8. **EXECUTIVE BOARD**

8.1 **Composition**
The Executive Board shall be composed of the following: the elected Officers, a Member-At-Large from Columbia College, two Members-At-Large from Modesto Junior College, the MJC College Council representative, and the immediate past President. The YFA Budget Analyst and the Chairperson of the YFA Bargaining Committee shall be non-voting members appointed by and serving at the discretion of the YFA Executive Board. The Faculty Liaison to the Board of Trustees and the YFA PAC Chair will attend YFA Executive Board meetings at the discretion of the Board; however, these two positions should not be present during Grievance Committee discussions.

8.1.1 **The Budget Analyst shall**
Provide support for the President and Officers regarding issues surrounding the budget.

8.1.2 **Be Familiar with YCCD Budget Documents, Including Both colleges.**

8.1.3 **Prepare Budget and Financial Analysis and Presentations as Needed.**

8.1.4 **Participate in Negotiations as a Member of the Negotiations Team.**

8.1.5 **Attend the Following Meetings:**
- YFA Executive Board (non-voting member)
- YFA Representative Council (non-voting member)
- MJC Resource Allocation Council (voting member)
- YCCD District Council (voting member)

8.2 **Responsibility to Represent Faculty in Unit**
It shall be the responsibility of the Executive Board to represent the interests of the entire bargaining unit.

8.3 **Requirements for Nomination and Office**
All members of the Executive Board shall be and remain members of the Association as a condition for nomination to and service in this position.

8.4 **At-Large Terms of Office**
The At-Large members of the Board shall be elected for a term of two (2) years. Their terms of office shall begin on May 1 of the year elected. The At-Large members from Columbia and MJC/One shall be elected in March of odd-numbered years. The At-Large Member from MJC/Two shall be elected in March of even-numbered years.

8.5 **MJC College Council Representative Term of Office**
The MJC College Council Representative shall be elected for a term of two (2) years. The terms of office shall begin on May 1 of the year elected. The MJC College Council Representative shall be elected in March of even-numbered years.

8.6 **Meetings of the Executive Board**
The Executive Board shall meet two Wednesdays per month and at such other times as the President may deem necessary or upon written petition by a majority of the members of the Board.
8.7 **Duties of the Executive Board**
The duties of the Executive Board shall be to:

8.7.1 **Coordinate Association Activities**

8.7.2 **Act for the Representative Council**
Act on behalf of the Representative Council on issues requiring immediate attention when school is not in session and a quorum cannot be established. **8.7.3 Process Grievances**

8.7.4 **Direct Bargaining Activities**
Direct the bargaining activities subject to policies set by the Representative Council.

8.7.5 **Appoint and Remove Bargaining Committee Chairperson and Members with Approval of the Representative Council**

8.7.6 **Recommend Budget for the Association to Representative Council**

8.7.7 **Elect a First Vice President**
Elect a first Vice President on or before their first regularly scheduled meeting of the year.

8.7.8 **Recommend Standing Rules of the Association**
Develop and recommend standing rules and procedures to the Representative Council for approval.

8.7.9 **Exercise Business and Organizational Powers**
Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these Bylaws, subject to any restrictions which may be imposed by the Representative Council.

8.7.10 **Quorum**
A quorum for all meetings of the Executive Board shall consist of a simple majority of the members of the Board.