

## **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:

### **Membership Chair**

1. Attend Executive Board meetings and report to the Executive Board
2. Report to the Representative Council
3. Coordinate the selection, appointment and public announcement of the LBCCFA Representatives on College Committees
4. Coordinate committee appointments for posting on LBCCFA website
5. Disseminate membership materials to all members
6. Coordinate the recruitment of new members
7. Coordinate at least 1 benefits training per year
8. Assist the President in the coordination of Delegate selections
9. Attend state and local trainings and conferences , at least 1 per year
10. Attend union events
11. Coordinate the functioning of the faculty/staff lounge