

# COMMUNITY COLLEGE ASSOCIATION

## *ELECTIONS MANUAL*



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T H E C O L L E G E S

<b>6-SERIES: CCA ELECTIONS MANUAL.....</b>	<b>3</b>
<b>COMMITMENT .....</b>	<b>3</b>
<b><i>RULE 6-1: ELECTIONS MANUAL &amp; REVISIONS.....</i></b>	<b>3</b>
<b><i>RULE 6-2: TIMELINE FOR ELECTIONS.....</i></b>	<b>4</b>
<b><i>RULE 6-3: QUALIFICATIONS OF CANDIDATES.....</i></b>	<b>4</b>
<b><i>RULE 6-4: NOMINATION PROCEDURE.....</i></b>	<b>5</b>
<b><i>RULE 6-5: CAMPAIGNING.....</i></b>	<b>5</b>
<b><i>RULE 6-6: CONTRIBUTIONS AND RECOMMENDATIONS .....</i></b>	<b>6</b>
<b><i>RULE 6-7: SPEECHES BY CANDIDATES.....</i></b>	<b>6</b>
<b><i>RULE 6-8: PRINTING OF THE BALLOTS .....</i></b>	<b>7</b>
<b><i>RULE 6-9: POLLING TIME.....</i></b>	<b>7</b>
<b><i>RULE 6-10: CERTIFICATION OF DELEGATES .....</i></b>	<b>7</b>
<b><i>RULE 6-11: POLLING PROCEDURES.....</i></b>	<b>8</b>
<b><i>RULE 6-12: CANDIDATE OBSERVERS .....</i></b>	<b>8</b>
<b><i>RULE 6-13: COUNTING OF BALLOTS.....</i></b>	<b>8</b>
<b><i>RULE 6-14: RUNOFF ELECTIONS.....</i></b>	<b>9</b>
<b><i>RULE 6-15: CUSTODY OF ELECTIONS MATERIALS.....</i></b>	<b>9</b>
<b><i>RULE 6-16: NOTIFICATION OF RESULTS OF ELECTION .....</i></b>	<b>9</b>
<b><i>RULE 6-17: CHALLENGE PROCEDURES .....</i></b>	<b>10</b>
<b><i>RULE 6-18: OTHER.....</i></b>	<b>10</b>
<b>7-Series: ELECTION GUIDELINES FOR CHAPTERS .....</b>	<b>13</b>
<b><i>RULE 7-1: CONSIDERATIONS .....</i></b>	<b>13</b>

## 6-SERIES: CCA ELECTIONS MANUAL

### COMMITMENT

The Community College Association/CTA is committed to being democratic and transparent in all of its activities. An important ingredient in democracy is the right of the constituents to express themselves in an election. The principle of voting is to determine the choice as expressed by the majority of those voting. CCA's election procedures shall guarantee the right of every member to have a voice in the organization, and fulfill the one person, one vote and open nominations principles handed down by CTA and NEA.

NOTE: Questions about the *CCA Elections Manual* can be emailed to the Elections and Credentials Committee Chair. Suggestions for revisions should be emailed to the CCA Governance Committee chair. Please consult the CCA website for contact information or call the CCA Offices in Natomas at 916-288-4921.

### RULE 6-1: ELECTIONS MANUAL & REVISIONS

#### A. Availability of the Elections Manual

1. Copies of the *CCA Elections Manual* shall be distributed electronically each year to all delegates to the CCA Fall and Spring Council and shall be available on the CCA web site; when deemed necessary, paper copies may be provided to each delegate at the CCA Council. Reference copies shall be available at meetings of the CCA Council.
2. All candidates for CCA offices shall receive an electronic copy of the *CCA Elections Manual* if the candidate is not a delegate to the conference in which the election shall take place.

#### B. Revision

1. Revisions to the *CCA Elections Manual* are covered in the Bylaws and Standing Rules.
2. The CCA President or CCA Governance Committee Chair shall present to the Council any changes to the *CCA Elections Manual*. Delegates shall have the right to pull, discuss, and/or modify any changes to the *Elections Manual* prior to the election.
3. Changes in the *CCA Elections Manual* approved by the CCA Board after the last Fall Council shall not go into effect until the fall of the following academic year unless they have been approved by the CCA Board at least 45 calendar days prior to the Spring election, or have been approved by a 2/3 majority of the Board.
4. All such changes to the *CCA Elections Manual* made after the last Fall Council must be presented to delegates at the Friday evening general session and the Saturday morning Council session of the Spring Conference/Council to ensure that delegates have been afforded the opportunity to review these changes and make subsequent changes at a future Council meeting.

#### C. The CCA Governance Committee chair shall provide an observer during the election process to act as a reference for clarification on *CCA Bylaws, Standing Rules, and Elections Manual* procedures.

1. The Governance Committee observer shall not participate in the election except to cast their vote as a delegate and shall not be a candidate in the election; the observer is to remain objective at all times.
2. The observer's interpretation may be appealed to the chair, or in the event the chair is a candidate in the election, the vice-chair of the CCA Governance Committee.
  - a. In consultation, the Governance Committee observer and chair shall make a final ruling. This ruling shall be considered final; a delegate wishing to challenge the election based on the ruling shall follow the Challenge rules of the *CCA Elections Manual*.

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## **RULE 6-2: TIMELINE FOR ELECTIONS**

- A. The regular election for CCA Executive Officers and Directors shall be held at the CCA Spring Conference.
1. CCA members shall be able to access and file the Declaration of Candidacy forms on January 15 or the first business day after January 15.
  2. Campaigning can begin after the Declaration of Candidacy form has been submitted.
  3. Elections are held during the weekend that Council is scheduled. A general session for the purpose of open nominations and speeches shall be held on Friday night at each Fall and Spring Conference when elections are to take place.
  4. No campaigning or solicitation of endorsements may take place prior to the opening of the filing period.
  5. Campaign materials may be distributed at the start of registration on Friday as posted in the conference schedule.
- B. The CCA Board of Directors shall call for a special election to fill vacancies in the Executive Offices or on the Board of Directors when necessary. Elections shall be held during CCA Fall and Spring Conferences.
1. A special election to fill vacancies on the Board held during the Spring Council shall abide by the timeline outlined in A.1-3 above.
  2. A special election to fill vacancies on the Board held during the Fall Council shall abide by the timeline outlined below:
    - a. CCA members shall be able to access and file the Declaration of Candidacy forms on September 1, the first business day after September 1, or as soon thereafter as the vacancy is officially posted.
    - b. No campaigning or solicitation of endorsements may take place prior to the opening of the filing period.
    - c. Campaign materials may be distributed at the start of registration on Friday as posted in the conference schedule.
- C. The Elections and Credentials Committee Chair, following the guidelines established by the *Elections Manual* as well as the *CCA Bylaws* and *Standing Rules*, shall establish a timeline which includes reasonable time for each step of the election process, including a runoff election(s) if necessary.
1. The Chair shall consult with the CCA President on all timelines and inform them in a timely manner of any changes to the timelines, including details on why changes are needed.
  2. All timelines shall be posted electronically, in the delegate conference packet, and in print at the registration desk of the conference at which the election is to take place.
- D. Elections may be conducted electronically in accordance with CTA guidelines. Fall elections shall be concluded no later than November 15 and Spring elections shall be concluded no later than May 15.

## **RULE 6-3: QUALIFICATIONS OF CANDIDATES**

- A. To be eligible for CCA office, a candidate must be an active member of CCA/CTA/NEA in good standing. Good standing shall mean that the individual's dues have been current for the current membership year. In addition, the candidate must meet any other requirement(s) established by the *Bylaws* of CCA/CTA.
- B. Candidates for CCA office (officers and directors) shall provide their active CTA membership number to the CCA elections chair at the time of their nomination/ declaration. The CCA elections chair shall verify active membership as part of the elections process.

#### **RULE 6-4: NOMINATION PROCEDURE**

- A. An official announcement of elections shall be made at the CCA Fall Council and in the Fall and Spring Conference brochures. Electronic announcements shall be made on the CCA website, and by email to Chapter Presidents, the Board, and CTA State Council Representatives. Official announcements must state which offices are scheduled for elections and their respective position duties. Announcements by paper copy may be provided upon member request.
- B. There shall be an open nomination procedure, in which any CCA/CTA member in good standing may be nominated.
- C. Declaration of Candidacy forms shall be readily available to members on the CCA website homepage. The form shall state the requirements for the position and instructions for filing. Declarations of Candidacy may be accepted electronically or during nominations from the floor during Council.
- D. The names of all candidates who have filed a Declaration of Candidacy shall be presented to the CCA Council by the Chair or a member of the Elections and Credentials Committee.
- E. Open nominations at the Friday night general session shall take place as follows:
  1. The CCA President or Elections and Credentials Committee Chair shall make a clear call for nominations. The call for nominations shall be made a second time before nominations are closed for each office.
  2. Any eligible member wishing to self-nominate or nominate another member may do so at the Friday night general session preceding the election, with the nominee's consent. If the nominee is not present, their written consent must be provided.
  3. The CCA President or Elections and Credential Committee Chair shall close nominations for each office before proceeding to the next office.
  4. In the event that only one nominee is presented for an office, the question of waiving the ballot shall be placed before the delegates on a non-debatable basis immediately after the close of registration at 9:00 am during the opening of the Saturday morning session.
    - a. A two-thirds (2/3) vote shall be required to waive the secret ballot.
    - b. A majority vote is required for the voice vote to pass.

#### **RULE 6-5: CAMPAIGNING**

- A. The candidate may mail, email, and/or distribute material to the delegates at their own expense. At the written request of a candidate, CCA shall provide names, email addresses and mailing addresses of: (a) CCA Board of Directors; (b) CCA members of the CTA State Council; (c) Chapter Presidents (including the number of qualified delegates allowed for each chapter); and, (d) delegates who are registered for the conference at which the election is to take place. Candidates are advised to note conference registration timelines to ensure they are requesting lists that are as complete as possible.
- B. Declarations of Candidacy may be submitted beginning September 1 or the first business day after September 1 for Fall elections and January 15 or the first business day after January 15 for Spring elections. The dates and deadlines for Declarations of Candidacy shall be posted on the CCA website.
- C. Campaigning must be kept separate from official CCA/CTA/NEA reports and meetings.
- D. The Declaration of Candidacy form shall contain space for a 50-word candidate statement, which shall be included in the registration packet of the CCA Conference, if the form has been received by the deadline. One of the following ethnic categories recognized by CTA/NEA may be added to the candidate's statement without being counted in the 50-word limit: African

American; American Indian/Alaska Native; Asian; Hawaiian or other Pacific Islander; Hispanic; or Caucasian.

- E. Candidates may request CCA include one single-page, single-sided 8 ½ x 11-inch campaign flyer in the registration packet for distribution at the conference provided the flyer is consistent with the CCA Campaign Guidelines and is received by the CCA office at least 14 days prior to the CCA Conference. The campaign flyer shall be a camera-ready master for a black and white document, which will be copied at CCA expense.
- F. CCA shall not print, copy, or distribute any campaign material during the CCA Conference meeting, except as noted above, nor shall the conference brochure be used for campaigning. No candidate tables shall be listed under vendors.
- G. Campaign Materials
  - 1. An election materials table shall be made available at the CCA Conference in which the election shall be held. Candidates and/or their supporters may place material on the table(s) and may remain at the table(s) to discuss their candidacy/candidate. One table shall be provided by CCA for all candidates to use.
  - 2. A candidate may request, at least 14 days in advance of the Conference, a separate table for their exclusive campaign use. Any campaign tables and/or materials must be set at least ten (10) feet from the CCA registration table(s) and the room used for the election.
  - 3. Candidates and/or supporters may place campaign materials on the dining tables and may circulate among the tables to discuss their candidacy/candidate. Candidates should check with the registration table to determine when they may enter the dining room to distribute materials. No campaign material may be displayed on easels in the dining room.
  - 4. No campaigning or campaign material is allowed in workshop rooms.
  - 5. The official logo of CCA/CTA/NEA shall not appear on any campaign materials.
  - 6. No campaign materials shall be distributed during Council sessions.
- H. All printed campaign materials larger than 3” by 3” shall include legibly the following disclaimer statement verbatim: “The views and opinions expressed are those of the candidate and not necessarily those of CCA/CTA/NEA. No chapter dues have been used to finance this campaign either directly or indirectly.”
- I. The Chair of the Elections and Credentials Committee shall direct the removal of all materials not in compliance.

**RULE 6-6: CONTRIBUTIONS AND RECOMMENDATIONS**

- A. Contributions from individuals are acceptable; however, candidates are urged to maintain reasonable spending limits.
- B. CCA Chapter’s dues, assessments, or similar levy shall not be used to promote a candidate. Candidates shall not accept contributions from a Chapter’s assets, facilities, staff, equipment, and mailing.
- C. Campaign contribution is defined as financial contributions, goods and/or services either paid or in-kind made available to the candidate or spent in support/opposition to a candidate.
- D. No CCA committees, task forces, and/or work groups shall recommend candidates for election to CCA offices.

**RULE 6-7: SPEECHES BY CANDIDATES**

- A. Time shall be made available for candidates’ speeches for all CCA offices both contested and uncontested during the Friday evening CCA general session.
- B. The time allotted to candidates for CCA positions shall be as follows:

President	5 minutes
Vice President	4 minutes
Secretary	3 minutes

Treasurer                    3 minutes  
Directors                    2 minutes

The Chair of the Elections and Credentials Committee shall appoint a timekeeper. Runoff candidates will be allowed to speak for the same time limits as outlined above.

- C. Speaking order for each office follows the CTA alphabet.
- D. The timekeeper shall give each speaker a one-minute warning before the time has elapsed. The timekeeper shall stand when the time for the speech has elapsed. Speakers shall not be allowed to speak beyond the allotted time.
- E. Proxy speeches are allowed only if the candidate has a physical limitation affecting their speaking ability or has a serious and compelling reason not to be present.

**RULE 6-8: PRINTING OF THE BALLOTS**

- A. CCA shall use the most current CTA alphabet as the sequence for listing of names on ballot. The current CTA alphabet shall be printed on Declaration of Candidacy forms to notify candidates of the listing and speaking order.
- B. CCA shall be responsible for the printing of all ballots on which CCA Council delegates shall vote.
- C. There shall be ballots printed for each election except when the ballot is waived.
- D. A candidate shall have their name listed on the ballot as indicated on the Declaration of Candidacy form. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
- E. Space shall be provided on all ballots for write-in votes except in runoff elections.
- F. One or more offices may be listed on the same ballot.

**RULE 6-9: POLLING TIME**

- A. The polling hours shall be announced in the conference brochure and by the Chair of the Elections and Credentials Committee at the Saturday morning CCA Council session.
- B. Voting shall be held on Saturday prior to the end of the day's last conference session. Polls shall remain open for one and one-half (1½) hours.
- C. If a runoff election is needed, it shall be completed before the conclusion of the conference and/or council. The Chair of the Elections and Credentials Committee shall announce the time for the opening of the polls, which shall be open for one (1) hour.
- D. All elections must be scheduled and concluded during regularly scheduled activities of the conference and/or council. No election or runoff shall be held before or after the day's scheduled activities.

**RULE 6-10: CERTIFICATION OF DELEGATES**

- A. The deadline for signing in for the election shall be stated in the information sent to delegates via email prior to the conference, shall be posted on the CCA Home page, shall be printed in the conference brochure, and shall be prominently posted at the registration desk when the desk opens on Friday.
- B. DELEGATE SIGN IN:
  - 1. CCA Council Delegate must sign in to participate in all actions of the CCA Council including elections.
  - 2. Delegate sign in shall begin at the time the registration desk opens on Friday, shall stop at the time the registration desk closes on Friday, and shall continue on Saturday morning until 9 am according to [time.gov](http://time.gov).
  - 3. Delegates who have not signed in shall not be eligible to participate in the election.

- C. The CCA Elections and Credentials Committee Chair shall be responsible for the preparation of a list consisting of only certified CCA Delegates and the list shall be posted by the registration desk for review by the delegates at least thirty (30) minutes prior to the opening of the polls.

**RULE 6-11: POLLING PROCEDURES**

- A. Each voter must wear the CCA Council badge issued for the meeting at which the election is held. Badges of Delegates shall be of a distinctive color, or have a distinctive ribbon or other marker which shall be different than that of non-delegates.
- B. Each delegate shall sign after their name before receiving a ballot from the election official.
- C. The Chair of the Elections and Credentials Committee shall issue ballots to members of the committee, observers, and the Governance Committee representative prior to the opening of the polls.
- D. No campaign material may be brought and/or worn into the polling place. The election official at the door shall require removal of campaign material before permitting entry into the polling place.
- E. No food or drink, other than the food provided for the Elections and Credentials Committee or brought in by observers for their own consumption, shall be permitted in the polling place while voting is in progress. While voting is taking place, conversation within the election area shall be limited to questions and answers between the elections officials and voters.
- F. Every effort shall be made to ensure that the voter may mark the ballot in secrecy.
- G. Marked ballots shall be placed in a ballot box by the voter. The ballot box shall be supervised by a member of the Elections and Credentials Committee to ensure that only the voter has had access to the ballot.
- H. A ballot marked in error shall be returned to the Chair of the Elections and Credentials Committee who shall mark it "Void" and sign the ballot before issuing a replacement ballot.
- I. There shall be no proxy voting.

**RULE 6-12: CANDIDATE OBSERVERS**

- A. After the campaign speeches are concluded, the Chair of the Elections and Credentials Committee shall inform the body that each candidate may select one (1) person to observe the balloting and the counting of the ballots. The candidate shall submit in writing the name of a CCA member who shall serve as the observer to the Chair of the Elections and Credentials Committee prior to the opening of the polls.
- B. The observer shall not interfere with the work of the committee and shall remain in the counting room until dismissed by the Chair of the Elections and Credentials Committee. The observer shall not communicate any election results to the candidates until the CCA President has posted the election results.
- C. Observers shall not participate in the counting of ballots.

**RULE 6-13: COUNTING OF BALLOTS**

- A. The Elections and Credentials Committee shall count the ballots in a room designated for that purpose and prepare a Teller's Report. The ballots and voter sign-in sheets shall be retained by CCA for one (1) year after the election.
- B. Tellers shall work in teams to tabulate the votes. There shall be 2 members on each team who independently tabulate and verify the counts.
- C. Illegal Ballots
  - 1. Illegal ballots shall be set aside and remain separate.
  - 2. Illegal ballots shall be categorized in writing as one or more of the following:
    - a. ballots submitted after deadline;
    - b. voter's intent is unclear;



- c. votes cast for more than number allowed; and/or
  - d. ballot on which directions have not been followed.
- D. A majority is determined by the number of legally cast votes for the candidates for the office and is defined as more than 50% of the legal votes cast.
- E. On ballots that provide voting for more than one office, an illegal or blank vote for one office shall not invalidate the entire ballot. The legal votes shall be tallied and counted. Such ballots shall be set aside and kept separate.
- F. The Elections and Credentials Committee shall prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win, the number of votes received by each candidate, and the number of blank and illegal votes received by each candidate with a written explanation of illegality. The Teller's Report shall be signed by each Teller.

**RULE 6-14: RUNOFF ELECTIONS**

- A. In the event that no candidate receives a majority vote, a runoff election shall be held.
- B. The candidates advancing to the runoff elections shall be the candidates receiving the two (2) highest number of votes on the first ballot. Voters shall not write in candidates in runoff elections.
- C. Runoff election procedures for voting and campaigning shall be the same as for the regular election.
- D. In order to vote in a runoff election, delegates must have signed in at the CCA registration desk by the deadline on Saturday.
- E. If the runoff election results in a tie vote, the election procedure for a runoff shall be repeated immediately by issuance of ballots to Council Delegates until the tie is broken.
- F. If a delegate has not voted in the first election, but has been certified as a delegate, that delegate may vote in the runoff election.

**RULE 6-15: CUSTODY OF ELECTIONS MATERIALS**

- A. Prior to the election, the Elections and Credentials Committee Chair shall arrange to get the required materials (e.g., copies of Governance documents, sign-in sheets, ballots) from the appropriate CTA staff.
- B. During the election, the ballots shall be kept in the custody of the Elections and Credentials Committee Chair.
- C. After the tallying and recording of ballots have been completed and the results announced, all teller's reports (e.g.: sign-in sheets, tally sheets, and final results) and cast ballots shall be delivered by the Elections and Credentials Committee Chair to the CCA Secretary. The Elections and Credentials Committee Chair shall keep a copy of the documents for reference by the Election and Credentials Committee and shall send the ballots to the CCA office for storage.
- D. The CCA Secretary or designee shall attach copies of the delegate sign-in sheets, tally sheets, and final results as addenda to the minutes of the Council meeting immediately following the election. The election results shall be included in the Council minutes under the heading "Election Results." The Secretary shall then arrange to have the information retained and secured at the CCA office for at least one (1) year.

**RULE 6-16: NOTIFICATION OF RESULTS OF ELECTION**

- A. The Chair of the Elections and Credentials Committee and the Governance Committee observer shall notify the CCA President of the election results. The CCA President shall notify the candidates of the results.
- B. The Chair of the Elections and Credentials Committee shall inform the Council of the election results and report on any challenge and its disposition.

- C. The Teller's Report shall be posted at the CCA registration table for CCA Council member viewing.
- D. A copy of the list of delegates, both those who voted and those who did not vote, shall be posted at the CCA registration table for CCA Council member viewing.
- E. The Teller's Report shall be reproduced in the official minutes of the CCA Council.

**RULE 6-17: CHALLENGE PROCEDURES**

- A. Challenges to eligibility of voters in CCA elections must be filed with the Chair of the Elections and Credentials Committee no later than one-half (1/2) hour before the time for the opening of the polls. Prior to the holding of the election, the Committee shall conduct fact-finding immediately and reach a decision that shall be final.
- B. Any CCA Council member, candidate, or observer designated by a candidate who observes an irregularity in voting procedure shall report the irregularity in writing to the Chair of the Elections and Credentials Committee within one-half (1/2) hour after the closing of the polls.
- C. Any CCA Council member, candidate, or observer designated by a candidate who observes an irregularity in counting and tallying shall report the irregularity in writing to the Chair of the Elections and Credentials Committee within one (1) hour after the posting of the Teller's Report.
- D. Any alleged violation of Elections Manual regulations shall be reported in writing to the Elections and Credentials Committee no later than two (2) weeks after the election.
- E. The challenge shall be supported by factual evidence. Names and contact information of parties who can give evidence shall be included with the report.
- F. Upon receipt of a challenge, the committee shall determine whether
  - 1. the challenge alleges a violation of a CCA election requirement;
  - 2. the challenge is supported by appropriate documentation; and
  - 3. the alleged violation may have affected the outcome of the election.
- G. The Elections and Credentials Committee shall immediately notify the CCA Board of Directors of a challenge to the election. The committee shall take such steps as it deems appropriate in order to prepare a written report of the relevant facts regarding the challenge, and whether the violation(s), may have affected the outcome of the election. The CCA Board of Directors shall investigate and disseminate their decision on the challenge to the CCA Chapter Presidents and the complainant within 30 days.
- H. Complainants may appeal the decision of the CCA Board of Directors to the CTA Board of Directors. The decision of the CTA Board of Directors is final.

**RULE 6-18: OTHER**

- A. In the event a conflict that is not covered in the *CCA Elections Manual*, the CTA Elections Manual shall be used as a guide. The most recent edition of *Robert's Rules of Order Revised* shall govern election procedures, except as specified in the *CCA Elections Manual* or the *CTA Elections Manual*.
- B. In the event of a conflict between the *CCA Elections Manual* and the *CTA Elections Manual*, the *CCA Elections Manual* shall prevail, providing that provision does not violate CTA Policy.
- C. CCA/CTA/NEA staff assistance shall be limited to providing routine services (e.g. typing and duplication of nomination forms, ballots, and reproducing other election materials that are allowed by these provisions). CCA staff is not allowed to participate on the Elections and Credentials Committee, in the counting of the ballots, or the campaign for or against any candidate.
- D. Election of CCA members to the NEA Representative Assembly, the CTA State Council, and CTA ABC Committee are covered by the *CTA Elections Manual*.



## CCA Teller's Report

	Position: _____	Position: _____		
	Term of Office: _____	Term of Office: _____		
Total Ballots				
*Blank Ballots				
Illegal Ballots				
Legal Ballots Cast				
Votes needed to Win				
List all candidates on ballot	Candidate Name	Votes Rec'd	Candidate Name	Votes Rec'd
List Write-Ins (if any)				

\*A **blank ballot** is defined as not having a vote marked for a position on a ballot that has been cast.

List Reason(s) for Illegal Ballots:

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**Required Signatures** (Min. of two required): PLEASE PRINT CLEARLY

\_\_\_\_\_  
**Elections Committee Chair**

\_\_\_\_\_  
**Elections Committee Member**

\_\_\_\_\_  
**Elections Committee Member**

\_\_\_\_\_  
**Elections Committee Member**

\_\_\_\_\_  
**Elections Committee Member**

\_\_\_\_\_  
**Elections Committee Member**

**7-Series: ELECTION GUIDELINES FOR CHAPTERS**

**RULE 7-1: CONSIDERATIONS**

- A. CCA expects that affiliated chapters shall follow the *CTA Requirements for Chapter Election Procedures*.
- B. CCA shall not intervene in any chapter election unless requested by the local chapter president, CTA staff person, or an official of CTA.

**HISTORY OF CHANGES TO ELECTIONS MANUAL**

Approved by CCA Board of Directors: August 20, 1994  
Adopted at CCA Fall Council: October 9, 1994  
October, 1995  
August 21, 1999  
February 6, 2004  
April 17, 2005  
April 28, 2006  
September 6, 2008  
November 13, 2010  
September 8, 2012  
February 7, 2014  
March 7, 2014  
April 26, 2015  
November 7, 2015  
September 9, 2017  
November 4, 2017  
February 9, 2018  
March 10, 2018  
February 8, 2019  
October 11, 2019  
April 6, 2020  
October 9, 2020  
November 14, 2020  
February 20, 2021