



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 must 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.

Formatted: Highlight

Formatted: No bullets or numbering

Definitions:

- A. General Students will be defined as a non-BOD or Academic Senator.
- E. Lobby Corps is a separate entity under CSU and supervised by A.S.I.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Highlight

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Legislative Affairs & Advocacy Committee shall be composed of thirteenine (139) voting members and three-two (23) 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
- D-E. Academic Senator
- E-F. ThreeTwo A.S.I. BOD Representatives
- F-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.
G.H. _____ A.S.I. Executive Director or professional staff designee (non-voting)
H.I. _____ University President or designee (non-voting)

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. 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~~Case that the V.P.E.A.A. and the A.S.I. President are unable to attend or vote then the Vice ~~C~~-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 ~~C~~e-hair of the Legislative Affairs ~~and &~~ 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 ~~C~~-ehair may act as the mediator.
- H. Satisfy all duties stated in the A.S.I. BOD COP Section 12.
- H.I. Determine the attendees of the California Higher Education Student Summit (C.H.E.S.S.) in concert with the A.S.I. President and present the list of selected attendees to the B.O.D.

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:
~~The role and responsibility of V.C.L.A. will~~ 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

Comment [FT1]: IS THIS EVEN RIGHT?!

Formatted: Highlight

Formatted: Font: Century Gothic

Comment [FT2]: Doesn't match the Membership above. Above indicates chair is voting and was counted into the voting members count.

Formatted: Font: Century Gothic

Formatted: Underline

Formatted: Underline

Formatted: Font: Century Gothic

Formatted: Body Paragraph

Formatted: No bullets or numbering

Formatted: Font: Century Gothic

Formatted: Font: Century Gothic, Underline

Formatted: Font: Century Gothic

Formatted: Font: Century Gothic

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.

G.

ARTICLE III

LOBBY CORPS

Section 1 – Mission

Section 5 – Lobby Corps

The mission of the Lobby Corps of Cal State LA-CSULA is to provide concerned students with the necessary skills and experience to lobby the student perspective in local, state, and federal arenas.

A. — This mission shall be achieved by creating a network of trained and organized student volunteer leaders at CSULA-Cal State LA to present before government representatives.

The Lobby Corps of CSULA-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 CSULACal State LA.

B. Section 2 - Eligibility

A. To be certified, all candidates must complete the Lobby Corps application, be in good standing with the University and maintain a minimum of 2.0 GPA

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 must apply and be appointed via the B.O.D. and satisfy all eligibility requirements noted in the A.S.I. Bylaws, Article II, Section 2, Clause 1-7.

G.B. All students on the Legislative Affairs and Advocacy Committee must be certified Lobby Corps member by attending Lobby Corp clinic.

D. Section 3 – Responsibilities and Duties of the 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 II, Section 2, Clause 1-7.

E. Only certified Lobby Corps members can attend CHESS and they must meet all eligibility requirements for committee members.

Lobby Corps Officers Responsibilities and Duties

F. Each of the following officer must be appointed by must sit on the 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.LAR 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

Formatted: Font: Century Gothic, 10 pt

Formatted: Body Article Title, Tab stops: 2.48", Left

Formatted: Font: 10 pt

Formatted: Font: Century Gothic, 10 pt

Formatted: Font: Century Gothic, Not Bold, Not Small caps

Formatted: Space Before: 0 pt, After: 0 pt

Formatted: Underline

Formatted: No bullets or numbering

Formatted: Highlight

Formatted: Underline

Formatted: No underline, Highlight

Formatted: No underline, Highlight

Formatted: Strikethrough

Formatted: Highlight

Formatted: No bullets or numbering

and or what the Legislative Affairs & Advocacy Committee deems beneficial to students.

Formatted: Font: 10 pt

Formatted: Font: 9 pt

- d. Will work with LAR-V.P.E.A.A. in maintaining a positive and transparent relationship with the Cal State LA CSULA 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 CSULA-Cal State LA student body w-While also communicating these issues to the Legislative Affairs & Advocacy Ceommittee.
 - b. Working with the V.P.E.A.A.LAR 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 CSULA-Cal State LA student body to Legislative Aeaffairs & Advocacy Committee.
 - b. Will work with the LAR-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 CSULA-Cal State LA etc.
 - c. Will work with the V.P.E.A.A.LAR to maintain a relationship between A.S.I. and our state representatives.

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

Formatted: Font: Century Gothic, 10 pt

- 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

Formatted: List Paragraph, Space After: 0 pt, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 4 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Century Gothic

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.

Formatted: Indent: Left: 0.75", Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1" + Indent at: 1.25"

iv. Actual lobbying activities and support services shall be as follows:

c-a. Extensive lobbying efforts, staff lobbying efforts and support services shall be restricted to educational /student related issues.

Formatted: Indent: Left: 1.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

d-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:

- e-a. Passage of position statement
- f-b. Encourage continuing grass roots efforts
- g-c. Press releases
- h-d. Resolutions
- i-e. Other appropriate action

Formatted: Indent: Left: 1.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75", Tab stops: 1.5", Left

Formatted: Indent: Left: 1.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75"

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.~~

ARTICLE IV

MEETINGS

Formatted: Style Section Heading + Century Gothic 10 pt, Tab stops: Not at 7"

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.

ARTICLE IV

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.