

A.S.I. Agenda Development and Authority Discussion

The committee will discuss current policy and procedures for developing agendas, the appropriate steps to consider an action items, and clarifying general authority. Through this discussion we seek to determine the best course of action to ensure the efficient and timely flow of vetted information via A.S.I. committees to the BOD.

A.S.I. Agenda Development Discussion

Executive COP 003 –

http://asicalstatela.org/sites/default/files/content/upload/2014/10/policy-003-adm-executive-committee-code-procedure_0.pdf

- Article I – Authority and Function A-B

ARTICLE I

AUTHORITY AND FUNCTION

These codes shall act as the governing procedures for the Executive Committee of the Associated Students, Incorporated of California State University, Los Angeles. It shall be the purpose and function of the Executive Committee to:

- A. Coordinate the information, programs, projects, and problems to be considered by the Associated Students Board of Directors.
- B. Act on behalf of the B.O.D. when the Board cannot be called together to act on an emergency matter. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, the Policy and Directives of the Board of Trustees of the California State University, university policies, the Articles of Incorporation of A.S.I., and the Bylaws.

- Article II – Duties of the Committee A-F

ARTICLE II

MEMBERSHIP AND DUTIES

Section 5 – Duties of the Committee

It is the responsibility of the Executive Committee to facilitate the orderly and effective use of the B.O.D. meeting time. The committees' responsibilities include, but are not limited to:

- A. Screening all potential B.O.D. agenda items and preparing the next Board meeting.
- B. Proposing motions on specific policy matters for approval or disapproval by the B.O.D.
- C. Acting as the exploratory body on all matters except personnel-related cases.
- D. Designing and monitoring assignments of the B.O.D., Ad Hoc Committees, Task Forces, etc.
- E. Hearing all grievances and complaints by A.S.I. personnel not otherwise provided for under the Bylaws or established procedures.
- F. Reporting all policy decisions of the Executive Committee to the B.O.D.; all policy decisions may be overturned by a two-thirds (2/3) vote of the B.O.D.

- Article III – Administrative Policy

ARTICLE III

ADMINISTRATIVE POLICY

Section 1 – A.S.I. Administrative Policy

The Executive Committee shall review all recommendations for the modification of the A.S.I. Administrative Manual to the B.O.D. to ensure that no policy is brought to the Board which has not first been reviewed by the Bylaws and Codes of Procedures Subcommittee.

BOD COP 002-

<http://asicalstatela.org/sites/default/files/content/upload/2015/01/policy-002-adm.s.i.board-directors-code-procedure-policy-002.pdf>

- Article IV – Meetings – Section 1- General Meetings, Items A-G.

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.

A.S.I. Authority Discussion

A.S.I. President Authority as outlined below in the A.S.I. Bylaws:

http://asicalstatela.org/sites/default/files/content/upload/2014/10/policy-001-adm.s.i.bylaws-policy-001-approved_1.pdf :

ARTICLE VIII

OFFICERS

Section 1. Officers - The officers of this corporation shall be:

- A. A.S.I. President
- B. A.S.I. Vice President for Administration who shall be the first (1st) Vice President
- C. A.S.I. Vice President for Academic Governance, who shall be the second (2nd) Vice President
- D. A.S.I. Vice President for Finance, who shall be the third (3rd) Vice President
- E. A.S.I. Secretary/Treasurer

Section 2. Responsibilities of the A.S.I. President.

The A.S.I. President shall:

- A. Preside over the Board of Directors, the Executive Committee, and the Personnel Committee meetings and be a member of the Finance Committee.
- B. Have the power to recommend for appointment, and/or dismissal, with a majority approval of the entire Board of Directors: the Elections Commissioner, the students on the Instructionally Related Activities Board, the University-Student Union Board, the CSULA Foundation, Cal State L.A. University Auxiliary Services, Inc.
- C. Have the power to recommend such appointments as the Bylaws or the Code of Procedures require, subject to a majority approval of the Board of Directors, and to fill vacancies, unless otherwise provided for in these Bylaws or Board of Director Code of Procedures.
- D. Be the official representative of the Associated Students, Inc.
- E. Be a member of all Associated Students, Inc. committees, commissions, and councils.
- F. Be responsible for the implementation of any policies and measures of the Associated Students, Inc. that are not under the jurisdiction of the committees,

commissions, councils, or other offices as specified in these Bylaws or the Code of Procedures.

- G. Perform such other duties as may be prescribed by the Board of Directors, these Bylaws or the Code of Procedures Section 5213(a) of the California Corporations Code.

Per the Board of Directors COP Policy 002

http://asicalstatela.org/sites/default/files/content/upload/2014/10/policy-001-adm.s.i.bylaws-policy-001-approved_1.pdf

ARTICLE II AND DUTIES

MEMBERSHIP

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 quarter.
- 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.
 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), 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.
- 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 Quarterly 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 Relations & Elections 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 (U-SU)
 - c. CSULA 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 legislative action. All Executive Orders shall be reported to the next meeting of the B.O.D. and may be overturned with a 2/3 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.

