



CALIFORNIA ASSOCIATION OF PROFESSIONAL SCIENTISTS
ELECTION PROCEDURES
2017

I. ELECTION TIMELINES

Deadline for Receipt of Nominating Petition.....August 21, 2017*
Deadline for Receipt of Candidate Statement August 31, 2017 *
Ballots Mailed..... October 5, 2017
Deadline to Return BallotsOctober 20, 2017
Ballot Count October 25, 2017
Winners Announced October 25, 2017
Installation DinnerNovember 3, 2017
Installation of Officers and DirectorsNovember 4, 2017

*Must be received by 5PM.

II. REQUIREMENTS FOR CANDIDACY (See article VIII, Section 2 of the CAPS Bylaws)

- A. Each candidate must have been a CAPS member for at least one year prior to declaring candidacy.
B. No person shall be a candidate for more than one office in any election.
C. An officer cannot simultaneously be a director.
D. Each District Director must be headquartered in the area or district he or she will represent.
E. An individual may not serve as President immediately following two consecutive terms as President.
F. With the exception of candidates for Supervisory Director, all other candidates shall be rank-and-file employees.
G. All candidates for the position of Supervisory Director shall be active supervisory members. Rank-and-file members may not vote for this position.
H. A prospective candidate must submit to the Elections Committee a nominating petition signed by at least 10 other CAPS members.
I. A prospective candidate may submit a candidate statement which shall be limited to one side of an 8 1/2 x 11 inch sheet of paper. Pursuant to Corporations Code section

7525, CAPS will not distribute any campaign statement which may expose CAPS, its agents, officers or directors to liability for material contained in said statement. Further, CAPS discourages candidates from engaging in personal attacks against any other candidate in any campaign statement.

III. POSITIONS AVAILABLE

- A. All Board positions are elected biennially.
- B. Four statewide officers include President, Vice President, Secretary and Treasurer. All have duties commensurate with their titles and are elected from all members statewide. Any rank-and-file member is eligible to compete for these positions.
- C. Five District Directors represent regionalized districts pictured on the attached map. A rank-and-file member may run for such a position if he or she is headquartered in the area. Votes are cast based on these regional restrictions.
- D. Two rank-and-file At-Large Directors represent members statewide and are elected from all rank-and-file members. Any rank-and-file member is eligible to compete for these positions.
- E. One Supervisory Director who is a supervisor related to Unit 10 (S 10) is elected from all supervisory members.
- F. Supervisory Board members are restricted in their ability to represent rank-and-file employees. Scientific managers and supervisors are entitled and encouraged to maintain membership in CAPS. However, state law prohibits employees designated as state managers from serving on the Board of Directors of a recognized employee organization such as CAPS.

IV. ELECTION DISPUTES

Any dispute concerning the conduct of the Board election shall be resolved by the Elections Committee. Its decision shall be final and binding.

2017 CAPS BOARD ELECTION SCHEDULE

It's nearly time for the biennial CAPS Board of Directors election. Positions subject to election include four officers (President, Vice President, Secretary and Treasurer), five regional district directors, two at-large directors and one supervisor. Each candidate must have been a CAPS member for at least one year continuously and must have permanent state civil service status. Each candidate must submit a nominating petition containing the signatures of at least 10 CAPS members. Supervisory members may run for, and vote for, only the supervisor's seat on the board.

Balloting will be conducted by secret ballot via U.S. mail. There is no filing fee.

Election Deadlines are as follows:

- Release article and nomination package on website: July 24, 2017
- Deadline for receipt of completed nominating petitions: August 21, 2017
- Deadline for receipt of candidate statements: August 31, 2017
- Ballot mailed: October 5, 2017
- Deadline to return ballots: October 20, 2017
- Ballots counted: October 25, 2017
- Winners announced: October 25, 2017
- Installation dinner: November 3, 2017
- Installation of Officers and Directors: November 4, 2017

Additional details can be obtained by requesting a candidate's information packet from the CAPS Sacramento office (caps@capsscientists.org), or one can be downloaded from the CAPS webpage at www.capsscientists.org/elections.



CAPS Ballot Count Rules
CAPS BOARD OF DIRECTORS' ELECTION

October 2017

1. **Ballot Count Process Explanation.** MK Election Services representative(s) will begin the ballot count explanation promptly at noon, or as soon thereafter as practicable. Questions may be asked at the conclusion of the presentation only. The ballot count process begins after the explanation is complete.
2. **Ballot Count Staffing.** MK Election Services representative(s) and the Election Committee members will open envelopes and stack items as MK Election Services representative(s) direct. MK Election Services will scan/count all ballots cast.
3. **Elections Committee Determinations.** Rulings by the Elections Committee regarding whether to count or set aside any questionable ballots shall be final.
4. **Room.** A room shall be secured to conduct the ballot count to reasonably accommodate the number of members and staff expected. This room shall provide for the security of the ballots and the safety of all who participate.
5. **Room Configuration.** Tables will be secured at one end of the room, with adequate space to accommodate the movement of those involved in the ballot count process. Stanchions will be used to create a divider between those counting and those observing. No observers should approach, touch or lean over the stanchion.
6. **Observers.** All CAPS members are authorized to attend and observe the ballot count. No recording devices are permitted. Travel to view the ballot count is at the observer's expense.
7. **Civility.** Everyone attending the ballot count shall conduct themselves in a civil and respectful manner. Anyone who does not shall be expelled from the room permanently at the discretion of the Elections Committee Chair.
8. **Candidate Availability.** All candidates on the ballot **must** be available by phone or in-person during the hours of the ballot count.

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9. **Tie Breaker.** In the event of a tie, the Elections Committee Chair will initiate the coin toss per Article VIII, Section 3 (f) of the CAPS Bylaws which states: “A tie vote for any office shall be resolved by a coin toss in a manner prescribed by the Elections Committee. (Revised 09/16/95).” The Elections Committee will use a silver dollar for the purpose of a coin toss and will remain on the Committee side of the stanchions. Only the candidates in question are able to approach the Committee. Each candidate may authorize one CAPS member to observe the ballot count on his/her behalf if they are unable to attend. Such authorization shall be in writing and be reasonably verifiable.