

Long Beach City College Faculty Association (LBCCFA)

Standing Rules

Approved 2/11/13

Revised 5/27/13

Revised (3/6/15)

Revised (2/19/16)

Revised (10/17/16)

Revised (2-10-17)

These Standing Rules are principles and guidelines adopted by the Long Beach City College Faculty Association Executive Board to reach our long-term goals. These standing rules also are meant to provide a clear understanding and guidance to answer questions not fully articulated in the bylaws. These standing rules and procedures are the specific methods we employ to express action in our day-to-day operations. Together with the by-laws, the standing rules ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

Standing Rules can be changed by a simple majority vote of the Executive Board and may not be set aside by any individual officer or member of the Association.

Executive Board

The voting members of the Executive Board are: President, Vice President, Secretary, Treasurer, Pacific Coast Campus Representative, Liberal Arts Campus Representative, Communications Chair, Equity Chair, Membership Chair, Grievance Chair, Political Action Committee Liaison, and Probationary Faculty Representative.

If an Executive Board member misses more than 2 meetings a semester, he/she may be removed from office by a majority vote of the Executive Board.

Non-voting member of the Executive Board: Chief Negotiator or designee

The primary duties of the officers (President, Vice President, Secretary and Treasurer) are in the by-laws. Additional officer duties are listed below:

Communications Chair

1. Attend Executive Board meetings and report to the Executive Board
2. Attend and report to the Representative Council
3. Maintain sources of communication with the membership and faculty
4. Member of the Organizing Team
5. Publish the newsletter
6. Manage the LBCCFA website
7. Manage the off-campus email list
8. Manage the Official LBCCFA email list
9. Manage the Executive Board list serve
10. Manage Facebook account
11. Summarize and distribute Board of Trustees agenda

12. Send an invitation to all faculty for the Board of Trustees meeting
13. Attend union events
14. Attend state and local trainings and conferences , at least 1 per year