

In accordance with the CSEA Cerritos Chapter 161 Constitution and Bylaws, Article VIII, Committee, section 1, below is a list of all C&B committees.

AUDITING

Recruitment by:	Michele Kingston
Chair:	Isabel Aguilar
Appointments:	Isabel Aguilar and Amna Jara
Ex-Officio:	President

It shall be the duty of this committee to receive and audit the books and records of the Treasurer immediately after the close of each fiscal year, and at such other times as may be directed by the President, and report its findings to the chapter membership.

ELECTIONS

Recruitment by:	Irlanda Lopez
Chair:	Carmen Lizarraga
Appointments:	Carmen Lizarraga
Ex-Officio:	President

It shall be the duty of this committee to supervise and assist in the preparation, distribution, and counting of the ballots in all elections (including contract ratifications) within the chapter, and certify the results to the Chapter President. In addition, the committee shall ensure that election procedures are in accordance with applicable provisions of the Association's Constitution & Bylaws and Policy, and this constitution.

GRIEVANCE

Recruitment by:	Amna Jara
Chair:	2 nd Vice President/Chief Union Steward
Appointments:	Michele Kingston and Alva Acosta
Ex-Officio:	President

(a) It shall be the duty of the Grievance Committee to supervise and assist the operation of the Chapter's Union Steward program. The committee shall ensure that all grievances are handled properly in their investigation and filing and consistent in their resolution.

(b) The committee shall be empowered to review proposed settlements of grievances undertaken by individual members of the bargaining unit (i.e., without representation of a Union Steward or CSEA staff) to ensure they are resolved consistent with provisions of the collective bargaining agreement.

(c) The committee shall review all grievances going beyond the immediate supervisory level to determine whether CSEA staff assistance should be obtained. If staff assistance is required, the President shall be so notified.

(d) The committee shall review all grievances being considered for arbitration and recommend to the Executive Board whether each particular case should be arbitrated.

MEMBERSHIP

Recruitment by:	Erik Duane
Chair:	1 st Vice President
Appointments:	Received from Chair: I did not recruit. (There are no plans on doing so in the future)
Ex-Officio:	President

It shall be the duty of this committee to strive for 100% CSEA membership within the represented bargaining unit(s), and to prepare and execute a program designed to secure new members and stimulate membership attendance at Chapter meetings on an ongoing basis.

NEGOTIATING

Recruitment by:	Irlanda Lopez
Chair:	President or Designee
Appointments:	none, changes will be done upon election of new committee per Constitution and Bylaws.
Ex-Officio:	President

NOMINATING

Recruitment by:	
Chair:	
Appointments:	
Ex-Officio:	N/A

It shall be the duty of this committee to investigate the qualifications of members for the elective executive board offices and submit such nominees as in its judgment will best serve the interests of the chapter. Nominations shall be reported to the chapter membership as required by Article IV of this constitution.

POLITICAL ACTION

Recruitment by:	Amna Jara
Chair:	2 nd Vice President/Chief Union Steward
Appointments:	Natalie Gordon
Ex-Officio:	President

(a) Develop and implement a chapter alert system designed for emergency contact of the membership when immediate chapter action is necessary on contract matters, legislative and political issues, and other items of importance to the Association and chapter.

(b) Keep the members informed about the legislative program of the Association, and may recommend to the chapter membership legislative proposals it deems desirable for submission to the Association's Legislative Committee for consideration and inclusion in the Association's legislative program.

(c) Work cooperatively with the Political Action Coordinator (PAC), appropriate staff and PACE and Legislative Committee area representatives in furtherance of the Association's legislative and political goals, rendering regular reports at chapter meetings regarding the same and recommending any chapter support or activity it considers appropriate.

(d) Encourage all members to financially support PACE of CSEA and the Victory Club, and educate the membership regarding the necessity for active participation in the political process in accordance with Association and chapter goals.

(e) Make recommendations to the chapter membership regarding endorsement of candidates for school board, in accordance with the following procedures:

(1) The committee shall conduct a pre-screening of candidates to be recommended for endorsement, through direct interviews or questionnaires sent to the candidates. Following the pre-screening process, the committee shall present its recommendations for endorsement at a designated chapter meeting for action by the chapter membership. A majority vote shall be required for endorsement.

(2) Whenever possible, the committee shall arrange for a candidates' forum to provide chapter members an opportunity to hear and question the candidates on relevant issues prior to hearing the committee's recommendation and the endorsement vote being taken.

(f) The committee shall determine the amount of financial support, if any, to be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on such forms as may be required.

(g) The committee shall solicit volunteer activity by the chapter membership on behalf of endorsed candidates, and shall be responsible for coordinating and directing such member activities.

WAYS AND MEANS

Recruitment by:	Michele Kingston
Chair:	Treasurer
Appointments:	Received from Chair: <i>I did not recruit for ways and means committee as we have no plans for any fundraising activities this year. I do not see any value in attempting to plan any with the temperature of campus.</i>
Ex-Officio:	President

It shall be the duty of this committee to develop fundraising activities to support chapter social events as may be approved by the Executive Board, such as picnics, annual holiday party; and to help finance delegate attendance at Conference as may be necessary and the chapter's scholarship program. All funds received shall be submitted to the Chapter Treasurer within five (5) days of receipt, for deposit in the Ways and Means Fund.