

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:

President

1. Attend union events
2. Attend state and local trainings and conferences, at least 1 per year
3. Meet regularly with the Board of Trustees
4. Meet regularly with the President of the College
5. Coordinate the solicitation of grants and conference scholarships
6. The President may sign any and all agreements with the district when Chief Negotiator is unable to sign, including, but not limited to MOU's, side letters, and Tentative Agreements.
7. If the President has a conflict of interest (see Code of Ethics and Professional Conduct for a definition conflict of interest) the President will recuse him/herself

from signing. In the event the president is unable to sign, the Vice President can sign for the Association.

From By-laws

- A. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
 1. Preside at all meetings of the Association, the Representative Council and Executive Board;
 2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
 3. Be the official spokesperson for the Association;
 4. Be familiar with the governance documents of the Association, CTA, and NEA;
 5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
 6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;
 7. Call meetings of the Association, Representative Council and the Executive Board;
 8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
 9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 10. Attend meetings of the Service Center Council of which the Association is a part; and
 11. Attend other CTA/NEA meetings as directed by the Representative Council.