



2023 Election Information & Campaign Rules

Established by the CAPS Elections Committee

The content contained within this document comes from authorities derived from the CAPS Bylaws, CAPS Policy & Practice Manual, and/or decisions made by the CAPS Elections Committee. The CAPS Elections Committee reserves the right to come to additional decisions and/or rules as issues arise throughout the election process.

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Elections Committee

The Elections Committee: Members

The members of the Elections Committee are as follows: Stephanie Lewis (Senior Environmental Scientist (Specialist), DTSC, Chatsworth); Beverly Hill (Associate Health Physicist, CDPH, Sacramento); and Ryan Kinsella (Senior Industrial Hygienist, DTSC, Chatsworth). Voted in by the CAPS Board of Directors on May 21, 2022 and August 20, 2022, respectively.

The Elections Committee: Description

The chairperson and members of the Elections Committee shall be appointed by the President and approved by the Board. The Elections Committee chairperson and members may not be candidates for CAPS Officer or Director positions at any time during their service on the committee nor during the year in which they serve on the committee.

The Elections Committee shall conduct elections for the Board of Directors in accordance with the applicable provisions of the Bylaws.

The Elections Committee: Duties

The elections committee shall:

- Add qualified members to the ballot
- Verify qualifications of all candidates
- Provide ballots, containing the names of all qualified candidates to each CAPS dues-paying member no later than fifteen (15) calendar days prior to the close of balloting.
- Have the authority to evaluate and make final determinations about candidate qualifications, nominations of candidates, preparing materials and schedules, and to resolve any challenges, consistent with the bylaws. Decisions by the Committee shall be final and binding.
- Provide the names of those elected promptly to the membership.
- Publish the elections schedule on the first Monday in June of each odd numbered year.
- The elections committee shall notify candidates of their contested status at least fourteen (14) days prior to candidate statements being due.

Election Schedule

Elections are held in October of each odd-numbered year. New officers are installed at the November board meeting of that year.

Important 2023 Election Dates:

Nominating Petition, Election Info Packet Available on CAPS Website: Monday, June 5, 2023

Nominating Petition Submission Deadline: Monday, July 31, 2023, 5 p.m. (PDT)

Candidates Notified of Candidacy Status: Thursday, August 3, 2023

Candidates Notified of Contested Status: Thursday, August 3, 2023

Optional Candidate Statement Submission Deadline: Thursday, August 17, 2023

Voting Begins/Postcards Mailed: Monday, October 2, 2023

Voting Closes: Tuesday, October 17, 2023, 5 p.m. (PDT)

Candidate Eligibility

Those eligible to run for a seat on the CAPS Board of Directors **must**:

- Be an Active Member of CAPS (i.e. a dues-paying R10 or S10 State Scientist).
- Have been a member of CAPS, continuously, for one year prior to becoming a candidate.
- Have permanent status in State Civil Service (i.e. not on probation, in a Limited Term position, etc.).
- Be headquartered in the CAPS District they will represent, if running for a District Director position.
- Be rank and file employees, as defined by Government Code 3513(c), unless running for Supervisory Director, who must be a Supervisory Active Member.
- Submit to the Elections Committee a nominating petition, signed by themselves and ten other dues-paying members, by the date set by the Elections Committee. Signatures need not be on the same copy of the nominating petition. Multiple forms containing valid signatures will satisfy this requirement.

Those eligible to run for a seat on the CAPS Board of Directors **must not**:

- Be a candidate for more than one office in any election.
- Run for President immediately following two consecutive terms as President.
- Be required to submit a filing fee.

Seats Available

The following positions are Officers of the Association:

- President
- Vice President
- Secretary
- Treasurer

The following position are District Directors, who represent regional areas as determined by the Board:

- District I Director
- District II Director
- District III Director
- District IV Director
- District V Director

The following positions are At-Large positions, who represent the entire state, but which are not Association Officers:

- At-Large Director
- At-Large Director

The following position is to be filled by a Supervisory Active Member, and represents Supervisory Members:

- Supervisory Director

Campaigning Rules

CAPS' Assistance in Campaigning:

Election-related campaigning sponsored or assisted by CAPS shall be limited to reproducing, and including in the ballot, candidates' optional statement of candidacy.

Nominating Petition:

To become an eligible candidate for the 2023 CAPS Board of Directors Election, each prospective candidate must return completed Nominating Petitions with *at least* ten dues-paying CAPS members' signatures, including each member's printed name, class title, department name, and last four digits of their Social Security Number.

Nominating petitions shall be emailed to elections@capsscscientists.org for review by the Elections Committee. At least ten dues-paying members' signatures must be received on completed Nominating Petition(s) by the Elections Committee by the due date (see schedule, above). No other format for submitting nominating petitions will be accepted (i.e. don't mail or fax). The following formats will be accepted for review by the Elections Committee:

- PDF
- High-quality photo or image of the document

Eligible Nominating Petitions must be:

- Legible, at the discretion of the Elections Committee
- Emailed to elections@capsscscientists.org no later than 5:00:00 p.m. (PDT) on July 31, 2023.

Example Filled Nominating Petition:



**CAPS Nominating Petition 2023
CAPS BOARD OF DIRECTORS' ELECTIONS**

Candidate First Name Last Name		<i>Candidate First Name Last Name</i>	
Candidate's Printed Name		Signature	
Office (i.e. President)			
Office Sought			
Department Candidate Works For (i.e. CDFW)		Candidate's Classification (i.e. Environmental Scientist)	
State Department		State Classification	
Personal Phone (i.e. 555-123-4567)		Work Phone (i.e. 555-789-0123)	
Home Phone		Work Phone	
Personal Email (i.e. myemail@service.com)		Work Email (i.e. my.name@department.ca.gov)	
Personal Email		Work Email	
Personal Address (i.e. 123 My Street)		City (i.e. Sacramento)	Zip Code (i.e. 12345)
Home Address		City	Zip
Work Address (i.e. 456 Work Street)		City (i.e. Sacramento)	Zip Code (i.e. 98765)
Work Address		City	Zip

**TEN NOMINATION SIGNATURES REQUIRED
(MUST BE DUES-PAYING CAPS MEMBERS)**

PRINTED NAME	SIGNATURE	LAST 4 SSN*	CLASS TITLE	DEPT	WORK EMAIL
1. Member 1 Full Name	<i>Member 1 Signature</i>	1234	Member 2 Class	Member 1 Department	member.name@department.ca.gov
2. Member 2 Full Name	<i>Member 2 Signature</i>	2345	Member 2 Class	Member 2 Department	member2.name@department.ca.gov
3. Member 3 Full Name	<i>Member 3 Signature</i>	4567	Member 3 Class	Member 3 Dept	member3.name@department.ca.gov
4. Member 4 Full Name	<i>Member 4 Signature</i>	8974	Member 4 Classification	Member 4 Department	member4.lastname@dept.ca.gov
5. Member 5 Full Name	<i>Member 5 Signature</i>	6734	Member 5 Classification	Member 5 Dept	Member.5@department.ca.gov
6. Member 6 FName	<i>Member 6 Signature</i>	1597	Member 6 Class	Member 6 Dept	Member.6.lname@dept.ca.gov
7. Member 7 Name	<i>Member 7 Signature</i>	4563	Member 7 Classification	Member 7 Department	Member.name@dept.ca.gov
8. Member 8 Name	<i>Member 8 Signature</i>	7852	Member 8 Class	Member 8 Dept	Member.8@dept.ca.gov
9. Member 9 Name	<i>Member 9 Signature</i>	1513	Member 9 Class	Member 9 Dept	Member.9@dept.ca.gov
10. Member 10 Name	<i>Member 10 Signature</i>	4568	Member 10 Class	Member 10 Department	Member.10@department.ca.gov
11.					
12.					
13.					
14.					
15.					

*This information will ONLY be used to identify you and will not be otherwise shared or used.

Email completed nomination form to: elections@capsscientists.org no later than Monday, July 31, 2023, at 5 p.m. PDT.

Blank Nominating Petition:

See next page.



CAPS Nominating Petition 2023 CAPS BOARD OF DIRECTORS' ELECTIONS

Candidate's Printed Name

Signature

Office Sought

State Department

State Classification

Home Phone

Work Phone

Personal Email

Work Email

Home Address

City

Zip

Work Address

City

Zip

TEN NOMINATION SIGNATURES REQUIRED

(MUST BE DUES-PAYING CAPS MEMBERS)

PRINTED NAME

SIGNATURE

**LAST
4
SSN***

**CLASS
TITLE**

DEPT

WORK EMAIL

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**This information will ONLY be used to identify you and will not be otherwise shared or used.*

Email completed nomination form to: elections@capsscientists.org no later than Monday, July 31, 2023, at 5 p.m. PDT.

Candidate Statement Published by CAPS:

Each candidate who has been confirmed by the CAPS Elections Committee has the opportunity to submit an optional statement of candidacy to be included with the ballot, so long as it conforms to the appropriate rules and guidelines. Candidates elected by acclamation will not appear on the ballot, so no Candidate Statement for these Candidates will be published:

Length:

- Statements are limited to one side of an 8 ½ inch by 11 inch sheet of paper.

Statement May Include:

- A biographical statement,
- A campaign statement.

Statement May Not Include:

- Candidate photos,
- Language, images, or other inclusions which might expose CAPS, its agents, officers or directors to liability for material contained in said statement,
- Language that is, in the opinion of CAPS' legal counsel, defamatory, obscene, or profane.
- Personal attacks against any other candidate.
- Website links or references to websites.

Candidate statements that do not conform to these policies may be redacted by the Elections Committee and/or not published, pending a decision of the Elections Committee.

Sending In Your Candidate Statement:

Complete Candidate Statements shall be emailed to elections@capsscscientists.org for review by the Elections Committee. No other medium for submitting Candidate Statements will be accepted (i.e. don't mail or fax). The following formats will be accepted for review by the Elections Committee:

- PDF
- High-quality photo or image of the document

Eligible Candidate Statements must be:

- Legible, at the discretion of the Elections Committee
- Emailed to elections@capsscscientists.org no later than 5:00:00 p.m. (PDT) on August 17, 2023.

When to Campaign:

Campaigning activities (including distributing campaign flyers) shall be limited to employee breaks and other times outside of work hours, and not on work premises. Campaigning during work hours and/or on work premises is not a protected Union activity and may lead to disciplinary action, at the discretion of the employer.

Campaign Materials:

Candidate campaign materials shall not include the CAPS Logo (or any image in its likeness or reconstruction thereof) or in any way appear to be official communication created, distributed and/or supported by CAPS. This could lead to disciplinary action by the Elections Committee up to and including disqualification.

Materials and Services Provided by CAPS to Candidates:

The materials and services provided to candidates, or prospective candidates of the 2023 CAPS Election shall be limited to the following:

- Electronic Copies of the Candidate Nomination Forms
- Confirmation of Receipt of Candidate Nomination Form
- Confirmation of Candidacy Status

- Confirmation of Receipt of Candidate Statement
 - Distribution of Approved Candidate Statement
 - Communication Immediately After the Election Count
 - Communication on any new Election Committee Decisions
- Materials and Services Provided to all CAPS Members:
- Notification Emails including all Election Deadlines

Independent Third-Party Election Administrator

This year, the Elections Committee has chosen an independent third-party, ElectionBuddy, to administer the balloting and tabulate the results of the 2023 CAPS Board of Directors Election. Ballots will be fully electronic.

Ballots:

ElectionBuddy will provide links to individual ballots to eligible voters via email to members' private email addresses that have been shared with CAPS. That same day, ElectionBuddy will mail all eligible voters a postcard with a QR code that, when scanned, will bring members to their individual ballot.

ElectionBuddy's software only allows each person to vote once, so members can choose to either use their emailed copy or to scan their postcard with a QR code.

Ballot Timing:

Members will receive a link to their individual ballot at their personal/private email address on October 2, 2023. Postcards will be mailed on October 2, 2023. Balloting will close on October 17, 2023, at 5 p.m. (PDT), and results will be released as soon as practicable once the election ends.

Determining a Winner

Winning candidates shall be determined by:

- Which qualified candidate receives the greatest number of votes for any office, without regard to the quorum and majority vote provisions of Article III of the CAPS Bylaws.
- Acclamation, without the need for balloting, whenever the candidate is the only qualified candidate whose name will appear on the ballot for that seat.
- A coin toss, in cases of a tie vote, in a manner prescribed by the elections committee.