

## **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:

### **Grievance Chair**

1. Attend Executive Board meetings and report to the Executive Board
2. Report to the Representative Council
3. Maintain most recent contract between LBCCFA and the Long Beach Community College District
4. Assist members in resolving alleged violations, misapplications, or misinterpretations of the provisions of the contract by advising members.
5. Secure and maintain grievance records and forms and adhering to timelines in processing grievances
6. Act on all grievances submitted orally or in writing to the LBCCFA
7. Present to the Executive Board recommendations for handling grievances and for pursuing Mediations and Arbitrations

8. Attend state and local trainings and conferences, at least 1 per year
9. Convene and chair the Grievance Advisory Committee as needed
10. Coordinate training of grievance committee members
11. Coordinate grievance awareness training at least once a year for all members
12. Attend union events

## **From By-laws**

### **I. GRIEVANCE PROCESSING**

- A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
  1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
  2. Training for handling grievances; and
  3. Evaluation of the Association's grievance policies and procedures.