

## **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:

### **Pacific Coast Campus**

1. Attend Executive Board meetings and report to the Executive Board
2. Report to the Representative Council
3. Act as a communication link between members and the LBCCFA Executive Board
4. Answer member questions or refer the question to the appropriate LBCCFA Officer or union staff person for answers
5. Relay information about problems and needs at PCC back to the LBCCFA Executive Board
6. Maintain of all union contract stipulations
7. Immediately look into all contract violations with an eye to an equitable solution for both parties
8. Attend union events

9. Attend state and local trainings and conferences , at least 1 per year
10. Relay information to the Pacific Coast Campus faculty as applicable

The PCC Representative will be a member of the PCC community, possessing a familiarity with the PCC campus, and having a more than 50% portion of their load at the PCC Campus in the semester of the election.