BYLAWS
Of
The Yosemite Faculty Association
Y F A

APPENDIX A

PROCEDURES FOR THE NOMINATIONS/ELECTIONS/RATIFICATION COMMITTEE

1. Only YFA members are eligible to nominate candidates, to run for office, and to cast ballots in any YFA election.

2. In the Spring of each year, the Committee shall send notices to all YFA members announcing the opening of nominations, stating the offices involved, describing the duties of each such office, and indicating to whom the nominations are to be sent. Ten (10) business days (M-F) must be allowed for the return of nominations. A reminder should be sent to YFA members at the midpoint of the nominating period.

3. All nominees must be contacted by the Committee to determine their willingness to serve.

4. In the event of a single nomination for an open position, the nominee will be declared elected by default.

5. In the event of multiple nominees for an open position, each candidate should submit a written statement (one page maximum) describing his/her candidacy. The President should poll the Representative Council to determine if a Candidates' Forum is to be held. The candidate statements must be distributed to all Association members prior to the forum date. Candidate statements must accompany ballots.

6. The Committee shall develop a ballot to be provided each Association member. The ballot must include provision for write-in candidates. If Candidates' Forums are to be held, notice of the time, date, and place of such forums must be provided at this time.

7. The names for each office should be placed on the ballot by a random selection process. Efforts should be made to create ballots that are difficult to duplicate. Provision for separate ballot distributions for specific constituencies must be made (e.g., Vice-Presidents are elected by college while the President is elected by the full membership.)

8. Balloting shall be done by campus mail. Five school days (M-F) must be allowed for the return of ballots following the date of distribution. The return date must be clearly stated on the ballot. Ballots should be sent to each member of the Association in a sealed envelope with an addressed
envelope enclosed for the ballot’s return. Ballots are to be placed in an official YFA Ballot Box. The location of these boxes must be clearly stated on the ballot.

9. Once collected, ballots must be kept in a secure place. The Elections Committee will notify the membership as to the time, place, and date of the ballot count. The counting of the ballots by Committee members may be witnessed by any other YFA member. All Committee members and witnesses should sign the final tally sheet(s). The number of void ballots should be noted. All ballots and the final tally sheet must be kept for one year in the Association office and then destroyed.

10. If more than two (2) candidates run for an office, a run-off election will be held between the top two vote-getters if no candidate receives a simple majority of the ballots cast for that office.

11. The Committee must communicate the results of all elections/ratification to the YFA President who shall release the results as soon as possible to the YFA membership.

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