

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.

Vice-President

1. Attend Executive Board meetings and report to the Executive Board
2. Attend and report to the Representative Council
3. Attend union events
4. Attend state and local trainings and conferences, at least 1 per year
5. The Vice President may also sign any and all agreements with the district when Chief Negotiator and the President are unable to sign, including, but not limited to MOU's, side letters, and Tentative Agreements, as directed by the President.
6. If the Vice President has a conflict of interest the Vice President will recuse him/herself from signing In the event the vice president is unable to sign, the Secretary can sign for the Association.

Secretary

1. In the event the President and Vice President are unable to sign agreements with the district, the secretary shall sign, as directed by the President.
2. Attend Executive Board meetings and report to the Executive Board
3. Attend and report to the Representative Council
4. Attend union events
5. Attend state and local trainings and conferences, at least 1 per year

Treasurer

1. Attend Executive Board meetings and reports to the Executive Board
2. Attend and report to the Representative Council
3. Attend union events
4. Attend state and local trainings and conferences, at least 1 per year

At Large Representatives

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.

Liberal Arts Campus Representative

1. Attend Executive Board meetings and report to the Executive Board
2. Attend and 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 LAC 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 any information to the Liberal Arts Campus faculty as applicable

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

Communications Chair

1. Attend Executive Board meetings and report to the Executive Board
2. Attend and report to the Representative Council
3. Maintain sources of communication with the membership and faculty
4. Member of the Organizing Team
5. Publish the newsletter
6. Manage the LBCCFA website
7. Manage the off-campus email list
8. Manage the Official LBCCFA email list
9. Manage the Executive Board list serve
10. Manage Facebook account
11. Summarize and distribute Board of Trustees agenda
12. Send an invitation to all faculty for the Board of Trustees meeting
13. Attend union events
14. Attend state and local trainings and conferences , at least 1 per year

Equity Chair

1. Attend Executive Board meetings and report to the Executive Board
2. Report to the Representative Council
3. Act as a liaison between the LBCCFA Executive Board on the issues of equity, equitable treatment, equal access to member rights and benefits, and diversity
4. Conducts relational meetings with diverse faculty members

5. Consult with faculty groups to keep abreast of member concerns
6. Attend union events
7. Attend state and local trainings and conferences , at least 1 per year
8. Attend the Equity and Minority conference at least once during term

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

Grievance Chair

1. Attend Executive Board meetings and report to the Executive Board
2. Report to the Representative Council
3. Maintain most recent contract between LBCCFA and the Long Beach Community College District
4. Assist members in resolving alleged violations, misapplications, or misinterpretations of the provisions of the contract by advising members.
5. Secure and maintain grievance records and forms and adhering to timelines in processing grievances
6. Act on all grievances submitted orally or in writing to the LBCCFA
7. Present to the Executive Board recommendations for handling grievances and for pursuing Mediations and Arbitrations
8. Attend state and local trainings and conferences, at least 1 per year
9. Convene and chair the Grievance Advisory Committee as needed
10. Coordinate training of grievance committee members
11. Coordinate grievance awareness training at least once a year for all members
12. Attend union events

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

Probationary Faculty Representative

1. Must be probationary faculty
2. Maintain communications between the probationary faculty and the Executive Board
3. Have knowledge of the probationary contractual obligations and deadlines outlined in the contract between LBCCFA and the Long Beach Community College District
4. Represent the voice of probationary faculty
5. Attend Executive Board meetings
6. Relay information to the probationary faculty as applicable
7. Report to the Representative Council
8. Attend state and local trainings and conferences , at least 1 per year
9. Attend union events

Chief Negotiator

1. Coordinates negotiations with the district under the leadership and within the parameters set by the Executive Board
2. Attend at least one bargaining training a year
3. Attend state and local trainings and conferences , at least 1 per year
4. Train Negotiations Team and coordinate extra training as needed with LBCCFA staff person
5. Meet regularly with the President
6. Meet regularly with the union staff person
7. Report regularly to the Executive Board, Representative Council, Organizing Team and Political Action Committee (PAC), as needed
8. May sign any and all agreements with the district including, but not limited to MOU's, side letters, Tentative Agreements, unless a conflict of interest is demonstrated, in which case the Chief Negotiator will recuse him/herself from signing. In the event the President is unable to sign, the Vice President is able to sign for the Association. In the event that the Vice President is unable to sign, the Secretary is able to sign.
9. The Chief Negotiator signs all agreements with the District. The President may also sign any and all agreements with the district particularly when Chief is unable to sign including, but not limited to MOU's, side letters, Tentative Agreements
10. If the Chief Negotiator has a conflict of interest (something to be gained personally) he/she will recuse him/herself from signing. In the event the President is unable to sign, the Vice President is able to sign for the Association.
11. Attend union events

Negotiation Team Members

1. Participates in negotiations with the district under the leadership and within parameters set by the Executive Board and the Chief Negotiator
2. Attends at least one bargaining training a year
3. Attend state and local trainings and conferences, at least 1 per year
4. Meets regularly with the Negotiation Team
5. Attend union events
6. Roles of the team are assigned by the Chief Negotiator and include: responder at the table, note taker at the table, alternate, and/or researcher

The Chief Negotiator and all members of the Negotiation Team shall be members of LBCCFA.

Selection of the Negotiations Team is made by the President with the approval of the Executive Board. Approval is by a majority vote. Concurrence is defined as a majority vote.

Negotiations

Any agreements (side letters, MOU's, other) between the Negotiations Team and the Board of Trustees or their representatives that directly pertains to an individual shall not be signed by that individual. For example, if the District offers additional release time for the union president, this cannot be signed by the union president. MOU's can be signed by the President or the Chief Negotiator. If neither can sign because of personal involvement another officer may sign for LBCCFA.

Ratification of the proposed contract agreement shall follow at least one general meeting of the membership. The proposed contract agreement and notification of the general meeting shall be made available to the membership ten (10) working days preceding the meeting, if possible, but shall be no less than three (3) working days prior to the scheduled meeting.

Organizing Chair

1. Build and maintain an organizing culture
2. Create an organizing plan to be ratified by the Organizing Team in coordination with the Representative Council and Executive Board, which will guide the school years activities
3. Coordinate activities which may include events, meetings, outreach to faculty, workshops, and job action events
4. Communicate with the community, the media, and the Board of Trustees
5. Attend state and local trainings and conferences , at least 1 per year
6. Report to the Executive Board as needed
7. Is appointed by the President and approved by the Executive Board by majority vote
8. Work closely with union staff to coordinate organizing efforts
9. Attend union events

The Representative Council

The days and times of the meetings can be changed by the Executive Board.

All Representative Council meetings are open to all faculty, but only elected Representatives can vote or make motions Any faculty member can speak at the Representative Council meetings.

Membership on the Representative Council

Any Representative Council member who misses three (3) regular meetings each year may be removed by a majority vote of the Executive Board.

Code of Ethics and Professional Conduct

Members of the Executive Board, Political Action Committee, and Representative Council have been elected by the faculty they serve. Long Beach City College Faculty Association also appoints faculty to serve on committees. Elected and appointed representative of Long Beach City College Faculty Association shall be independent, impartial and responsible in the execution of their office and shall conduct themselves in an ethical manner that neither constitutes nor presents the appearance of a conflict of interest.

Long Beach City College Faculty Association maintains high standards of ethical behavior for its elected and appointed officer members. These standards require that elected and appointed officers and members:

- Act only in the best interests of the entire Long Beach City College Faculty Association membership and the best interests of LBCC
- Ensure representative member faculty input into deliberations and adhering to the by-laws and the spirit and purposes of the standing rules
- Avoid conflicts of interest and the perception of conflicts of interest
- A conflict of interest is defined as a situation that has the potential to undermine the impartiality of a person because of a possibility of a clash between the person's self-interest and the union's interest
- Exercise authority only as representatives of Long Beach City College Faculty Association within the purview of their office
- Use appropriate channels of communication
- Respect others and act with civility
- Stay informed about the Long Beach City College Faculty Association, LBCC as a school and district, educational issues, and responsibilities of the Long Beach City College Faculty Association office
- Devote adequate time to Long Beach City College Faculty Association work
- Maintain confidentiality of closed sessions and respecting the sensitive nature that often accompany employee issues
- Avoid entering into or recommending the union enter into contractual relationships that create conflict of interest and lead to personal gain
- Avoid giving the impression of speaking for Long Beach City College Faculty Association when voicing personal opinions
- Exercise great care and good judgment in order to avoid situations that may compromise the union
- Exhibit mutual respect, cooperation and promote a team environment
- Challenge and report unethical behavior in a timely manner
- Facilitate a climate of trust, mutual support and courteous consideration through actions that demonstrate respect for freedom of expression and the right to dissent
- Avoid knowingly making false or malicious statements about other faculty member

The LBCCFA Executive Board may conduct an inquiry into allegations of inappropriate and/or improper conduct related to Long Beach City College Faculty Association if the

allegations are clearly articulated and some reasonable evidence is furnished by the accusers.

Failure to comply with this Code of Ethics and Professional Conduct may render an individual subject to discipline as decided by a majority vote of the Executive Board, after an inquiry has taken place. This discipline may include, but is not limited to: reprimand, censure, suspension from office, and/or removal from office. If an elected officer is removed from office by a decision of the Executive Board, that office will be filled by a general membership election as soon as practicable. Until the office is filled, the duties of that office will be temporarily assumed by designee appointed by a majority vote of the Executive Board.

This article of Ethics and Code of Professional Conduct supersedes all other articles on the seating of Long Beach City College Faculty Association officers

Finances

All checks written will be authorized by two officers. Neither of the authorizing officers can be a recipient of a check. The check authorization will have two categories of signers, A and B. The A category is the Treasurer and the President. All check authorizations must be signed by one or both of these two officers. Category B is the Vice President and Secretary. A check authorization can be signed by either of these officers but they can only serve as cosigners. If the office of President or Treasurer is vacant or the recipient of the check is the President or Treasurer, any Executive Board member can act as a co-signer and the Secretary or Vice President will sign in the A category until the vacant position(s) are filled. Any purchases made over \$500, not included in the budget, must be approved by the Executive Board. All requests for reimbursement must be submitted within 60 days of the date of the expense.

Conference Delegates

If the number of attendees wanting to attend a LBCCFA Conference as a delegate exceeds the number of delegate spaces, the following priority will be used for selecting delegates: Executive Board, Grievance Committee and Negotiating Committee, Representative Council, membership. First time conference attendees each year may be given priority by the President. The President will coordinate the selection of delegates with the assistance of the Membership Chair. The President will appoint delegates to meetings or conferences.

Representation at other Conferences or Meetings

Anyone representing Long Beach City College Faculty Association must be an elected officer or member of the Representative Council. In addition a special election may be held to find a representative.

Dependent Care Reimbursement

Upon satisfying the following criteria, attendees at union conferences and events shall be eligible for reimbursement of actual expenditures for children, adults with special needs and/or elder care services not to exceed \$10 per hour, and not to exceed \$490 per

academic year. No member in good standing can receive more than \$490 in childcare reimbursement for a school year. All dependent care requests must be pre-approved by the President, in consultation with the Treasurer, at least two days in advance of the event. No family member can receive reimbursement for dependent care. In the event of budget limitations, reimbursement will be considered on a first come, first serve, basis with priority given to elected LBCCFA officers. Requests must include the dates and times of care, names of provider and persons receiving care, name, location and purpose of conference or event. No dependent care reimbursement shall be available for regularly scheduled union meetings such as Representative Council, Executive Board, and Political Action Committee meetings

Documentation must be submitted to the Treasurer within 60 days of the dependent care being provided to be considered for reimbursement.

1. Reimbursable dependent care must be beyond regularly scheduled care
2. Member must be in good standing
3. Member must submit verifiable documentation of proof of expenditure
4. Child must be a legal dependent of the member and under 16 years of age
5. Dependent care services are for adults with special needs and elder care

Travel Reimbursement

Members are encouraged to apply for scholarships to attend conferences and meetings. All costs related to conferences and meetings that are pre-approved will be fully funded, if the annual budget can support conference funding. Any exceptions to the standards listed below must be pre-approved by the President.

Pre-approval is defined as written request submitted to the LBCCFA office. All requests must be submitted one week in advance of the event. Approvals will be made by the two Executive Board officers.

Hotel: Statewide LBCCFA pays for ½ the room for delegates at the 3 statewide conferences. Long Beach City College Faculty Association delegates may request a single room. The local will pay the remaining costs for a single room. At other conferences, sharing a room is expected, unless preapproved by the Executive Board. All conference attendees must first exhaust LBCCFA statewide, NEA or other conference sponsors funding and Long Beach City College Faculty Association will reimburse for the balance after the other organizations reimburse for the allowed costs of a conference.

Mileage: current IRS per mile rate

Meals: \$10 breakfast, \$15 lunch, \$25 dinner (receipts required)

Transportation: taxi, shuttle, parking fees, other (receipts required)

Release Time

Release time allocations will be determined every semester by the President. All LBCCFA release time allocations will be presented to the Executive Board for their approval. These must be approved by a majority vote.

The past practice for release time for 1.6 release time is:

60% President

20%-40% Chief Negotiator

20% Grievance Chair

20% Negotiations Team

20% to be distributed at the discretion of the FA Executive Board

Executive Board Terms of Office

All Executive Board members serve for a term of two years. **Elections in the odd years are the following officers:** President, Secretary, Liberal Arts Campus Representative, Grievance Chair, Political Action Committee Liaison, and Probationary Representative.

Election in the even years are the following officers: Vice President, Treasurer, Membership, Pacific Coast Campus Representative, Communications, and Equity Representative

Committee Appointments

LBCCFA appointments to all committees, except where contractually defined (sabbatical committee) are appointed for one year, with no term limits.

Curriculum, 1 appointment

College Planning Committee, 1 appointment

All Administrative Hirings, 1 LBCCFA Representative and 1 Joint Senate and LBCCFA Representative

Budget Advisory Committee, 1 appointment

Health Benefits, 2 appointments

Sick Leave, 3 appointments

Sabbatical Committee: 3 two year appointments

Program Planning/Program Review: 1 appointment

Long Beach City College Faculty Association/CTA/NEA STRIKE AUTHORIZATION POLICY

Executive Board Adoption: 10/10/14

1. All unit members represented by the Long Beach City College Faculty Association/CTA/NEA are eligible to cast a ballot.
2. Unit members shall vote to authorize the elected Executive Board to call a strike of the unit membership.
3. The authorization allows the Executive Board to call a strike of the unit membership if a fair contract is not reached with the District.
4. The unit membership shall be notified should a strike be necessary.
5. Union shall give the District reasonable notice prior to a strike.

Balloting Procedure

1. Unit Members shall be presented with the current bargaining positions of both the Union and the District.
2. Unit members will determine if the District's last, best, and final offer is acceptable or unacceptable.
3. Unit members will receive individualized ballots with an outer and inner envelope. The outer envelope must be signed by the unit member.
4. Unit members will mark their ballot either YES or NO
 - a. A "NO" vote means the District's last, best, and final offer is unacceptable and the NO vote is a vote to authorize a strike.
5. Unit members will individually return their ballots to the LBCCFA ballot box.
6. The balloting procedure is confidential.

The general membership will be notified by their department LBCCFA representative if a strike authorization has been approved.

Catastrophe and Hardship Fund

At the February 19, 2016 Representative Council meeting it was voted unanimously to adopt into the standing rules the following policy as written:

The Catastrophe and Hardship Fund policy pays membership monies to compensate LBCCFA members in cases of catastrophe or hardship as further prescribed by the following rules.

1. The LBCCFA Representative Council is permitted to allocate a fund—not exceeding the amount of \$500 per incident and not to exceed a total of \$2,000 per academic year—for special circumstances that may result in the loss of salary or great expenses due to a catastrophic event or hardship of an active LBCCFA member. These allocations are to be solely subject to the LBCCFA Representative Council's approval.
2. The LBCCFA Representative Council reserves the right to change the above-mentioned special funding rules as needed, whether it is in order to restrict or to expand the fund. The LBCCFA Executive Board will assess and determine the expansion or restriction of funds.