

 **Representative Council Meeting Date**: **Wednesday, 21 October 2020**

 **ZOOM – 3:00 pm**

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*covfefe*

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|  **Officers**  Dave Ryba, President Rafael Herrera, Vice President Stephanie Yee, Secretary Gerhard Peters, Treasurer  |  **Included on Executive Board** Jesus Gutierrez, At-Large RepresentativeSenya Lubisich, At-Large RepresentativePaul Swatzel, At-Large RepresentativeOther LeadershipJohn FincherTerry Miles |
|  **Representatives**  Mathematics/Business ( ) Ralph Tippins  ( ) Esmeralda MedranoHealth Sciences ( ) Noemi Barajas  Career/Technical ( ) Vacant Student Services ( ) Raquel Gutierrez  ( ) Elizabeth CookVisual & Performing ( ) Matt Jackson Arts   |  **Representatives**  Kinesiology ( ) Steve Hartman  Language Arts ( ) Anna McGarry ( ) Elisabeth Garate Physical Sciences ( ) Badieh Farahani Social/Behavioral ( ) Gailynn White Sciences ( ) Shelly Haan Negotiations Team ( ) Dave Brown ( ) Stephanie Yee Members ( ) Senya Lubisich |
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CCFA Agenda

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1. **Call to Order- Dave Ryba**

1. **Minutes, rep council , Sept 2020– Stephanie Yee**

1. **Officer Reports**

* 1. **President’s Report – Dave Ryba**
		1. BOT – Claremont
			1. Endorsement
			2. Campaign (JF/GP)
		2. Fall CCA
			1. DR, GP, JG, DB
		3. Voting
			1. Contract
			2. Officer Elections

4. Standing Rules

 1. (attached) VP, Secretary, Treasurer.

 2. Wrestle with Standing Rules, go back and modify bylaws when done?

* 1. **Vice-President’s Report – Rafael Herrera**
	2. **Secretary’s Report – Stephanie Yee**
	3. **Treasurer’s Report – Gerhard Peters**
	4. **At Large Reports – (area or at large?)**

**IV Cabinet (?) reports**

1. **Bargaining Chair Report – Dave Brown**
2. **Senate Liaison – John Fincher**
3. **Past President – Terry Miles**
4. **Standing Committee Reports**

 3. Political Action Committee – Gerhard Peters/John Fincher

 a. BOT

 4. Benefits Committee– Terry Miles

 5. Communications Committee - Stephanie Yee

 6. Membership Engagement Committee-

 7. Budget Committee-Gerhard Peters

1. **Ad Hoc Committee Reports**
	* 1. Elections/voting – John Fincher (above)

**VI.** **Old Business**: (repeated)

1. Roles of officers/boards
	1. From Bylaws “Policy making body is the Rep Council”
	2. President is “policy leader”, “official spokesman”, “suggests policies”
	3. VP responsible for “formation of calendar”, “coordinator of committee activities”, keeper of “accurate roster of all committees”
	4. Secretary “record and distribute minutes, agendas, etc”, Keep accurate roster of membership of association and committees
	5. Treasurer “money stuff”, “submit membership and financial reports”
2. Clarification
	1. Prez v Rep. Does prez speak with authority granted by election, or does prez check with Rep council for most decisions?
	2. VP…( **assistant**)..attendance at meetings, verifying quorums, monitor committees, prod them for progress
	3. Sec…( **communication**).. minutes, postings, emails, videos
	4. Treas…(**data**)… financial, membership
3. Votes and elections
	1. Contract vote (possible).. John Fincher
	2. Officer elections (VP, Secretary, area reps) Jesus (?)

**VIII. Public Forum**

**IX. Adjourn**

Standing Rules for officers

 **(Bylaws) The VP**

1. Serve as the 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
4. Serve as coordinator of committee activities and keep an accurate roster of committees to be shared with the secretary at the direction of the President

**Philosophy. Bylaws good…assistant who keeps track of groups, makes meetings run smoothly**

**Standing rules**

1. **Work with president to make and maintain annual calendar which includes**
	1. **Rep council and eboard mtgs**
	2. **BOT mtgs**
	3. **CCA conferences**
	4. **Social events**
	5. **Other as appropriate**
2. **Sergeant at arms at meetings**
	1. **Enforce parliamentary procedure**
	2. **Certify attendance at meetings, establishment of quorums**
	3. **Maintain membership lists for committees, Rep Council, etc.**

**Secretary (Bylaws)**

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the association, RC, and EB
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members members of the RC and eB; and to the membership when appropriate
3. Keep an accurate roster of the membership of the association and all committees
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the president

Philosophy. Focus on communication and record keeping related to that communication; coordinate with treasurer, but not be in charge of tracking membership

**Standing Rules**

1. **Take, edit, and distribute minutes of all meetings**
2. **Distribute Agendas**
3. **Coordinate other media including social media, newsletters, videos, as appropriate**
4. **Assist in keeping membership information up to date**

**Treasurer (Bylaws)**

1. Receive all funds…for safekeeping
2. Pay out funds on order of President
3. Provide written financial report of each regular meeting of RC and EB
4. Be responsible for an annual audit of the books…and distribution a summary to the membership
5. Be responsible for submitting membership and financial reports to the CTA, NEA, and other agencies as required by law

Philosophy.. Keeper of financial and membership data for pertaining to the CCFA and CCFA PAC

**Standing Rules**

1. **As above…**
2. **Description of record keeping…**
3. **Stay current on PAC rules**
4. **Be responsible for updating membership data for local and CCA (CTA 360) use.**
	1. **Voting**
	2. **PAC contribution/opt out**