

VICTOR VALLEY COLLEGE FACULTY ASSOCIATION
STANDING RULES

Standing Rules are the day-to-day rules by which the organization runs its meetings and business. They should be easily changed in order to adapt to changing conditions and policy (example: simple majority vote of the Executive Board).

SECTION 1: GENERAL OPERATIONS

- RULE 1-1: Statement of Mission, Goals, and Objectives
 - A. The Victor Valley College Faculty Association (VVCFA) Executive Board, shall adopt a “Statement of Mission, Goals, and Objectives” each time a new President takes office.
 - B. Such mission, goals, and objectives shall establish the Associations’s priorities for the following two years and shall guide the appropriate committees, task forces, and workgroups in their specific development of goals.

- RULE 1-2: Organizational Ethics and Standards
 - A. Internal Organizational Relations:
 1. Copies of the VVCFA Bylaws and Standing Rules will be posted on the VVCFA Website.
 2. Copies of the VVCFA Bylaws and Standing Rules will be kept in the VVCFA Office in both hard and electronic formats.
 - B. Representative Council Votes
 1. Representative Council members may request a secret ballot for any vote of the Council.
 2. Such a request shall not require a second, allow for debate, be amended, or require a vote to implement.
 3. Email Voting
 - A. The Representative Council needs from time to time to make emergency decisions on behalf of VVCFA between Council meetings.
 - B. Email voting can be used by the Representative Council for action items that meet at least one of the following criteria:
 1. The item has a deadline that occurs before the next meeting of the Council;
 2. The item is required because of an urgent situation.
 - C. Email voting shall following Parliamentary Procedure
 1. In the case of an emergency motion, it shall be emailed by the President, who shall provide the justification and ask for a second;
 2. Once the motion is seconded, the Representative Council shall discuss the motion for three working days via email using “Reply All;”
 3. Voting shall take place for two days after close of discussion.
 - D. The President and another officer shall tally and report the results via email to the Representative Council.
 - E. The Association shall print the emails containing the motion and each vote as well as the result page.
 - F. The Association shall also maintain a record of the proceedings; this record shall include the justification for the email vote, a roll call of those who participated in the voting, the motion, and the results. These records shall be reported out and included in the minutes of the next Representative Council.

- RULE 1-3: Association Name
 - A. The name of the Association shall be the “Victor Valley College Faculty Association” and/or “VVCFA.”
 - B. The use of the name (and logo if one exists) shall be limited to individuals or groups authorized by the Executive Board.

- C. All official communication by the Association shall be carried on VVCFA Letterhead.
- RULE 1-4: Amendments and Changes
 - A. All changes to Bylaws and Standing Rules shall be accompanied by a brief justification for the changes.
 - B. Electronic copies of all proposed changes must be submitted to the VVCFA Executive Board, except when a proposal arises out of a Representative Council meeting.
 - C. Electronic copies of all proposed changes shall be sent to the VVCFA Secretary and copied to the other officers prior for inclusion in the Representative Council minutes.
 - D. Proposers of changes are encouraged to work with the Executive Board on language prior to presenting any changes; however, the Executive Board shall not impinge on any member's right to present proposed changes.

SECTION 2: FISCAL RULES

- RULE 2-1: Budget Preparation and Membership Assessment Process
 - A. The VVCFA Treasurer shall review the membership dues to determine that VVCFA has a balanced budget. It is the commitment of VVCFA to fully fund governance through VVCFA dues.
 - B. The Representative Council must approve ALL changes to the VVCFA dues at a Representative Council meeting.
 - C. At each Representative Council meeting the Treasurer shall report on the income and expenditures and suggest any action necessary to keep a balanced budget.
 - D. The Treasurer shall propose a balanced budget for the next academic year in the last meeting in the Spring semester for adoption by a majority vote.

- RULE 2-2: Reimbursements

VVCFA members (other than the Executive Board) who attend CCA conferences must fill out an conference attendance form. Those faculty members should first apply for reimbursement from CCA, by filling out a Member Expense Statement (MES) and submitting it to CCA. Upon receipt of reimbursement from CCA, VVCFA might reimburse amounts NOT covered by CCA following these guidelines:

- A. Receipt Requirements:
 - 1. All requests for reimbursement must include itemized receipts; credit card receipts alone are not acceptable;
 - 2. Food receipts must be itemized; inclusion on hotel receipts does not suffice;
 - 3. Food receipts that include multiple members need to identify the members by name.
- B. Transportation:
 - 1. VVCFA shall only reimburse for coach/economy fares when traveling for VVCFA business. Upgrades must be purchased by individual or earned through rewards programs;
 - 2. VVCFA shall reimburse the cost of airport shuttles to and from the meeting site.
 - 3. Receipts are required for all public transportation.
- C. Lodging in Hotel/Motel
 - 1. VVCFA shall reimburse delegates to CCA conferences for half the cost of a double occupancy room.
 - 2. Delegates wishing a single room must pay the difference, except for those who obtain prior written permission from the VVCFA President for single occupancy based on extenuating circumstances.

3. All participants in a CCA conference must stay in the site facility. The only time it is permissible to stay elsewhere is if the site hotel is completely booked. If this must be done, VVCFA shall reimburse no more than the conference rate.
 4. Personal charges, such as laundry, telephone calls, snack, and entertainment, are not reimbursable.
- D. Parking
Actual costs of airport/hotel parking are reimbursable. Actual receipts are required.
- E. Meals
1. If only a continental breakfast is provided by CCA, VVCFA shall reimburse those needing a full breakfast.
 2. Itemized receipts are required for all meals.
 3. VVCFA shall reimburse for breakfast when a member needs to leave her/his home or depart for the airport by 7:00 a.m., or earlier; Meals incurred because of regular travel - travel incurred so that the member may arrive on time and stay until the end of the conference - shall be reimbursed.
- F. Rental Cars
1. The VVCFA president must authorize car rentals in email or writing. Reasons for the request and approximate costs must be provided.
 2. Members are authorized to purchase the optional rental car insurance.
 3. This expense shall not be reimbursed if the participant leaves the conference early or does not participate in conference sessions.
- G. Deadlines
1. All requests for reimbursements must be filed within the time limits set by CCA.
- H. Prohibitions: Personal expenses, airline club dues, traffic fines, tips in excess of 20%, refreshments, hotel room movies, luggage, alcohol, parties, gifts, and first-class travel.
- I. Exceptions: Any exceptions or variations from the above rules covering travel and other expenses shall be allowed only by the authorization of the Executive Board.
- J. Changes to the Reimbursement Policies outlined in the Standing Rules may be updated by a recommendation from and approved by the Representative Council.

SECTION 3: ASSOCIATION BUSINESS

- RULE 3-1: Compensation
 - A. Reassigned Time: Currently the VVCFA Executive Board received 1.4 FTEF equivalence to distributed between the officers which is divided in the following manner:
 - President: 40%
 - Vice President: 40%
 - Secretary: 20%
 - Treasurer: 20%
 - Past President: 20%
 - B. Stipend: VVCFA offers a stipend of the amount of \$499 for the Membership Chair.
 - C. Stipend: VVCFA offers a stipend of the amount of \$499 for the Grievance Chair.
- RULE 3-2: Office Expenses
 - A. Equipment: The VVCFA Office shall be equipped with a computer desktop, and a printer, along with a backup external drive.
 - B. Electronic Accounts: VVCFA shall maintain business account with Survey Monkey and Dropbox to conduct Association business.

- C. Supplies: The VVCFA Office shall be equipped with supplies such as paper, printer ink, stapler, staples, etc.
- D. Postage and Mailings: The VVCFA Office shall be equipped with envelopes and postage to conduct VVCFA business and conduct elections.

SECTION 4: VVCFA OPERATIONS

- RULE 4-1: Attendance Procedures
 - A. Officers and Area Representatives:
 1. A record shall be maintained for the attendance or absence of each Representative Council.
 2. Area Representatives not able to attend a Representative Council should inform the VVCFA President prior to the meeting. The Area Representative should try their best to assign a voting proxy in their place to ensure a quorum at the Representative Council.
 3. After an Area Representative is absent for two or more meetings (without informing the President), the Executive Board can Vacate that position and start looking for a replacement.
- RULE 4-2: Committees/Task Forces/ Workgroups
 - A. The Executive Board develops operating procedures for standing committees. Included within the procedures, the following should be addressed: size of committee, frequency of meetings, procedures for committee selection, and, other matters as the Executive Board desires.
 - B. Establishment:
 1. The Executive Board may create committees, task groups, and workgroups as it sees fit.
 2. Committee duties shall be clearly stated.
 - C. Formation:
 1. The Vice President shall send out a message via email requesting volunteers.
 2. At the First meeting of the committee for each year, a chair shall be elected to serve for the year.
 3. Only local members of VVCFA may serve on VVCFA committees, task forces, and workgroups.
 - D. Reporting:
 1. The chair of each committee, task force, and workgroup shall report at each Representative Council.
 - E. VVCFA local members may attend any VVCFA committee/task force/workgroup meeting but should:
 1. Introduce themselves to the chair before the start of the meeting.
 2. Not enter into discussions unless the chair calls upon them.
 3. Be aware that visitors may be asked to leave at any time at the discretion of the chair.

SECTION 5: ELECTION MANUAL

Elections Committee

- There shall be an Elections Committee.
- The Elections Committee shall be appointed by the current Vice President and approved by the Executive Board.
- The Elections Committee shall be composed of at least three members.
- The chair of the Elections Committee shall be the Vice President
- A member shall abstain from participation in Election Committee activities during the period in which she/he or her/his immediate family member is a candidate.

Election Requirements

- The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including herself or himself). Only reasonable qualifications for office such as membership in the chapter may be required.
- Every member shall be assured of voting by secret ballot.
- There shall be at least a fifteen (15) day period between notice of election and the actual voting.
- All members shall receive a ballot.
- A chapter shall provide reasonable means for all members to vote, and it shall be the responsibility of the member to notify the chapter if she/he desires a ballot at a site other than the regularly scheduled voting places.
- All elections shall be decided by a majority of votes cast, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.
- In the case where only one candidate is running for a position (officer or area representative), after the call for nominations has been closed, the matter of waiving the ballot shall be put in front of the representative council. If the waiving of the ballot is passed the matter of electing the candidate for that position shall be put in front of the council for vote by acclamation.

Announcement

- The announcement of election shall include the offices, length of terms, and the election timeline.
- Officers shall be elected for a term of two years, commencing on August 1 and ending on July 31 two years later. With the exception of the Vice President, who will automatically ascend to the Presidency and then to the position of immediate Past president. Members should be reminded to take this into account when voting for the office of Vice President.

Timeline

- **Late February:** The executive Board Vice President shall serve as the chair of the Election Committee. Nominations from faculty for available positions are solicited, via email.
- **March:** Open nominations from the floor are solicited at the March Representative Council Meeting, and nominations are closed. The Election Committee Chair presents a verbal slate of candidates to the members at the meeting, and sends a written slate of candidates to the membership the following day via email
 - After nominations are close, candidates are given the opportunity to campaign or tell faculty (3-5 minutes) why they are running and why they would be the best candidate.
 - Ballots will be prepared under the direction of the Association's Vice President.
- **Late March/Early April**
 - The election will take place no less than ten working days after the nominations are closed.
 - The VVC faculty ballot boxes will be placed in designated voting areas.
 - The keys will be retained by the Executive Board President.
 - A second key is to be held in the Faculty Association Office in case of absence of the President.
 - All ballots are to remain in the box until the end of the election.
 - Faculty will be given at least one week for voting.
 - Election takes place by secret ballot.
 - All ballots are to be signed on the outside of the large envelope by the voting member. Without a signature, the vote is ineligible to be counted (NO EXCEPTIONS TO THIS REQUIREMENT). Instructions will be typed on the ballot.
 - After the voting deadline has passed, the Executive Board (three members) will count the votes. Ballots and results will be held in the Faculty Association Office for a minimum of six months (for review by any faculty member, if requested).
 - Election results will be presented to the membership via email within 24 hours of the ballot count.

Endorsements and Finances

- Privileges extended to one candidate shall be extended to all candidates.
- Each candidate shall receive a copy of the election timeline, procedures, and guidelines.

- Each candidate shall have the right of access to a list containing the names and last known addresses of all members.
- Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

Ballot

- The names of the candidates shall be printed on the ballot in (CTA election alphabet, in alphabetical order or in an order preselected by the unit for one year).
- The ballot shall state the name of the office, the term, and the names of the candidates.
- The ballot shall include space for a write-in candidate, except in run-off elections.

Distribution of Ballots and Method of Voting

- Each member shall receive a ballot.
- Voting shall take place in designated voting areas.
- The marked ballot must be returned to a ballot box.
- The voter shall be provided with the following:
 1. A ballot.
 2. Instructions on folding of the ballot in the inner envelop; placement of the ballot in the unsigned inner envelop; signature on the outer envelop; and the deadline date for receipt of the voted ballot.
 3. A small envelop (inner envelop) in which to place the completed ballot.
 4. A larger envelop (outer envelop) on which the voter signs her/his name
- At the time of counting the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- The outer envelop shall then be opened and put in a separate stack for safekeeping as a record of voters.
- All inner envelopes shall be placed in a separate receptacle.
- The inner envelopes shall be slit and the ballots removed from the envelopes stacked and then counted.

Counting of Ballots

- Upon receipt of ballots the election Committee shall count the ballots in a secure area with only the Election Committee Members.
- The Election Committee shall count valid ballots and set aside any ballots on which there is a question, such as:
 - F. Blank ballot
 - G. More ballots than signatures
 - H. Ballot submitted after deadline
 - I. Voter not a member of local chapter
 - J. Voter's intent unclear
 - K. Vote cast for more than number allowed
 - L. Vote cast on unofficial ballot
 - M. Vote cast for ineligible candidate
- The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category shall be kept separate.
- The Elections Committee shall prepare the Final Report, recording the following information:
 1. Total number of ballots cast.
 2. The number of set aside ballots with an explanation for each category of ballot not counted.
 3. The number needed to win or pass.
 4. The number of votes received by each candidate or issue.
 5. A notation whether the set aside votes would affect the outcome.

6. Signature of each Elections Committee member present during the preparation of the report.
- The Elections Committee Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
 - The president shall announce the results as prescribed by the timelines.
 - If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 - to count the votes which have been set aside.
 - not to count the votes which have been set aside
 - if the election should be conducted again.
 - Any candidate who may be affected by the vote shall be allowed to take part in the decision making process.
 - The ballots shall be retained for one year after the election.

Observers

- Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
- An observer shall not interfere with the counting and shall stay in the counting area until the President of designee has been notified of the results.

Challenge Procedure

- A challenge cannot be initiated until after the results of the elections have been posted.
- The challenging party must notify the Faculty Association President of a challenge in writing within seven (7) days after the announcement of the results of the election. The notification must:
 - A. Specify which requirement has been violated.
 - B. Include evidence, insofar as possible.
 - C. List names and addresses of parties who can give evidence.
- Within seven (7) calendar days after receipt of the challenge, the Elections Committee shall, in accordance with the Bylaws and Standing Rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the Faculty Association President for disposition.
- If an individual wishes to appeal the decision of the Election Committee, or if the Elections Committee fails to act, she/he may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
- The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

Initiative Procedures

- The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
- A member shall file a notice of the intent to circulate a petition with the President by including a copy of the petition being circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
- The President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at

least 10 percent of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

- The circulators shall present to the President the petition(s) containing original signatures.
- The President shall have 5 school days in which to verify the membership of the signers of the petition.
- If there are insufficient signatures, the petition circulator shall be notified by email of the number of signatures need to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The President shall have 3 school days in which to verify the membership of the additional signers.
- The President shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
- Regular election procedures shall be followed including voting times.
- The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

Referendum Procedures

- Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
- The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
- The President shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
- Regular election procedures shall be followed including voting times.
- The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

Recall Procedures

- The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
- A recall of any person in a Faculty Association elected position may be initiated by a petition signed by one-third (1/3) of the active membership of the Association.
- A statement of the reasons for the proposed recall petition is required.
- The President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 30 percent of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- The circulators shall present to the President the petition(s) containing original signatures.
- The President shall have 10 school days in which to verify the membership of the signers of the petition.
- If there are insufficient signatures, the petition circulator shall be notified by email of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The President shall have 5 school days in which to verify the membership of the additional signers.
- The President shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.

- Each person names in the recall petition shall have the right to make a rebuttal statement which would be distributed to her/his constituency at least seven (7) days before the recall election.
- Regular election procedures shall be followed including voting times. A two-thirds majority vote of the membership shall be necessary to affect the recall.
- Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as prescribed for other elections within the Association.
- The proposal shall take affect immediately upon receipt of the required number of votes, unless otherwise specified.
- Any Vacancy, in any office, created by a recall shall be filled according to the procedures provided above for election of officers.