

LBCCFA Representative Council Member Responsibilities

Bylaws: page 2 and 3

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Executive Board, ex-officio-voting;
 - 2. Faculty Representatives elected on the basis of one-person one-vote;
- C. The Representative Council shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 - 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least once during each school month; the number, place and time of meetings to be decided by the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. Members of the Representative Council shall serve a term of two year(s). (EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES WHOSE TERMS ARE SET BY CTA.)
- J. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

VII. FACULTY REPRESENTATIVES

- A. Faculty Representatives shall be elected by and from active LBCCFA membership for each department that has a Department Head. Such election shall be by open nomination and secret ballot. Faculty Representatives shall be elected for a term of two years, commencing on July 1 of any calendar year.
- B. Each faculty shall be entitled to at least one representative.
- C. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.

- D. Faculty Representatives shall:
1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
 3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 4. Perform such additional duties as prescribed by the Executive Board.
- E. A Faculty Representative shall not conduct an election in which he/she is a candidate.