusion.
3. What issue(s) in higher education are you most dedicated to addressing and why?

E. Candidate Process

The Caucus Committee Chair shall instruct and require the Caucus to establish an Election Timeline by the end of March.

The Caucus will distribute, via proper communication networks (LISTSERV, social media, direct contact), the Candidate Eligibility Form, Candidate Statement Guidelines, and the Elections Timeline.

Candidate statements will be sent out via proper communication networks.

F. Elections Process

- **Regular Elections**

The process shall be as follows:

- a. The Caucus Committee Chair or Caucus Liaison shall chair the elections. No candidate for any position shall chair an election.
- b. The elections process shall occur by position
- c. The chair, in alphabetical order by last name, will announce the eligible candidates by position who have submitted their candidate eligibility form and candidate statement. After all eligible candidates for a position have been announced, the

- chair shall open the floor for nominations of the eligible candidates of any other person.
- a. Nominations may only be made by a member of the caucus.
 - b. Self-nominations shall require a second from a member of the caucus.
 - c. Nominations must be accepted by the nominee before being considered valid.
 - d. Once no further nominations are heard, the elections for the position shall be closed.
- d. Candidate statements, the presentation of questions, and candidate responses shall occur in alphabetical order by last name.
 - e. Each candidate shall make a statement of no more than 3 minutes.
 - f. The caucus may ask the candidates no more than three questions.
 - a. Once the candidates have made their statements, the chair shall open the floor for five minutes for the submission of questions.
 - i. The chair will gather and compile all questions submitted during this time.
 - ii. Caucus members may submit questions.
 - iii. The chair shall close the floor once the time limit for the submission of questions has elapsed.
 - b. The chair will review and select three questions from those submitted to ask all candidates.
 - i. The chair shall present one question at a time from those selected for each candidate to respond.
 - ii. Each candidate shall have no more than one minute to respond to the question.
 - g. Election votes may be recorded by a roll call vote or a ballot. Ballots shall include the name of the voting member, the name of the candidate, and the position to which they are being elected to be valid.
 - h. In the event no candidate receives a majority (more than 50% of present members), the candidate receiving the least

number of votes shall be eliminated, and a runoff election will be held immediately.

- i. If the candidates with the least amount of votes are tied, then a runoff election for elimination will occur with one candidate being eliminated in each round. This shall repeat until a candidate is elected with a majority.
- j. If the votes remain tied, the chair will break the tie.
- k. Running as a slate, coalition, or independent group of candidates of two or more is prohibited.
- l. Candidates may not discuss anything pertaining to the elections or their candidacy with any other candidate or member of the caucus.

- **Special Elections**

Elections that are held outside of the regular elections meeting will be considered a Special Election. They will be governed as outlined in the general elections. A minimum of Seven (7) business days notice must be given in order to hold a special election.

- m. Upon the vacancy of the position of Caucus Chair, the Caucus Vice Chair may succeed to the position of Caucus Chair. If the Caucus Vice Chair declines the position of Caucus Chair, the Caucus will hold a special election for the position.

G. Removals

Removals of Officers shall be conducted per SSCCC Bylaws, Policies and Procedures.

Approved by the Board of Directors June 12, 2020

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