



Associated Students, Incorporated  
California State University, Los Angeles  
**Administrative Manual**  
**Bylaws and Codes of**  
**Procedure ~~Sub~~-Committee**  
**Code of Procedures**

Policy 302

**ARTICLE I**

**AUTHORITY AND FUNCTION**

Section 1 – Authority

These codes shall act as the governing procedures for the Bylaws and Codes of Procedure Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles.

Section 2 – Function

It shall be the purpose and function of the Bylaws and Codes of Procedure Committee to:

- A. ~~Ensure that the~~Maintain all governing documents, policies, and procedures of ASI ~~are in compliance,~~  
ensuring that they comply with all superseding policies (e.g. Title 5V of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the Cal State LA, the Articles of Incorporation, and ~~the Bylaws~~ these Bylaws), implement generally accepted best practices, and contribute to the effective governance of ASI.
- B. Review and take recommendations to the Elections Committee Codes of Procedures in the event that the Elections Committee has not yet been established. Recommendations are to be forwarded to the Executive Committee for action and approval prior to the approval by Board of Directors.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Bylaws and Codes of Procedure Committee shall be composed of 7 voting and 2 non-voting members.

- A. The entire membership of the Judicial Review Committee as delineated in the A.S.I. Bylaws (4 voting, 2 alternate)
- B. The ASI Elections Commissioner
- C. A member of the BOD appointed by the ASI President with a simple majority consent of the BOD
- D. One student recommended by the Chief Justice to the ASI President with a simple majority consent of the BOD
- E. ASI Executive Director (non-voting)
- F. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as 4 a simple majority (50% plus one member) of the current voting members membership of the Committee. For the purposes of establishing quorum, the Chair shall be counted among the voting membership.



-1 of 3-



### Section 3 – Responsibilities of the Chair

- A. The Chief Justice of the Judicial Review Committee shall serve as chair of the Committee
- B. The Chair shall vote only in the event of a tie.
- C. The Chair shall present an annual report to the Board of Directors on changes in applicable policy which effect ASI governing documents, policy, and procedure.
- D. The Chair shall ensure that a written report of any recommendation or action of the Bylaws and Codes of Procedure Committee is made at least two (2) days prior to the next meeting of the BOD.

### Section 4 – Responsibilities of the Vice Chair

The Vice Chair shall be appointed from the membership of the committee by its second meeting.

- A. The Vice Chair shall assume the responsibilities of the Chair in their absence.
- B. The Vice Chair shall record the minutes of the Committee's meetings.
- C. The Vice Chair shall conduct any other duties delegated to them by the Chair.

## **ARTICLE III**

## **REVIEW OF**

### **ADMINISTRATIVE POLICY**

#### Section 1 – Review in General

The Bylaws and Codes of Procedure Committee shall review all recommendations for the modification of the ASI Administrative Manual to the BOD to ensure compliance with the rules and regulations concerning Student Body Auxiliaries.

#### Section 2 – Periodic Review

- A. In order to fulfill its duties under Article I, Section II(A) of this Code, the Bylaws and Codes of Procedure Committee shall conduct periodic reviews of the Bylaws and governing documents of ASI, whose results shall be reported, with recommendations, to the Board of Directors.
- B. The Committee shall set the period at which this review shall begin.
  - 1. The Committee may initiate a review outside of the regularly scheduled review period by a two-thirds (2/3) vote.
- C. A periodic review shall end when the Committee presents a final report of its findings to the Board of Directors.
- D. The Committee shall present its findings and recommendations to the Board of Directors by the last meeting of their term.
- E. The Committee may, throughout the review period, submit smaller reports on individual items within the administrative manual should they deem immediate action on those items necessary.
- F. Should the Committee recommend action on another committee's Code of Procedure, or on governing documents whose maintenance is delegated to another committee, it shall refer that action to the affected committee for their approval before reporting on the action to the Board of Directors.

## **ARTICLE IV**

## **MEETINGS**

#### Section 1 – General Meetings

The Bylaws and Codes of Procedure Committee shall meet on a bi-weekly basis.

#### Section 2 – Special and Emergency Meetings

The Bylaws and Codes of Procedure 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-



-2 of 3-



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 V**

**AMENDMENTS**

Proposed amendments to these codes shall be submitted to the Board of Directors for unanimous approval.

**Policy History**

Approved:	May 1999
Amended:	August 1999
Revised:	April 2001
Approved:	November 2015
Approved:	October 5, 2017

