



ADMINISTRATIVE MANUAL

STRATEGIC PLANNING COMMITTEE
CODE OF PROCEDURES

POLICY 011

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Strategic Planning Committee (S.P.C.) of the Associated Student, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the S.P.C.to:

- A. Serve as a planning committee on behalf of the Associated Students Board of Directors (B.O.D.)
- B. Recommend to the B.O.D., for their approval, policy changes regarding the direction, vision, and purpose of the Associated Students, Inc.

ARTICLE II

MEMBERSHIP AND DUTIES

Section I – Membership

The Strategic Planning Committee shall be composed of ~~six~~eight (86) voting members and ~~four~~six (64) non-voting members.

- A. A.S.I. President or Designee
- B. A.S.I. Vice President for Administration
- C. A.S.I. Vice President for Academic Governance
- D. A.S.I. Vice President for Finance
- ~~D-E.~~ A.S.I. Vice President for External Affairs and Advancement
- ~~E-F.~~ A.S.I. Secretary / Treasurer
- ~~F-G.~~ A.S.I. B.O.D. Representative
- ~~G-H.~~ Student outside of A.S.I.
- ~~H-I.~~ A.S.I. Executive Director (non-voting)
- ~~I-J.~~ A.S.I. ~~Assistant Director~~Office Manager of Administrative Services (recording secretary) (non-voting)
- ~~J-K.~~ A.S.I. Director of Programs and Leadership (non-voting)
- ~~K.~~ A.S.I. Programs Coordinator (non-voting)
- ~~L.~~ A.S.I. Graphic & Marketing Coordinator (non-voting)A.S.I. Student Service Center Manager (non-voting)



~~M.~~ Faculty Representative from S.P.C. (non-voting)

N. ~~Student outside of A.S.I.~~

Section 2 – Quorum

Quorum shall be defined as ~~five~~ (54) voting members.

Section 3 – Election of S.P.C. Chair

The A.S.I. President shall chair the first S.P.C. meeting of the term. At that meeting, a permanent chair shall be nominated and appointed by a majority. Any voting member is eligible to fulfill the position of chair.

Section 4 – Responsibilities of the S.P.C. Chair

A. The Chair shall set the time and date of meetings, no less than once a quarter.

B. The Chair shall preside over all S.P.C. meetings, and facilitate discussion.

C. The Chair shall vote only in the event of a tie.

D. The Chair shall present any recommendations the S.P.C. makes at the Board Meetings.

~~D-E.~~

The Chair shall be an internal

A.S.I. member

Section 5 – Duties of the Committee

It is the responsibility of the S.P.C. to assist the B.O.D. in directing the Associated Students, Inc. towards their vision. The following is a partial list of tasks for which the committee is responsible.

A. Periodically reassess the mission and vision statement.

B. Analyze the current environment surrounding A.S.I.

C. Create, reevaluate, and modify the short-term and long-term plan as necessary.

D. Recommend goals, based upon the above strategic plans, to the B.O.D.

ARTICLE III

MEETINGS

Section 1 – General Meetings

The S.P.C. shall meet on a quarterly basis. The meeting's agenda shall be posted and distributed a week in advance.

Section 2 – Emergency Meetings

The S.P.C. shall also meet on an as-need basis. Notice of this meeting and the agenda must be given five (5) full days prior to the meeting's scheduled time. When a special 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. 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. An emergency meeting may be called by either the Chair or through a request to the chair by three (3) voting members of the committee.

ARTICLE IV

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Strategic Planning Committee to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the B.O.D. for their 2/3 approval.