

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:

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.

From By-laws

I. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- B. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
- C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- D. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team.
- E. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
- F. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- G. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Representative Council.
- H. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Representative Council in that unit.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that Active membership.