

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:

PAC Liaison

1. Attend the Political Actions Committee meetings
2. Attend Executive Board meetings and report to the Executive Board
3. Attend Representative Council meetings and report to the Representative Council
4. Attend state and local trainings and conferences, at least 1 per year
5. Relay information to the Political Action Committee faculty members as applicable
6. Attend Political Academy and recruit other PAC members to attend
7. Attend union events

From By-laws

I. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.
- C. Political Action Committee
 1. Composition of Long Beach City College Faculty Association Political Action Committee (LBCCFA PAC) Board will be no more than ten (10) members including the Chair, Vice-Chair, PAC Treasurer and no more than six (6) at large members, with at least one member from each campus. Board members shall be elected by the PAC for a term of 2 years. Reasonable efforts will be made to promote diversity on the LBCCFA PAC. LBCCFA PAC Chair shall serve as a voting member of the LBCCFA Executive Board.
 2. LBCCFA PAC will recommend candidates or officeholders by using a thorough and fair process of interviewing the local candidates as follows:
 - a) A cover letter and questionnaire will be sent to all candidates.
 - b) All candidates returning the written questionnaire by a prescribed deadline will be interviewed by the PAC Board. After all interviews have been conducted, the LBCCFA PAC will make a recommendation for endorsement to the LBCCFA Representative Council, which will then vote with a majority on the recommendation for that position.
 - c) In the event of consideration of an early endorsement prior to the filing period deadline, LBCCFA PAC will make a Public Service Announcement to solicit any other interested candidates. All interested applicants will be sent a cover letter and questionnaire. All candidates returning the written questionnaire by a prescribed deadline will be interviewed by the PAC Board. After all interviews have been conducted, the LBCCFA PAC will make a recommendation for endorsement to the LBCCFA Representative Council, which will then vote with a majority on the recommendation for that position.
 - d) No funds or support in kind may be spent on non-recommended candidates.
 - e) LBCCFA PAC may issue a recommendation for purposes of press release, member education or voter education, after approval.
 3. LBCCFA PAC may recommend a position on state and local issues (including ballot measures) from the standpoint of educational issues without regard to partisan consideration as follows.
 - a) After all state and local issues (including ballot measures) have been reviewed by the LBCCFA PAC, the LBCCFA PAC may make a recommendation for endorsement. LBCCFA Representative Council will then vote with a majority on recommendation for the position.
 - b) No funds or support in kind may be spent on non-recommended issues.
 - c) LBCCFA PAC may issue a recommendation for purposes of press release, member education, or voter education, after approval.
 4. Funding of LBCCFA PAC will be as follows: An automatic deduction of \$10 per

member per month during the 10-month academic calendar. These monies will be placed in the LBCCFA PAC account and remain segregated from the LBCCFA general membership account. Members choosing not to contribute to the LBCCFA PAC will fill out Form A to opt out. Members choosing to make additional voluntary monthly contributions to the LBCCFA PAC will complete Form A.

5. Further responsibilities of the LBCCFA PAC Board may include:
 - a) Attend all LBCCD Board of Trustees meetings or watch video recordings of the meetings. The PAC Board will update the Rep Council and/or Executive Board and/or Organizing Team on Board of Trustee members, meetings and issues.
 - b) Two (2) members of the LBCCFA PAC will serve on the LBCCFA Board of Trustees Contact Team for a total of 5, with one additional member from each of the following: LBCCFA Executive Board, Representative Council and Organizing Team. The Contact Team will schedule regular meetings with each Board of Trustee. The Contact Team will set the agenda for the meetings in advance.
 - c) Additional responsibilities of the LBCCFA PAC include but are not limited to: identifying potential candidates for local office; drafting and implementing election campaign outreach and turn out the vote activities; applying for ABC funds; collaborating with and participating in labor/community/coalition ally political action campaigns; attending statewide LBCCFA/CTA trainings and conferences pertaining to political action issues; educating faculty, staff, students and community members regarding important political action issues; and fundraising activities.
 - d) At the beginning of an academic year LBCCFA PAC will make goals for the year. In an election cycle, a written plan may be formed at least one year in advance of the election. The plan may include media, volunteer needs, candidate interviews and endorsements, fundraising (including early application for ABC funds), budget, voter contact, and Get Out the Vote (GOTV) calendaring.