



# ASI Bylaws and Codes of Procedure Committee Meeting Agenda

Meeting called by: Alexander Berry, ASI Chief Justice  
Date: October 9, 2019  
Location: ASI Conference Room 203  
Attendees: Committee Members and General Public

Time: 9:00 to 11:00 a.m.  
Type of Meeting: General

- I. **Organizational Items**
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Agenda for October 9, 2019
  - d. Approval of Minutes for September 25, 2019
- II. **Public Forum:** This time is allotted for the public to address the Bylaws and Codes of Procedure Committee regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
- III. **Reports**
  - a. ASI Chief Justice
  - b. ASI Associate Justice: Alexander Morales
  - c. ASI Associate Justice: Ryan Yoo
  - d. ASI Associate Justice: Alejandro Oviedo
  - e. ASI Elections and Outreach Commissioner
  - f. ASI Senior Coordinator of Engagement & Outreach
  - g. University President's Designee
- IV. **Informational Items**
  - a. Policy Update – The committee will receive an update on the status of the policies that it has originated.
  - b. VPF's Report – The committee will hear a presentation on the report of the ASI Vice President for Finance given to the Board of Directors at its October 3 meeting.
- V. **Action Items**
  - a. Appointment of a Vice Chair – The committee will appoint a member to the position of Vice Chair.
  - b. Resolution and Amendment Procedure – The committee will consider the enactment of a formal procedure for the approval of resolutions and amendments.
  - c. Periodic Review Scheduling – The committee will set the period at which the Bylaws and Administrative Manual are to be reviewed.
  - d. Periodic Review – The committee will decide whether to initiate a review of the Administrative Manual under Article III, Section 2(B).



VI. **Discussion Items**

- a. Review of Policy 004 – The committee will discuss the amendments to Policy 004 enacted by the Board of Directors and identify further areas for the improvement of the Policy.
- b. Job Description Procedure – The committee will consider the enactment of a potential procedure for the creation of descriptions for each ASI position. **(Time Certain – 10:15 AM)**
- c. Job Descriptions – The committee will review job descriptions prepared for: all Executive Positions, the College Representatives, all commissioners, the Academic Senators, the Chief Justice, and the Associate Justices.
- d. Conflict of Interest Procedure – The committee will review the procedures outlined in Policy 001 and Policy 006 for addressing conflicts of interest and identify areas for improvement.
- e. Know Your Rights – The committee will review the results of the Know Your Rights planning meeting.

VII. **Adjournment**