



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

BOARD OF DIRECTORS
Code of Procedure

POLICY 002

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ARTICLE I **AUTHORITY AND FUNCTION**

Section 1 – Function
These codes shall act as the governing procedure, for the Board of Directors (B.O.D.) of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the B.O.D. to:

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- A. act as a governing board for the A.S.I.
- B. act as a steward to the student funds
- C. act as a learning laboratory for student leadership

Section 2 – Authority
This Code of Procedure, is established under the authority given in Article VI, Section 1, Clause 1 of the Bylaws of the A.S.I. of California State University, Los Angeles.

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ARTICLE II **MEMBERSHIP AND DUTIES**

Section 1 – Membership
The Bylaws of the A.S.I. shall govern the qualifications of voting membership for the B.O.D.

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Section 2 – Quorum
Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the B.O.D. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

Section 3 – Board of Directors Responsibilities



A. Reports

1. Bi-weekly report
 - a. All directors shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President that details the times, dates, places and description of all A.S.I.-related activities to be counted for service hours.
 - b. Bi-weekly reports are due by noon on the Wednesday before each B.O.D. meeting
2. State of Affairs
 - a. All directors shall submit a report to the A.S.I. Secretary/Treasurer and the A.S.I. President on the state of affairs of the Associated Students, Incorporated.
 - b. State of Affairs reports are due by noon on the Thursday of the ~~tenth (10)~~ week of the ~~semester~~.

B. Meetings

All directors are required to attend committee meetings that they have been appointed onto.

1. All directors shall be a member of at least one (1) of the A.S.I. standing committees. If no A.S.I. standing committees have vacancies, then attendance at a chosen standing committee meeting is sufficient to fulfill the requirement.
2. All directors shall be a member of at least one (1) of the Academic Senate or university committees.

C. Specific Duties

1. Each B.O.D. member shall be responsible for carrying out the duties specified in the A.S.I. Bylaws.
2. In addition to the above requirement, B.O.D. members shall be responsible for a minimum of two (2) office hours per week to be held in the A.S.I. office.
 - a. Office hours must be scheduled with the A.S.I. Secretary/Treasurer during the first week of each ~~semester~~ during the director's term of office.
 - b. Any change in these office hours is to be reported to the A.S.I. Secretary/Treasurer immediately.
3. Each director shall actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency.
4. Each director shall present to the B.O.D. for consideration such measures as might serve to resolve any and all student-related problems faced by his/her constituency.
5. Each director shall ensure that all necessary activities and policies are initiated and carried out for the student body at large.

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6. Each A.S.I. member shall satisfy the following minimum hours of specific duties per position:

- a. President, VPA, VPAG, VPF, VPEAA = 12 hours
- b. Secretary Treasurer = 10 hours
- c. B.O.D. = 8 hours
- d. Chief Justice, Academic Senator = 8 hours
- e. Commissioners = 7 hours
- f. Associate Justice = 4 hours

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D. Service

1. Each director shall be responsible for fulfilling a minimum number of service hours to the university community on behalf of the A.S.I. per week beyond attendance at required meetings.

2. Each A.S.I. member shall satisfy the following minimum hours of Service Hours per position:

- a. President = 2 hours
- b. VPA, VPAG, VPF, VPEAA = 3 hours
- c. Secretary Treasurer = 4 hours
- d. B.O.D. and Chief Justice, = 6 hours
- e. Academic Senator = 4 hours
- f. Associate Justice & Commissioners = 2 hours

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E. Eligibility.

1. Any B.O.D. member who wishes to take a semester off from classes must submit a written statement of intent to the Executive Director no later than the drop deadline for that semester. During their semester off, board members must not be registered for any classes at this university.

Section 4 – Additional Responsibilities of the President

A. Reports

1. State of Affairs
The President shall submit, to the B.O.D., a completed State of Affairs Report for the A.S.I. at the last B.O.D. meeting of the semester.

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B. Meetings

- 1. Chairs and convenes the meeting at the scheduled hour and requests a roll call.
- 2. Be responsible for the reading and approval of the minutes of the previous meeting.

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3. Preserve order and decorum; decide all points of order subject to an appeal of the B.O.D.; the Chairperson may speak to points of order in preference to other directors.
4. Make the efforts possible to facilitate the conduct of business and debate.
5. Call upon a member of the gallery to speak on an issue during a period of debate. Members of the gallery are subject to the same limitations as the B.O.D.
6. Have the right to name a director to perform the duties of the chair in the absence of the President, Vice President for Administration (VPA), Vice President for Academic Governance (VPAG), Vice President for Finance (VPF), Vice President ~~for External Affairs and Advancement (VPEAA) and Secretary/Treasurer~~, but such appointment shall not extend beyond adjournment.
7. Have control of the Board Chambers and entries during the proceeding of Board Meetings.
8. Have the right to vote, at his/her discretion only in the event of a tie.
9. Be responsible for maintaining a speaker's list.
10. Be responsible for preparing the agenda for the B.O.D., Personnel and Executive Committee meetings.
11. Observe and ensure quorum.

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C. Specific Duties

1. Be responsible for the communication of the actions of the B.O.D. to the appropriate parties unless otherwise specified in the motion or resolution.
2. Determine the G.I.A. for the A.S.I. Secretary/Treasurer.
3. Provide documentation to the A.S.I. Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Recording Secretary, A.S.I. Secretary/Treasurer and Chief Justice. Failure to do so will result in a 20% reduction in the ~~semester~~ G.I.A. as set forth in Policy 005.
4. Recommend to the Board for appointment or dismissal, the entire B.O.D., the Public Elections & Orientation Commissioner, and the Chief Justice.
5. Recommend student representatives to the following academic and administrative committees:
 - a. Instructionally Related Activities Board
 - b. University-Student Union Board ~~Nominating Committee~~ (U-SU)
 - c. ~~Cal State LA~~ Foundation
 - d. University Auxiliary Services, Inc. (UAS)
6. Issue Executive Orders, with the concurrence of the Executive Committee, as necessary for the conduct of A.S.I. operations in the absence of appropriate

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legislative action. All Executive Orders shall be reported to the next meeting of the B.O.D. and may be overturned with a majority vote.

- 7. Be responsible for the implementation of any policies and measures of the A.S.I. that are not subsumed under the jurisdiction of the committees, commissions or councils or other offices as specified in the Bylaws or these codes.

D. Service

- 1. Perform such other duties as may be prescribed by the B.O.D., the Bylaws, or these codes.

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Section 5 – Additional Responsibilities of the Vice President for Administration

A. Reports

- 1. The VPA shall report at the B.O.D. on the status of the work of the Cabinet of Commissioners.

B. Meetings

- 1. Act in the capacity of the President when absent, required by Robert’s Rules of Order, or when requested by the President.
2. The VPA shall serve as the chair of the Cabinet of Commissioners (C.O.C.) and shall ensure that the Cabinet meets on a bi-weekly basis during the semester.

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C. Specific Duties

- 1. Recommend to the Board for appointment or dismissal, all commissioners not delegated to other officers elsewhere in this document.
2. Provide documentation to the A.S.I. Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Cabinet of Commissioners. Failure to do so will result in a 20% reduction in the quarterly G.I.A. as set forth in Policy 005.

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D. Service

- 1. Perform any other responsibilities that may be delegated by the President.

Section 6 – Additional Responsibilities of the Vice President for Academic Governance

A. Reports

- 1. The VPAG shall report at the B.O.D. on the status of the work of the Cabinet of Academic Senators.
2. The VPAG shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

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B. Meetings



1. Act in the capacity of the President in the absence of both the President and the VPA, when required by Robert's Rules of Order, or when requested by the President.
2. The VPAG shall serve as the Chair of the Shared Governance Committee and shall preside over the committee during the semester.

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C. Specific Duties

1. Recommend to the Board for appointment, official attendance, or dismissal, all students to university and academic committees, subcommittees, boards of the University, and A.S.I. committees not delegated to other officers in these codes. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.
2. Provide documentation to the A.S.I. Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Academic Senators. Failure to do so will result in a 20% reduction in the quarterly G.I.A. as set forth in Policy 005.

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D. Service

1. Perform any other responsibilities that may be delegated by the President.

Section 7 – Additional Responsibilities of the Vice President for Finance

A. Reports

1. The VPF shall report at the B.O.D. on the financial status of Associated Students, Inc. and on the work of the Finance Committee.
2. The VPF shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

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B. Meetings

1. The VPF shall serve as the Chair of the Finance Committee and shall preside over the Finance Committee on a bi-weekly basis during the quarter.

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C. Specific Duties

1. Recommend to the Board for appointment or dismissal, the Finance Committee vacancy not delegated to other officers elsewhere in this document.
2. Shall assume the leadership and responsibilities as stated in Article IX, Section 3 of the Associated Students, Inc. Bylaws.



3. Provide documentation to the A.S.I. Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Vice Chair for Finance. Failure to do so will result in a 20% reduction in the quarterly G.I.A. as set forth in Policy 005.

D. Service

1. Perform any other responsibilities that may be delegated by the President.

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Section 8 - Additional Responsibilities of the Vice President for External Affairs and Advancement

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A. Reports

1. The Vice President for External Affairs and Advancement shall report at the B.O.D. on relevant legislation affecting students
2. The VPEAA shall report at the B.O.D. on the status of the work of the Representatives-At-Large.
3. The VPEAA shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

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B. Meetings:

1. Act in the capacity of the President in the absence of the President, the VPA, the VPAG, and VPF when required by Robert's Rules of Order, or when requested by the President.
2. Shall serve as Chair of the Legislative Affairs & Advocacy Committee.
3. Attend monthly California State Student Association (C.S.S.A.) meeting as one of two representatives for Cal State LA.

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C. Specific Duties:

1. Shall attend B.O.D. meetings and be exempt of university wide committees
2. Shall serve as the Cal State LA representative at the California State Student Association (C.S.S.A.) Board of Directors.
3. Shall keep the B.O.D. informed on State and National issues, as well as legislative issues affecting students.
4. Shall do research regarding legislative action and campus opinion.
5. Shall manage the creation, review, and approval process of Resolutions and other legislation.

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6. Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.
7. Shall be responsible for coordinating student visits with local representatives.
8. Shall be responsible for coordinating voter registration drives as well as "Get Out the Vote" drives during major elections.
9. Shall chair the Legislative Affairs and Advocacy Committee and Lobby Corps.
10. Shall act as a legislative liaison to the media, and provide relevant materials to be published, in order to keep students informed.
11. Shall recruit and facilitate the placement of students on State-Wide Committees.
12. Shall organize and facilitate participation in the annual C.S.S.A. California Higher Education Student Summit (C.H.E.S.S.).
13. Shall facilitate C.S.S.A. conferences or committee meetings hosted on our campus.
14. Shall be responsible for keeping Community and Campus Affairs Representative informed on all legislation that may affect students and/or the surrounding community.
15. Shall remain informed on all on campus policy changes by communicating with the Campus Affairs Representative.
16. Shall hold town halls, or other public speaking forums, when necessary, to offer students unbiased information on campus, local, state or federal legislation or policy
17. Shall identify the best practices of other CSU's through research or discourse and communicate said findings to the appropriate A.S.I. officers or avenues.
18. Provide documentation to the A.S.I. Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Campus and Community Representatives-at-Large. Failure to do so will result in a 20% reduction in the quarterly G.I.A. as set forth in Policy 005.

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D. Service:

1. Perform any other responsibilities that may be delegated by the President.

Section 9 – Additional Responsibilities of the Secretary/Treasurer

A. Reports

1. The Secretary/Treasurer shall report at the B.O.D. on the status of the GIA process.
2. The Secretary/Treasurer shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

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B. Meetings

1. Act in the capacity of the President in the absence of the President, the VPA, the VPAG, and VPF when required by Robert's Rules of Order, or when requested by the President.

C. Specific Duties

1. Ensure the accuracy of the B.O.D. minutes prior to submission for approval by the B.O.D.
2. Oversee accountability and quality control of A.S.I. B.O.D. Appointment & Interview Process and committee appointments.
3. Keep a scrapbook of all newspaper articles and pictures relating to the Associated Students, Inc.
4. Compile files of all A.S.I. B.O.D. events and activities.
5. Notify and conduct an orientation for all appointees of positions to which they have been assigned by the B.O.D.
6. Ensure access to the Directors by maintaining a list of their office hours .
7. Distribute and post meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000.
8. Forward resolutions that have been signed by the A.S.I. President to the parties concerned.
9. Process Grant-In-Aid requests with the input of the President, VPA, VPAG, and VPF in their roles as delineated earlier in these codes.
10. Keep official record of the attendance of A.S.I. members for all official required committee meetings to ensure accountability of A.S.I. members.

D. Service

1. Perform any other responsibilities that may be delegated by the President.

Section 10 – Additional Responsibilities of College Representatives:

A. Reports:

1. The College Representatives shall report at the B.O.D. meeting on the state of their college and the needs of their constituency.
2. The College Representatives shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.

B. Meetings:

1. They serve as the B.O.D. liaisons to their College.



2. Meet with the A.S.I. President and the Programs Coordinator at least once every quarter and attend two College Representatives meetings every quarter.

C. Specific Duties:

1. They serve as official representatives of their respective colleges.
2. Actively seek out the opinions, needs, and desires of their constituents (e.g. through college council meetings, interactive forums, other programs, surveys, and one-on-one conversations).
3. Maintain strong communication and build relationships with the college dean and/or associate deans, department chairs, and faculty.
4. Assess and maintain an archive of the constituents' opinions, needs, desires, as well as the college's goals and challenges for the year. This report should be presented along with the State of Affairs report.
5. Serve on designated college-specific committee(s) to represent student voice in the college shared-governance process.
 - i. College-specific committees shall be counted towards fulfilling the requirement for college representatives to be a member of at least one (1) of the Academic Senate or university committees.
 - ii. Appointment to these College-specific committees shall be executed in the same manner as that of a regular committee appointment.
 - iii. In the absence or inability of a College Representative to be the designated student representative on these committees, the Representative shall be responsible to recruit a student from the respective college to be appointed, who meets all the requirements of good standing as defined in Article III of the A.S.I. Bylaws.
 - iv. The student shall be interviewed, and recommended, by the respective College Representatives and appointed at the A.S.I. Board of Directors meeting.
5. Present to the B.O.D. for consideration, measures which might serve to resolve student-related problems encountered by their constituents.

D. Service:

1. Perform any other responsibilities that may be delegated by the A.S.I. President.

Section 11 - Additional Responsibilities of the Campus Affairs Representative-at-Large:

Representatives-at-Large represent all CSULA students, with a focus on students with undeclared majors.

A. Reports:



1. The Campus Affairs Representative shall report at the B.O.D. on the state of the University Council of Clubs & Organizations (U.C.C.O.) and the needs of their constituencies.
2. The Campus Affairs Representative shall submit a state of affairs report to the Board of Directors in accordance with the Code of Procedures.

B. Meetings:

1. The Campus Affairs Representative shall serve as the Chair of the U.C.C.O..

C. Specific Duties:

1. Shall serve as the Chair of the U.C.C.O. (for information regarding Chair responsibilities, see the U.C.C.O. Codes of Procedures, Policy 013).
2. Shall be responsible for submitting proposals to the Executive Board to initiate reforms in the area of Campus Affairs.
3. Shall be responsible for conducting an annual survey in association to be initiated no later than the third of week of the fall quarter. In the event that the Campus Affairs position is not filled by the specified time the duty shall be assumed by another Representative.
4. Shall be responsible for regularly tabling and connecting with the students at large (for a minimum of one hour per week, preferably more).
5. Shall assist the Vice President of External Affairs and Advancement in disseminating information to the students.

D. Service:

1. Perform any other responsibilities that may be delegated by the President or Vice President of External Affairs and Advancement.

Section 12 - Additional Responsibilities of the Community Affairs Representative-at-Large:

Representatives-at-Large represent all Cal State LA students, with a focus on students with undeclared majors.

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A. Reports:

1. The Community Affairs Representative shall report at the B.O.D. on community issues relating to CSULA students
2. The Community Affairs Representative shall submit a state of affairs report to the B.O.D. in accordance with the Code of Procedures.



B. Meetings:

1. The Community Affairs Representative shall serve as the Secretary of the University Council.

C. Specific Duties:

1. Shall serve as the Secretary of the U.C.C.O. (for information regarding Vice Chair responsibilities, see the U.C.C.O. Codes of Procedures)
2. Shall be responsible for establishing communication links with appropriate community agencies
3. Shall be responsible for representing those areas involved in campus/community projects
4. Shall educate the B.O.D. and the student population at large in the nature, problems, and resources of the Los Angeles community

D. Service:

1. Perform any other responsibilities that may be delegated by the President or Vice President of External Affairs and Advancement.

Section 13 – Removal from Office

- A. A director and appointed members may be removed from office for failure to judiciously complete the duties assigned to them. Refer to Policy 020 for detail on A.S.I. Officer Performance Review & Removal Procedures.
- B. Upon the accumulation of two (2) absences, four (4) unexcused tardies, or two (2) early departures from meetings in a six-month period, the name of the absentee shall be placed before the B.O.D. by any director to determine whether the person shall be removed from office.

Section 14 – Filling of Elected Vacancies

- A. Vacancies shall be publicized campus wide. Such publicity notices shall be made at least five (5) school days prior to the appointment date.
- B. Applications will be accepted until noon, two (2) full days before the appointment date. It is the responsibility of the officer conducting interview(s) to set an interview within 48 hours of application submission. An interview must be done within five business days of submission.



This process will be monitored by the A.S.I. Secretary/Treasurer via the A.S.I. Appointment Process.

- C. If the officer conducting the interview fails to interview all candidates who apply within the approved/appropriate time frame, no recommendation will be needed for consideration for appointment.
- D. It shall be the responsibility of the applicants to be present at the meeting at which the appointment will occur.
- E. The B.O.D. shall fill the vacant office(s). The person with a majority vote shall be declared appointed to the vacant position(s).

Section 15 – State of Affairs Report

- A. The A.S.I. President with the assistance of all other A.S.I. officers, B.O.D. representatives and chairpersons, shall be responsible for the compilations and presentation of the report on the State of Affairs of the Associated Students, Inc., to the B.O.D. at the last official meeting of each quarter.
- B. Each Board of Director shall submit a State of Affairs report to the President before the end of the quarter.
- C. This report shall include the following information:
 - 1. Major issues and problems facing the A.S.I. with alternative plans of action.
 - 2. Major plans, programs, projects and activities undertaken by the A.S.I. and their successors.
 - 3. Proposed plans, programs, projects and activities to be undertaken in the following quarters.
 - 4. Current status of A.S.I. staff and membership on committees and in the governance programs.
 - 5. Financial Status Report
 - 6. How well the purpose, the long-range goals, the short-range goals, and the objectives of A.S.I. that are being achieved.
- D. The B.O.D. at its next meeting shall take positions on the recommendation and the rest of the report as well as provide guidelines for courses of action to be undertaken by the A.S.I. President, so as to bring the A.S.I. nearer to its purpose, long range goals, short range goals, and objectives.

Section 16 – Grant-in-Aid



The Grant-in-Aid (GIA) is an earned stipend given to students in A.S.I. Office in recognition of work completed. GIA's are earned in the following distribution:

- A. Reports – 30%
- B. Meetings - 20%
- C. Specific Duties – 30%
- D. Service – 20%

Section 17 – Absences, Tardiness, and Early Departures

A. Absences:

- 1. The president shall be the sole official allowed to give excused absences to directors.
- 2. Each director will be responsible for informing the president of his/her absence.

B. Tardiness

- 1. The president shall be the sole official to be allowed to give an excused tardy to directors. Each director will be responsible for informing the A.S.I. Chairperson of the need for an excused tardy.

C. Early Departures

- 1. Any director who has to leave a regular B.O.D. meeting shall request an excused early departure from the A.S.I. Chairperson prior to the beginning of the meeting.

ARTICLE III

ADMINISTRATIVE POLICY

Section 1 – Administrative Manual

The Board of Directors shall approve all modifications to the A.S.I. Administrative Manual.

ARTICLE IV

MEETINGS

Section 1 – General Meetings

- A. The Board of Directors shall meet on a bi-weekly basis.
- B. The agenda shall be prepared by the Executive Committee.
 - 1. The agenda shall be posted at least seventy-two (72) hours prior to the date set for a regular meeting and twenty-four (24) hours before a special meeting
 - 2. Written notice shall be given to any party requesting such in writing.
- C. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice



requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000.

- D. No action or discussion may take place of items not on the agenda, unless deemed an "emergency situation" by 2/3 of members' present or unanimous vote if 2/3 of members not present.
- E. The annual schedule of meeting times, dates and locations shall be established a month prior to the beginning of the following school year.
- F. Meeting shall be adjourned by a simple majority of the B.O.D.
- G. Special Meetings:
 - 1. All directors are to be present at special meetings unless excused by the chair.
 - 2. Special meetings shall be adjourned after two (2) hours unless the B.O.D. extends the meetings and the absences from meetings shall be considered as an absence from a regular meeting.
- H. Meeting Procedures
 - 1. Proxies shall not be allowed.
 - 2. A director must report their arrival and departure from the B.O.D. meeting to the Recording Secretary.
 - 3. On any particular issue, directors who have not spoken shall be recognized ahead of other Directors.
 - 4. A roll call vote shall be taken at the request of any director. Secret ballot is not permitted.
- I. The B.O.D. may move onto closed session to consider matters of persons employed or to be employed by the Associated Students, Inc. or matters involving pending, current or proposed litigation. closed sessions are open only to directors. The Board may choose to extend an invitation to any other person who is given permission by a simple majority.
- J. Motions
 - 1. Presentations on motions, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the B.O.D.).
 - 2. Debate on a motion before the B.O.D. shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the B.O.D.).
 - 3. Motions not voted on at the B.O.D. meeting shall be considered an item of business at the following meeting.
- K. Non-Action Agenda Items
 - 1. Presentations on non-action items, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the B.O.D.).



- 2. Discussions on non-action items shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the B.O.D.).
- L. No B.O.D. member shall speak for more than three (3) minutes on any question except when an extension is granted by the chairperson, subject to appeal.
- M. Any director unable to attend a meeting and having in his/her possession papers necessary for business to be presented to the B.O.D., shall leave them with the chairperson.
- N. Any director rising to speak on protest shall be allowed to speak for a period not to exceed one (1) minute after the deciding vote.
- O. A director may yield to a member of the gallery to speak on an issue during a period of discussion.

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Section 2 – Emergency Meetings

The B.O.D. may meet on an emergency basis. When an emergency meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. An emergency meeting may be called by either the Chair or through a request to the chair by three (3) voting members of the Board.

Section 3 – Issues of Social Concern

- A. The B.O.D. may deal with issues of social concern; however, its primary concern shall rest with educationally related issues.
- B. The B.O.D. Executive Committee shall clarify issues as to their educational/social issues. The following criteria shall be observed:
 - 1. Passage of position statement
 - 2. Encourage continuing grass roots efforts
- C. The issue will then be introduced as a B.O.D. information item. The appropriate action should be taken to insure that the student opinion is considered by the B.O.D. in the decision making process.
- D. Actual lobbying activities and support services shall be as follows:
 - 1. Extensive lobbying efforts, staff lobbying efforts and support services shall be restricted to educational /student related issues.
 - 2. Exceptions to this may be carried by two-thirds (2/3) majority of the B.O.D.
- E. The Board may take the following actions regarding social issues:
 - 1. Passage of position statement
 - 2. Encourage continuing grass roots efforts
 - 3. Press releases



4. Resolutions
5. Other appropriate action

Section 4 – Parliamentarian

One Justice shall serve as Parliamentarian at every B.O.D. meeting, on a rotating basis. The rotation schedule should consist of currently seated Justices, and is to be prescribed by the Chief Justice of the J.R.C. or designated member. This schedule is to be submitted to the A.S.I. President and Executive Director no later than the third week of the quarter. The Justice will serve ex-officio (non-voting).

ARTICLE V

MAJOR OFFICE HOLDERS

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The list of major office holders shall be based on the most current university regulations regarding that designation. For all other offices, they shall be considered minor.

ARTICLE VI

AMENDMENTS

Proposed amendments to these codes shall be submitted on a majority of the B.O.D. to the A.S.I. Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.

Policy History:

Effective Date: [01/80](#)
Amended: [05/81](#)
Amended: [08/81](#)
Amended: [04/83](#)
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Amended: [05/84](#)
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Revised: 08/98
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