

## **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:

### **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.

**From By-laws**

- A. The Vice-President shall:
  - 1. Serve as assistant to the President in all duties of the President;
  - 2. Assume the duties of the President in the absence of the President;
  - 3. Be responsible for the formation and distribution of the Association's calendar of activities; and
  - 4. Serve as coordinator of committee activities at the direction of the President.