

FA Elections Committee Policy for Candidate Campaigning

Because members of the Faculty Association are also employees of Suffolk County Community College, candidates for FA positions must adhere to college policy as well as FA policy. An overarching principle is that candidates should campaign in a way that does not interfere with the safe and efficient conduct of college operations or with the work-related responsibilities or job performance of college employees. This document is designed to help candidates understand some basic do's and don'ts for campaigning.

- ✓ Candidates have the right to inspect but not to copy, once within 30 days of the election, a list of all members eligible to vote.
- ✓ Candidates may not use the FA logo or FA letterhead during the conduct of an election.
- ✓ Candidates are prohibited from using FA and/or college funds to support any person's candidacy for office.
 - This includes college and FA facilities, equipment, and supplies:
 - Candidates may create and copy printed campaign literature (e.g., flyers, palm cards, posters) off campus at their own expense but may not use a college computer, printer, or copy machine to do so.
 - Candidates may distribute campaign literature on campus to other FA members by hand or by placing it into physical campus mailboxes. Interoffice mail may not be used.
 - Candidates may not post flyers on campus on anything other than a union-designated bulletin board. Campaign literature may not be posted in other than the designated places, e.g., walls, doors, windows, or other equipment in facilities and buildings owned or leased by the college.
 - Candidates may distribute flyers by U.S. Postal Service to other FA members using the established FA print shop (which will be provided the most up-to-date list of member home addresses) at the candidate's expense. Contact the Elections Chairperson for instructions on how to do so.
 - Candidates have the right to meet with fellow FA members during non-work hours, e.g., during breaks and outside of working hours, and in non-work areas. Candidates will not be permitted to interfere with fellow employees when they are performing their jobs and conducting their duties. Campaigning should thus not be conducted during classes, colleagues' office hours, college meetings, etc.
 - This includes FA and SCCC email:
 - As per SCCC Board of Trustees policy, college inter- and intra-agency office mail, email, messengers (includes college-issued Zoom and Teams chat), copiers, fax machines, telephones, or any other electronic equipment or supplies will not be used for the distribution or duplication of union materials.
 - Candidates may use personal (non-college and non-FA) email accounts and phone numbers for campaign purposes. If an FA member contacts a candidate at their SCCC or FA email account or using a college phone, the candidate should immediately move the conversation to that individual's personal email or personal phone.
- ✓ Non-bargaining unit employees must not take a position with regard to the candidates. Management's function during union elections is simply to remain neutral and follow the guidelines set forth in college policy.