

COMMUNITY COLLEGE ASSOCIATION

ELECTIONS MANUAL



CTA / NEA
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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 Conferences and shall be available on the CCA web site; upon request (during conference registration), paper copies may be provided to each delegate at the CCA Conference. Reference copies shall be available at meetings of the CCA Conference.
2. All candidates for CCA offices shall receive an electronic copy of the CCA Elections Manual.

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 opening of nominations for the Spring election. (Council motion, April 26, 2026)
4. All such changes to the *CCA Elections Manual* made after the last Fall Council must be presented to delegates at the Friday evening 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*.

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 and verified by the elections committee.
 - 3. A session for the purpose of open nominations and speeches shall be held on Friday night at each 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. These elections shall be held during CCA 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, and in a reference copy 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, Winter elections shall be concluded no later than March 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 on the declaration form at the time of their nomination/ declaration. The assigned CCA field staff member shall verify active membership and eligibility as part of the elections process. Any concerns shall be shared with the Elections and Credentials Committee Chair.

RULE 6-4: NOMINATION PROCEDURE

- A. An official announcement of a regularly-scheduled election shall be made at the two preceding conferences and included in the 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. Announcements by paper copy may be provided upon member request to the assigned CCA field support staff.
- 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 and duties of positions up for election shall be readily available to members on the CCA website. 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 at the Friday evening session.
- D. The names of all candidates who have filed a Declaration of Candidacy shall be presented at the conference by the Chair or a member of the Elections and Credentials Committee.
- E. Open nominations at the Friday night session shall take place as follows:
 - 1. The 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 session preceding the election. The nominee needs to provide consent. If the nominee is not present, their written consent must be provided.
 - 3. The 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, except at virtual conferences, 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.
 - 5. At virtual conferences, elections for all offices shall be conducted by electronic ballot, and there shall be no waiving of the ballot.

RULE 6-5: CAMPAIGNING

- A. The candidate may mail, email, text, call, and/or distribute material to the delegates at their own expense. At the written request of a candidate, CCA shall provide names, telephone numbers, 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. Contact information for delegates (addresses and phone numbers) can only be used by the candidate for the current election and shall not be shared. Sharing the list shall be considered a campaign violation.

- 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 75-word candidate statement, which shall be included in the registration packet of the CCA Conference, if the form has been received by the deadline. The most up-to-date list of candidates and candidate statements shall be posted to the CCA website (using the current CTA alphabet order) and a link to this page shall be provided on the printed list which is included in the registration packet.
- 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 by 5:00 PM at least 14 days prior to the opening of 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 each CCA Conference in which there are declared candidates for an election. Candidates and/or their supporters may place material on the table and may remain at the table to discuss their candidacy/candidate. One table shall be provided by CCA that all candidates may use.
 - 2. A candidate may request, by 5:00 PM at least 14 days prior to the opening of the Conference, a separate table for their exclusive campaign use. This request shall be made to elections@cca4us.org. 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 that have been approved by the elections chair 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. Candidates and/or their supporters must remove all campaign materials from the dining room tables by 9:00 a.m. Saturday morning. No campaigning can occur in the lunch ballroom on Saturday while voting is open. (Council motion, April 26, 2026)
 - 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 Saturday and Sunday sessions.
 - 7. All printed and electronic campaign materials shall include 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." This statement must be legible. Items smaller than 3" x 3", such as buttons, pens, or pencils are exempt from this requirement.
- H. The Elections and Credentials Committee members 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 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.

RULE 6-8: GENERATING 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 generating all ballots on which CCA Council delegates shall vote.
- C. There shall be ballots generated 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 certification of delegates shall be stated in the information sent to delegates via email prior to the conference, shall be posted on the CCA website, 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 resume on Saturday morning until 9:00 AM according to time.gov.
 - 3. Delegates who have not signed in shall not be eligible to vote in any actions of the CCA Council, including the elections.
- C. The CCA Elections and Credentials Committee Chair, in conjunction with the assigned CCA field staff member, 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 elections.

RULE 6-11: ELECTIONS 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. An option shall be provided for delegates to vote on paper at the conference rather than electronically. Procedures to ensure that no delegate votes more than once shall be enforced.
- C. Each delegate who votes on paper shall sign after their name before receiving a ballot from the election official. Each delegate who votes on paper relinquishes the right to vote electronically.
- D. 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 elections.
- E. 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.
- F. 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.
- G. Every effort shall be made to ensure that the voter may mark the ballot in secrecy.
- H. Marked ballots shall be placed inside of one blank envelope, then placed in a secondary envelope where the voter will print their name on the outside of the secondary envelope, and the voter will then place the envelope in the ballot box. 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. Once the elections close, the outer envelope will be checked against the online voter list to ensure no double voting. If the envelope matches a name that shows as voting electronically, this ballot shall be removed from the ballot box and not counted. Ballots that do not have a clearly printed name on the outer envelope will not be counted.
- I. A paper 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.
- J. In electronic voting, it is the voter's responsibility to verify all their candidate selections before submitting the ballot. Once an electronic ballot is submitted, there is no replacement option.

- K. In the case where a delegate has a bad (unrecognizable, blocked, etc.) email address according to the voting software, the elections committee can update/change the email listed to another email address (provided by the delegate) to allow the delegate the ability to participate in the electronic voting during that election. It is the delegate's responsibility to update the email address with CCA.
- L. 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 to the Chair of the Elections and Credentials Committee the name of the CCA member who shall serve as the observer at least one hour prior to the opening of voting. (Council motion, April 26, 2026)
- 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 interact with any member of the elections committee or any voter. The observer shall follow the same rules as a voter entering the polling location. Additionally, the observer shall have no communication with anyone about any activities that occurred in the polling location, until the election results have been posted.
- 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. These votes will be combined with the electronic tally for the purpose of determining the winner. All ballots and voter sign-in sheets, both electronic and paper, shall be retained by CCA for one (1) year after the election.
 - 1. The electronic ballots shall be handled by a CTA-approved vendor.
- 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;
 - e. paper ballots due to delegate voting electronically; and/or
 - f. paper ballots that do not have a clearly printed name on the outer envelope.
- 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.
- E. In the event that CCA changes electronic voting vendors, the Elections and Credentials Committee Chair shall retrieve all necessary records from the original vendor before the account is terminated.

RULE 6-16: NOTIFICATION OF RESULTS OF ELECTION

- A. The Chair of the Elections and Credentials Committee shall notify the CCA President of the election results. The Chair of the Elections and Credentials Committee, and their designee(s), 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: _____ Term of Office: _____	Position: _____ 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:

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

September 18, 2021

May 1, 2022

May 1, 2023

February 23, 2024

September 21, 2024

March 1, 2025

March 21, 2026

April 26, 2026