



## ACE Officer & Negotiator Elections

**Nominations will be held in October. Elections in early November.**

Terms are two years in length and run from January 1 through Dec. 30. A member is eligible to be a candidate if he or she is a non-probationary, permanent, classified employee in the District and is a member of ACE for one (1) full year. The candidate must remain a member if nominated and elected for as long as he or she remains in the elected position. The following positions are up for election:

President	Chief Steward - Foothill
Vice President – De Anza	Vice President - Central Services
Board Member – De Anza/Seat 1	Board Member – Foothill
Negotiators - one from each location and three at large	

All positions require subordination of personal interests to those that represent the highest good of the members. No officer shall have greater rights than any other member of ACE.

The Executive Board Member is directly responsible for:

1. The operation of ACE.
2. Assuring the appropriate expenditure of funds.
3. Proper and legal administration and implementation of the Constitution.
4. Any representation of ACE that has been authorized by the Board in order to bind ACE or agree to any issues subject to collective bargaining and EERA.

All executive board members are required to attend ACE board meetings held the 2<sup>nd</sup> Wednesday of every month from 1-2:30 p.m. They rotate between the two campuses. They are also required to attend the site meeting for the campus they represent. For De Anza, these are held the 1<sup>st</sup> Tuesday of the month; for Foothill and Central Services, these are held the 3<sup>rd</sup> Tuesday of the month. Both meetings are from noon - 1 p.m. Ongoing steward training is provided quarterly and open to all board members. Board member and negotiator training provided as needed.

**President:** This position receives 100% release time from their permanent FHDA job. An elective stipend of \$550 per month is provided.

1. The President shall preside over all meetings of ACE.
2. The President shall report at General Membership and Executive Board meetings regarding the progress and standing of ACE and the official actions he or she has taken between regular meetings of the Executive Board.
3. The President, in conjunction with the Executive Board, shall appoint members for all standing and ad hoc committees.
4. The President shall have authority to represent ACE with such action affecting policies, aims and means of accomplishing ACE's purpose, subject to approval of the Executive Board.
5. The President shall serve on the Chancellor's Advisory and District Budget committees, Benefits committee meetings, any joint labor-management committees, and attend the FHDA Board of Trustee meetings.



6. The President shall serve as an ex-officio member of all committees, including the Negotiations Team.
7. The President shall, in conjunction with the Treasurer, disburse monies drawn against ACE funds, after expenditures are approved by the ACE board.

**Vice President:** This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and requires a time commitment of approximately 10 hours per month. An elective stipend of \$200 per month is provided.

1. Upon approval of the Board, the Vice Presidents may be authorized to approve expenditures withdrawn on ACE funds in place of either the President or Treasurer, and shall perform such other duties as assigned by the President or the Executive Board.
2. The Vice Presidents shall serve on the College Council, College Advisory Council, College Budget committees and other District committees as assigned.
3. The Vice Presidents shall hold and facilitate site meetings each month at their respective sites.
4. The Vice Presidents shall assign ACE representatives to hiring committees for classified workers in Unit 1 for their respective areas.

**Chief Steward:** This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and the time commitment varies. An elective stipend of \$250 per month is provided.

a. Duties of the Chief Stewards

1. Chair the Stewards Council and report activities of Stewards to the Executive Board in closed session.
2. Be responsible for recruiting stewards and presenting candidates to the Executive Board for approval.

b. Duties of the Chief Stewards and Steward(s)

1. Represent their respective jurisdiction in all membership meetings in the absence of the members.
2. Be the first line of contact with administrative or supervisory staff subject to this Constitution.
3. Be responsible for the enforcement of all applicable collective bargaining agreements in their respective jurisdictions.
4. Be responsible for holding management accountable for all applicable safety and occupational health laws, rules and regulations, and are responsible for notifying appropriate administrative or supervisory staff of unsafe working conditions.
5. Shall have copies of the Constitution and all necessary working agreements available at all times.

**Board Member:** This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and requires a time commitment of approximately 8 hours per month. An elective stipend of \$125 per month is provided.

1. Ensure that the interests and directives of the General Membership are represented at Board Meetings.



Foothill – De Anza Association of Classified Employees (ACE)  
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2. Serve on two (2) College or District Committees pertinent to ACE business and report back to the Board. De Anza - Finance & College Operations Planning & Budget Team. Foothill - Voluntary Employees Benefit Association – VEBA Trust.
3. Attend the Classified Senate meeting at each location. At least one Board Member from each site should attend, but two (2) members should not serve on the same Senate.

**Negotiator:** This position is done in addition to the incumbent's permanent FHDA job. Release time is provided to attend to ACE business and the time commitment varies.. An elective stipend of \$100 per month is provided.

Members of the negotiating team shall serve until the next contract is ratified by the membership. Next election of negotiators shall commence within 30 days of ratification and Foothill-De Anza Community College District Board of Trustees approval in accordance with Article 10.

1. Negotiating team members must attend all of the planning and negotiating meetings, unless the absence is excused by the chair of the team or the majority of the team. Immediately upon the second unexcused absence they may be removed from the team.
2. The chair of negotiations must serve on the District Benefits Committee pertinent to negotiations.
3. The negotiators choose a negotiations chair by secret ballot after a new team is elected.