



TO: A.S.I. Board of Directors

FROM: Frances Tsai, A.S.I. Chief Justice

CC: Intef W. Weser, A.S.I. Executive Director

SUBJECT: Codes of Procedure changes – **Policy 014**

DATE: February 3, 2016

Please note that the Bylaws and Codes of Procedure Subcommittee, chaired by the Chief Justice of the J.R.C, reviews all changes that need to be made to the Bylaws, Codes of Procedures, and Policies. However, in the absence of a Judicial Review Committee, I would like to recommend the following changes to Policy 014, for approval by the Board of Directors. These changes are a result of both existing practices undertaken by A.S.I, as well as compliance with University changes.

Several of the following changes will be seen throughout Policy 014. The name of the committee is changed to Legislative Affairs & Advocacy Committee. The previous title for V.P.E.A.A. is replaced by its current title. CSULA is revised to Cal State LA to reflect the University's rebranding. Capitalizations and periods are added where necessary.

In Article 1, a definition of general students is added for clarification of membership. In Article 2, Section 1, the membership has increased to 13 voting members and 2 non-voting members, including an academic senator, three A.S.I. BOD representatives, and five general students. In Article 2, Section 2, the Bylaws Committee noted the last sentence needed clarification and consistency with the language in Section 1. In Section 3, an additional responsibility for the V.P.E.A.A. is added to determine the C.H.E.S.S. attendees. Formatting and wording of Section 4 is revised to be consistent with other sections. Section 5 Removal of Appointed Member is moved into the appropriate Article.

The section for Lobby Corps is made into its own Article for easier access and more emphasis on Lobby Corps. For clarity and organization purposes, the article is broken into three sections: Mission, Eligibility, and Responsibilities and Duties of Lobby Corps Officers. Language pertaining to the section title was moved into the appropriate sections. In Section 2, the application and appointment via the B.O.D. was added, because the Bylaws Committee found that if Lobby Corp members represent our campus and students, have access to A.S.I. resources and benefits, and are dedicated and qualified, then Lobby Corp members should follow the eligibility requirements to serve and be held to the same standard. Further clarification and definition of Lobby Corps in relation to the Legislative Affairs and Advocacy Committee is needed in this article (see attached email for further detail).

If you have any further questions, please feel free to contact me at asicj@calstatela.edu.

Note: Effective Fall 2016, all terminology and timelines related to the Quarter system will reflect that of the Semester system. For additional information about the conversion, please refer to the Q2S conversion website and direct policy-related questions to the A.S.I. Chief Justice.

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5154 State University Drive, Room 105
Los Angeles, California 90032

Re: BOD Information

ASI Chief Justice

Wed 2/3/2016 7:23 PM

To: ASI President <asipres@calstatela.edu>;

Cc: Rodriguez, Marcus <MRodriguez@cslanet.calstatela.edu>; Weser, Intef <IWeser@cslanet.calstatela.edu>; Varela, Susan <SVarela@cslanet.calstatela.edu>; Miller, Jennifer <jmille43@calstatela.edu>;

Hello,

In regards to what you are asking me to provide, I can only try to provide you one. I will ask Melody to send me the recording if she has it. The version of 014 that the committee approved was NOT provided to me after several emails, in-person conversations, and text messages. In fact, I still do not have it. The first time I saw the policy was at the Bylaws meeting on Tuesday, February 2. It is not just Intef's responsibility to inform me of all the changes - it is the committee and its members' responsibilities and to be able to provide me ample time to read, review, and prepare for my meeting to prevent these confusions.

I do understand that the LAAC spent a lot of time on this, and I also understand the purpose and future behind removing the BOD appointment. However, at the Bylaws meeting we considered many situations as well. The main reason as to why the committee wanted to add the eligibility requirements, as Intef summarized in his email sent today at 3:52pm, was because Lobby Corp members represent our campus and our students and will have access to A.S.I. benefits. They, just like all the other representatives, officers, and members serving A.S.I., should follow the eligibility requirements to serve. If the Lobby Corp member has the dedication and qualification, then they shall be held to the same standard as all other appointed members. Other reasons that were tossed around the table: the two-quarter in resident requirement should be in place, because a student representing this University in front of federal, state, county, and city officials should be familiar with the University through time. However, we understand with CHESS moving earlier in the year that would be difficult.

Now, in order to keep us moving forward and to stop looking backward, I will make the following suggestions.

1) We should define Lobby Corp as its own entity and its relationship with and separation from LAAC in the appropriate area. This whole situation was situated around one thing: confusing and ambiguous language in policy. Marcus and Intef provided the information I and the Bylaws needed with great clarity in their emails sent today at 3:43pm and 3:52pm, respectively. Students and any person who reads this policy should be able to understand the policy without any context.

2) I will revise my memo to the more fitted clause and clarify the Bylaws committee's reasoning behind the addition. I will add this email to the memo for BOD to have a better understanding.

3) To prevent similar situations like this to occur:

-If a policy is up for action at Bylaws (Tuesday at 3:15pm) and I have the approved version the Sunday at 3:15pm before the Bylaws meeting, action will be taken on the policy.

-If a policy is up for action at Bylaws and I receive the approved copy between the Sunday at 3:15pm and Monday at 3:15pm prior to Bylaws, the policy will be moved to discussion.

-If a policy is up for action at Bylaws and I receive the approved copy within the 24 hours before Bylaws, the action item will be postponed until the next meeting.

The main reason why is because I need time to review the changes, look up any policies, ask any questions to the committee chair and members, and provide answers to my committee members.

Please let me know if you need anything else or if you have any comments on my suggestions.

Best regards,

Frances Tsai

Chief Justice

Associated Students, Incorporated

California State University, Los Angeles

5154 State University Drive, U-SU 203

Los Angeles, CA 90032

asicj@calstatela.edu

From: ASI President

Sent: Wednesday, February 03, 2016 3:27 PM

To: ASI Chief Justice

Cc: Rodriguez, Marcus; Weser, Intef; Varela, Susan; Miller, Jennifer

Subject: RE: BOD Information

Hello Frances,

Please provide the following:

- 1) The recordings for the bylaws committee.
- 2) The version of the policy that was approved by the Legislative affairs committee.

Lots of thought and conversation went into approving the version that you have received.

In regards to the eligibility and CHESS, Intef was part of the conversation last year and the University lawyer and President Covino stated that Lobby Corps members do not have to have the requirements stated in the ASI bylaws which is required for BOD and Committee appointments.

Lobby corps consists of volunteers and the main reason for changing the policy was to ensure students can join the lobby corps as soon as they become CSULA student. The selection of the CHESS conference was delegated to ASI President and VP of External Affairs to select members based on their contribution.

Last year, Intef was the only person who insisted this is a violation and caused lot of frustration and stress on lobby corps members. I was the student that almost did not get the chance to go to CHESS conference due to misinterpretation of the policy by Intef. I was at the airport when I learned that he canceled my plane ticket. I was forced to go back home and fly out the next day.



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 02/10
Approved: 10/11
Approved: 8/7/14
Approved: PENDING

ADMINISTRATIVE MANUAL

LEGISLATIVE AFFAIRS & ADVOCACY COMMITTEE CODE OF PROCEDURE

Policy 014

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Legislative Affairs & Advocacy Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Legislative Affairs & Advocacy Committee to:

- A. Review, research and make recommendations on, but not limited to, legislation emanating from the California State Legislature and United States Congress.
- B. Recommend a list of legislative priorities and recommended action to the Board of Directors (B.O.D.) of A.S.I. for approval by the third regularly scheduled meeting of the year.
- C. Create a plan to manage the legislative agenda and other issues deemed appropriate by the committee chair or the B.O.D.
- D. Elect a vice chair from the committee at the second meeting of the school year. The vice chair may be responsible for taking minutes and shall assume all duties assigned by the chair or committee. The vice chair shall assume the chair position in the absence, resignation, or removal of the chair.
- E. Coordinates all A.S.I.'s Lobby Corps efforts.

Definitions:

- A. General Students will be defined as a non-BOD or Academic Senator.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Legislative Affairs & Advocacy Committee shall be composed of thirteen (13) voting members and two (2) non-voting members. The following shall constitute the membership of this committee:

- A. A.S.I Vice President of External Affairs and Advancement (V.P.E.A.A.)(chair)
- B. A.S.I. President
- C. Campus Affairs Representative-at-Large
- D. Community Affairs Representative-at-Large
- E. Academic Senator
- F. Three A.S.I. BOD Representatives
- G. Membership is open to five (5) general students as referred to in Article I, Definition A, pending a recommendation from the A.S.I. V.P.E.A.A. and A.S.I. President with majority consent of the B.O.D.
- H. A.S.I. Executive Director or professional staff designee (non-voting)
- I. University President or designee (non-voting)

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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 Legislative Affairs & Advocacy Committee. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

Section 3 – Responsibilities of the A.S.I. Vice President of External Affairs and Advancement (V.P.E.A.A.)

The A.S.I. Vice President of External Affairs and Advancement shall:

- A. Develop legislative action plans on a quarterly basis, with the assistance of the committee, to reflect advocacy trends within the A.S.I.
- B. Schedule regular meetings at intervals no less frequent than one a month.
- C. Ensure that a written report of any recommendation or action by the committee is made the Friday prior to official B.O.D. meetings.
- D. Ensure that information regarding legislative affairs is disseminated to the B.O.D. at each meeting.
- E. Ensure that information regarding legislative affairs is disseminated to the student body through the A.S.I. Distribution & Marketing Plan.
- F. Vote on items before the committee in the case of a tie.
- G. Attend monthly California State Student Association (C.S.S.A.) meetings as a representative for CSULA and serve as one of the two primary voting members.
 - a. In the case that the V.P.E.A.A. and the A.S.I. President are unable to attend or vote then the Vice Chair of the Legislative Affairs & Advocacy Committee may act as the voting member. In the case that the V.P.E.A.A., the A.S.I. President, and the Vice Chair of the Legislative Affairs & Advocacy Committee are unable to attend then the next voting member shall be chosen from the one of the experienced Lobby Corps members at the discretion of the previous three aforementioned members.
 - b. In the case that a consensus cannot be made between the two primary voting members then the Vice Chair may act as the mediator.
- H. Satisfy all duties stated in the A.S.I. BOD COP Section 12.
- I. Determine the attendees of the California Higher Education Student Summit (C.H.E.S.S.) in concert with the A.S.I. President.

Section 4 – Responsibilities of the A.S.I. Vice Chair for Legislative Affairs (V.C.L.A.)

The role and responsibility of the A.S.I. Vice Chair for Legislative Affairs shall be performed by a committee member. By the second official meeting the committee will appoint a committee member as V.C.L.A. If the Vice Chair is an appointed A.S.I. member their time served in this role will count as two of their eight required service hours.

- A. Be recommended by the A.S.I. V.P.E.A.A. to committee, with a majority vote of the committee.
- B. Be responsible for preparation of the minutes for the Legislative Affairs Committee and to ensure that copies of those minutes are entered into the minutes at the next meeting of the Board of Directors
- C. Act in the capacity of the chair in his/her absence.

Section 5 – Removal of Appointed Member

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one quarter.

ARTICLE III

LOBBY CORPS

- 2 of 4 -

Associated Students, Inc.

Policy 014 - Legislative Affairs & Advocacy Committee Code of Procedure



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Section 1 – Mission

The mission of the Lobby Corps of Cal State LA is to provide concerned students with the necessary skills and experience to lobby the student perspective in local, state, and federal arenas. This mission shall be achieved by creating a network of trained and organized student leaders at Cal State LA to present before government representatives. The Lobby Corps of Cal State LA shall also communicate with its members, disseminate current information to students, and coordinate its efforts with the California State Student Association (CSSA) and the Associated Students, Incorporated (A.S.I.) of Cal State LA.

Section 2 - Eligibility

- A. All certified Lobby Corps members must apply and be appointed via the B.O.D. and satisfy all eligibility requirements noted in the A.S.I. Bylaws, Article III, Section 2, Clause 1-7. Certified member positions are open to all students in good standing and with a minimum 2.0 GPA. Certified members.
- B. All students on the Legislative Committee must be certified Lobby Corps member by attending Lobby Corp clinic.

Section 3 – Responsibilities and Duties of the Lobby Corps Officers

Each of the following officer must be appointed by Legislative Affairs & Advocacy Committee (L.A.A.C). Any exceptions must be approved by the L.A. A.C.

- i. Campus Lobby Corps Officer
 - a. Will focus on maintaining a steady recruitment of lobby corps members.
 - b. Will be in charge of sustaining a positive relationship between grass-roots organizations on campus as well as media outlets such as the UT, radio, etc.
 - c. Will work with the V.P.E.A.A. and Local Lobby Corps officer on coordinating and executing events, programs, workshops etc. on campus. These events should serve the purpose of decreasing voter and political apathy, educating students, increasing voter registration, benefiting the efforts of A.S.I. Lobbying endeavors and or what the Legislative Affairs & Advocacy Committee deems beneficial to students.
 - d. Will work with V.P.E.A.A. in maintaining a positive and transparent relationship with the Cal State LA student's body, faculty and administration. This includes but is not limited maintaining a relationship with the California Faculty Association (CFA) and student led grass-roots organizations on Campus.
- ii. Local Lobby Corps Officer
 - a. Focuses on researching local legislative issues as well as current events that can or could affect the Cal State LA student body while also communicating these issues to the Legislative Affairs & Advocacy Committee.
 - b. Working with the V.P.E.A.A. in maintaining the relationship between A.S.I. and our Local representatives.
 - c. Being in charge of actively researching and contacting organizations or individuals that can assist A.S.I. lobbying endeavors.
- iii. State Lobby Corps Officer
 - a. Will focus on researching and communicating State Legislation that can or could affect the Cal State LA student body to Legislative Affairs & Advocacy Committee.
 - b. Will work with the V.P.E.A.A. on coordinating endeavors with CSSA on state wide issues. This includes but is not limited to calling legislators to support or oppose a bill, CSUnity, CSSA meetings at Cal State LA etc.

- 3 of 4 -

Associated Students, Inc.

Policy 014 - Legislative Affairs & Advocacy Committee Code of Procedure

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- c. Will work with the V.P.E.A.A. to maintain a relationship between A.S.I. and our state representatives.

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D. All initiatives must be in compliance with Policy 002, Section 3 – Issues of Social Concern.

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- i. The B.O.D. may deal with issues of social concern; however, its primary concern shall rest with educationally related issues.
- ii. The B.O.D. Executive Committee shall clarify issues as to their educational/social issues. The following criteria shall be observed:
 - a. Passage of position statement
 - b. Encourage continuing grass roots efforts
- iii. 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.
- iv. Actual lobbying activities and support services shall be as follows:
 - a. Extensive lobbying efforts, staff lobbying efforts and support services shall be restricted to educational /student related issues.
 - b. Exceptions to this may be carried by two-thirds (2/3) majority of the B.O.D.
- i. The Board may take the following actions regarding social issues:
 - a. Passage of position statement
 - b. Encourage continuing grass roots efforts
 - c. Press releases
 - d. Resolutions
 - e. Other appropriate action

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ARTICLE IV.

MEETINGS

Section 1 – General Meetings

The Legislative Affairs & Advocacy Committee shall meet on a bi-weekly basis.

Section 2 – Special and Emergency Meetings

The Legislative Affairs & Advocacy Committee may meet on a special and emergency basis. 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.

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Section 6 – Removal of Appointed Members¶

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one quarter.¶

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ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted on an absolute majority of the Legislative Affairs & Advocacy Committee to the A.S.I. Bylaws and Codes of Procedure Subcommittee. The A.S.I. Bylaws and Codes of Procedure Subcommittee shall review then forward the proposed changes to the B.O.D for their 2/3 approval.. If the A.S.I. Bylaws and Codes of Procedure Subcommittee has not been established for the year, it is the responsibility of the A.S.I. Chief Justice, in conjunction with the A.S.I. President, to establish the A.S.I. Bylaws and Codes of Procedure Subcommittee. Until approval by the A.S.I. Bylaws and Codes of Procedure Subcommittee, the most recent version of the Legislative Affairs & Advocacy Committee Code of Procedure shall be followed.

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