

# Bylaws and Codes of Procedure

## Sub-Committee - Meeting Minutes

- I. Organizational Items:
- a. Wednesday, November 28, 2018
  - b. Call to Order: 12:18 pm
  - c. Roll Call

<b>Nia Allen</b>	<i>Chief Justice.</i>	<b>Present</b>
<b>Mikaila Ishaaya</b>	<i>Associate Justice</i>	<b>Present</b>
<b>E'Leaya Harris</b>	<i>Associate Justice</i>	<b>Present</b>
<b>Elan Studebaker</b>	<i>Associate Justice</i>	<b>Present</b>
Vacant	<i>Faculty Appointee</i>	
<b>Jessal Salas</b>	<i>Elections and Orientation Commissioner</i>	<b>Present</b>
<b>Marcus Rodriguez</b>	<i>ASI Board of Directors Appointment</i>	<b>Present</b>
Vacant	<i>Charter College of Education Rep</i>	
<b>Carol Roberts-Corb</b>	<i>University Designee</i>	<b>Absent</b>
Vacant	<i>Staff Support</i>	
Guests of the Gallery	Dena Florez	

- d. Adoption of agenda for Wednesday, February 6, 2019

<b>Offered By:</b>	E'Leaya Harris	<b>Seconded by:</b>	Mikaila Ishaaya			
<p>Motion to approve the adoption of the agenda for February 6.</p> <p>Amendment: Move discussion of Policy 210 to the first action item.</p>						
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion:</b> Passed

- e. Approval of Minutes for Wednesday, November 7, 2018

<b>Offered By:</b>	E'Leaya Harris	<b>Seconded by:</b>	Jessal Salas
--------------------	----------------	---------------------	--------------

# Bylaws and Codes of Procedure

## Sub-Committee - Meeting Minutes

Motion to approve the minutes for November 7.

<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion:</b> Passed
---------------------	-----	----------------	------	------------------	------	-----------------------

### II. Public Forum:

- a. This time is allotted to members of the public to address the board.
  - None

### III. Action:

- a. **Approve policy 210 - Request for Payment Processing** - The subcommittee will approve the policy edits made by the Finance Committee.
  - Discussion by Dena Florez: run through of all edits, and specification fo credit card use and RPPs

Motion to approve of all amendments made to policy 210.

<b>Offered By:</b>	Mikaila Ishaaya	<b>Seconded by:</b>	E'Leaya Harris			
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion:</b> Passed

- b. **Approve policy 017 - Cabinet of Commissioners Code of Procedure** - The Bylaws committee will approve the policy edits made by the Cabinet of Commissioners.
  - Discussion by Marcus Rodriquez: explanation of name changes and future editing intentions

Motion to approve of all amendments made to policy 017.

<b>Offered By:</b>	E'Leaya Harris	<b>Seconded by:</b>	Jessal Salas			
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion:</b> Passed

# Bylaws and Codes of Procedure

## Sub-Committee - Meeting Minutes

- c. **Approval of additions to Policy 225 ASI Signature Authorization and Policy 216 Contract & Procurement** - The subcommittee will consider the addition of a reference to Cal State LA Administration and Finance Policy 006 Policy for One-Up (Next-Level) Authorizations for Business Expenses.
  - Discussion by Marcus Rodriguez: specification of addition of deference
  - Discussion by Dena Flores: run through of Policy 225

Motion to approve of all additions made to policy 225 and policy 216.						
<b>Offered By:</b>	E'Leaya Harris		<b>Seconded by:</b>		Mikaila Ishaaya	
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion:</b> Passes

### IV. New Business:

- a. None

### V. Old Business:

- a. **Roberts rules training** - The bylaws committee will discuss the structure for the Parliamentary Procedure Training
  - (Tentative) Goal: reach out to political science classes
  - Goal: continue training for following years
  - (Potential) Goal: create summer training program

### VI. Reports:

- a. Chief Justice
  - Getting everything from the past Robert's Rules training in order
- b. Associate Justice 1
  - Typing up and sending in meeting minutes
- c. Associate Justice 2
  - Will be sitting in on the College of Representatives
- d. Elections and Orientation Commissioner
  - Working on platform workshops
- e. ASI Staff
  - Candidate briefing and focus on platforms; determining official assignment of executive director

### VII. Adjournment:

# Bylaws and Codes of Procedure

## Sub-Committee - Meeting Minutes

---

Motion to adjourn at 1:10 pm.

<b>Offered By:</b>	E'Leaya Harris		<b>Seconded by:</b>	Mikaila Ishaaya		
<b>All in Favor</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion:</b> Passes