



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: Pending

ADMINISTRATIVE MANUAL

Going Green: A.S.I. Sustainability Meeting Policy and Procedures

POLICY 025

1. Purpose

- I. This policy reflects A.S.I.'s commitment to reducing paper use and expenses by moving our major and standing committee operational meetings procedures online rather than providing physical folders for committee members.
 - i. Associated Students, Inc. (A.S.I.) at Cal State LA continually strives to be a leader in sustainable practices while serving Cal State LA students and the larger campus community.
 - ii. The following outlines specific accommodations required for all A.S.I. meetings, agenda creation, and processing of meeting minutes. It further outlines expectations of committee chairs, members, and the administrative office to work in collaboration to ensure A.S.I. efficiency while reducing our carbon stamp and impact on the environment.

2. References

- I. A.S.I. Sustainability Guidelines Policy 019
- II. Gloria Romero Act of 2000

3. Definitions:

- I. Visual Agenda – projected agenda and supporting documents relevant to the business being considered by the respective committee.
- II. Sustainability - Of, relating to, or being a method of harvesting or using a resource so that the resource is not depleted or permanently damaged. Of or relating to a lifestyle involving the use of sustainable methods.

4. Procedures:

- I. Section 1 – Tablet Preparation



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- i. Tablets shall be available to the committee recording secretary no less than an hour prior to each meeting. Meeting set up should be completed at least 20-30 minutes prior to start of the meeting.
 - a. Tablets should be powered on with the browser opened to the agenda and supporting documents prior to the start of the meeting.

- II. Section 2 - Printing and Duplicating:
 - i. Based on average gallery attendance, an appropriate number of hard copies will be provided for each respective committee. Whenever possible, all copying for internal and external documents of two or more pages should be double sided. It is strongly encouraged that host campuses use recyclable paper with a minimum of 50% post-consumer waste content. Virgin paper should be avoided.

- III. Section 3 – General Meetings
 - i. The Board of Directors and internal committees shall meet based on the annual calendar of meetings. The annual schedule of meeting times, dates and locations shall be established a month prior to the beginning of the summer session.

 - ii. The agenda shall be prepared by the respective committee chairperson, and supported by the Secretary/Treasurer, recording secretary, and A.S.I. Administrative Office.
 - a. 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.
 - b. Supporting documents for all action items should be posted with the agenda 72-hours to ensure transparency. If posted less than 72 hours the item will automatically be placed as an information item.
 - c. Agendas & Supporting documents will be uploaded online by the A.S.I. Administrative Office after review for compliance.
 - d. Committee members are required to submit their meeting report to the recording secretary for the respective committee via e-mail 48-72 hours in advance of a required meeting.
 - i. The committee recording secretary, with the support of the A.S.I. Administrative Office, will compile the reports in the visual agenda and for the minutes.



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- i. 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.
 - a. 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.
- ii. Meeting shall be adjourned by a simple majority of the respective committee.

IV. Section 4 – Request to add Agenda Items

All general items requested by an A.S.I. member, student, faculty, or staff shall be posted to the agenda following this procedure. The requesting party is known as the sponsor of that item.

- i. Item(s) and completed supporting documents shall be submitted to the A.S.I. Administrative office and respective Committee Chair by the sponsor within five (5) business days prior to a regularly scheduled A.S.I. meeting.
- ii. Once the President or the respective Committee Chair has reviewed the item for appropriateness, the item will be considered “information” at the next regularly scheduled meeting.
 - a. If the item is deemed not appropriate for consideration a written response needs to be provided to the requestor. The requestor can submit denied requests to the JRC for appeal.
- iii. The item will be reviewed by the appropriate internal committee (i.e. Executive Committee, Finance, Personnel, etc.).
- iv. The item will be considered for action at the next regularly scheduled meeting.
- v. The board or committee will consider an item for action only if it has followed this proper procedure.
- vi. Special consideration for time sensitive items:
 - a. Per the direction of the sponsoring committee, the Chair will place the item on the agenda as an action item, if the item meets the mission of A.S.I. and



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has been approved via proper procedures outlined in respective Code of Procedure or A.S.I. Policy.

- b. The item requires a sponsor.

- vii. The board or committee, by majority vote, may remove any item from the agenda.

- viii. Supporting documents will be posted online for public access.

- V. Section 5 - Meeting Procedures
 - i. Proxies shall not be allowed.

 - ii. A committee member must report their arrival and departure from all meetings to the Recording Secretary.

 - iii. On any particular issue, committee members who have not spoken shall be recognized ahead of other committee members.

 - iv. A roll call vote shall be taken at the request of any committee member. Secret ballot is not permitted.

 - v. A majority of voting members, as defined in the A.S.I. Bylaws, shall constitute quorum at all regular and special meetings.

 - vi. In the absence of any specific rule, regulation, policy, or procedure, Robert's Rules of Order, Revised shall govern the proceedings of the committee meetings.

 - vii. Only voting members of the board or committee can move or second an item for discussion.

 - viii. The Chair shall ensure that voting members of the board or committee are afforded precedence when non-voting members wish to speak to a motion.

 - ix. All advisors to the board or committees shall sit at the meeting table.

 - x. Each resolution and action before the Board of Directors must be sponsored by an internal committee or be reviewed by the Executive Committee.



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- xi. The B.O.D., Personnel, and the Judicial Review Committee 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. B.O.D. closed sessions are open only to directors and voting members of the committee. The Board or committee may choose to extend an invitation to any other person who is given permission by a simple majority.
 - xii. No respective committee member shall speak for more than three (3) minutes on any question except when an extension is granted by the chairperson, subject to appeal.
 - xiii. Any committee member unable to attend a meeting and have, in his/her possession, papers necessary for business to be presented to the respective committees, shall leave them with the chairperson.
 - xiv. Any committee member rising to speak on protest to a deciding vote shall be allowed to speak for a period, not to exceed one (1) minute immediately after the vote.
 - xv. A committee member may yield to a member of the gallery to speak on an issue during a period of discussion.
- VI. Section 6 - Special Meetings
- i. All directors and committee members are to be present at special meetings unless excused by the chair.
 - ii. Special meetings shall be adjourned after two (2) hours unless the B.O.D. or committee extends the meetings and the absences from meetings shall be considered as an absence from a regular meeting.
 - iii. Special Meetings may be called by the President or may be called by the Chair at the request of three of the A.S.I. Board of Directors or committee members.
- VII. Section 7 - Motions
- i. Presentations on motions, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the respective committee).



- ii. Debate on a motion before a respective committee shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the respective committee).
- iii. Motions not voted on at the respective committee meeting shall be considered an item of business at the following meeting.

VIII. Section 8 - Non-Action Agenda Items

- i. 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 respective committee).
- ii. Discussions on non-action items shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the respective committee).

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