



Foothill – De Anza Association of Classified Employees (ACE)  
650.949.7789 | D140 Annex Bldg.  
www.acefhda.org

---

Date: August 16, 2018  
To: ACE Executive Board  
From: Chris White, President ACE  
RE: Proposed changes to ACE constitution

---

The ACE constitution was initially approved by the membership in June 2009. Since that time, there have been four changes to our constitution, all approved by the membership.

In September 2011, we added:

- a requirement that all ACE Executive Board members must be in good standing to serve;
- defined the role of the recorder;
- added a replacement process for executive board members outside of an election cycle;
- added a process for voting electronically; and
- cleaned up language to reflect general college and district committee functions but allow for name changes without having to redo our constitution.

In November 2013, we added:

- a requirement that the president and treasurer must jointly approve all monies spent.

In November 2014, we changed:

- the structure of the negotiating team to provide more flexibility in the required number of members serving from each campus.

In September 2016, we changed:

- the dues structure from 1.05% of base pay to .95% of base pay.

After careful review with the constitutional subcommittee, which included Foothill Vice President, Denise Perez, Foothill Board Member, Christine Mangiameli, and ACE Recorder, Shawna Santiago, I am recommending we make the following changes to our constitution:



1. **Remove reference to service fee payers.** Under maintenance of membership, add language defining when a member can move to nonmember status, reflective of maintenance of membership policy established May 2018.
2. **Changes to presentation of annual budget by the treasurer.** Currently, the treasure presents the budget at a general membership meeting for member approval. This change removes the member approval portion. In the history of ACE, there is no record of a membership vote every taking place on the annual budget other than in 2017/18. Members elect board offices who approve the annual budget. That is their vote.
3. **Add the recorder as an elected, voting member of the executive board.** Currently the recorder is appointed by the executive board. They attend all board, negotiations and contract review meetings and run elections. Initially, the recorder was appointed and made a non-voting member because of their responsibility for running elections and concern of potential tampering or conflict of interest. To address this, our constitution built in safeguards (Article 10) so no one person has the ability to access or change ballots. Our elections are run through a secure, online system run by an appointed tech advisor. If a paper ballot is needed, they are counted by two independent ACE members in good standing. Running an election and running for office doesn't mean there is a conflict of interest. There is a process which dictates how elections are run. In the meantime, the recorder serves and has access to all the same confidential information provided to other executive board members and negotiators. They are informed on the issues as any other board member and they are accountable to the process our constitution has defined.
4. **Removed Technology Committee and Elections Committee.** Both of these functions are addressed under Elections, Article 10, of the ACE Constitution.
5. **Removed Safety Committee.** Since ACE's inception, this committee has never met.
6. **Adds a process for developing an electronic ballot and timeline for running election.** While online voting was added in 2011, there was no process for developing an electronic ballot or how long an election should stay open for voting. This provides a process for the recorder and appointed tech specialist and defines the voting period to four days.
7. **Adds a process when a paper ballot is needed.**
8. **Cleans up general grammar and punctuation.**