



**A Resolution:
To Establish a Formal Procedure for the Enactment of Legislation, and for
Other Purposes**

Respectfully submitted to the Board of Directors of California State University, Los Angeles Associated Students, Incorporated by the Bylaws and Codes of Procedure Committee, as ASI Resolution Number: BCP19-02 on [Date]

Whereas, ASI has no procedure outlining the process it uses to pass new policy or amend existing policy except for that included in Robert’s Rules of Order;

Whereas, the provisions of Robert’s Rules of Order do not fully address the policies and precedents which govern the enactment of legislation within the organization;

Whereas, Robert’s Rules of Order both accepts and endorses the creation of Special Rules of order to supplement its own provisions in order to better address the specific needs of an organization;

Be it therefore resolved, by the Board of Directors of the Associated Students of California State University, Los Angeles Inc:

Section 1. Chaptering

Part 1 of this document shall be chaptered as Administrative Policy 027, and may be cited as the Legislation Procedure

Part 1. Modification and Enactment of New Policy

Section 1. Definitions

- (a) For the purposes of this Part, substantive legislation means any proposal made to the Board of Directors or its constituent committees, councils, or cabinets that would substantially change existing policy, or create a new document in the Administrative Manual.
- (b) For the purposes of this document, non-substantive legislation means any proposal made to the Board of Directors or its constituent committees, councils, or cabinets that does not change the meaning of existing policy.

Section 2. Policy in General

- (a) **In General** – The Board of Directors shall have the sole power to enact, repeal, or modify all ASI policies.
- (b) **Policy Defined** – ASI policies are broad, binding statements of intent. Policies should be carried out by various procedures and guidelines.
- (c) **Introduction of Policy Resolutions** –
 - (1) Policy shall be enacted, modified, or repealed solely through resolutions of the Board of Directors.
 - (2) Resolutions may be introduced either –
 - (A) By informing the chair at least seventy-two hours in advance of a regularly scheduled meeting of the Board of Directors; or
 - (B) By providing the resolution to the Secretary-Treasurer during the Discussion Items section of the agenda.



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- (3) Resolutions shall be introduced either by a voting member of the Board of Directors or by committees in the manner outlined in Section 3.
 - (4) Resolutions shall be signed by the member having submitted the resolution (sponsor), and by all members wishing to indicate their support of the resolution (co-sponsor).
 - (5) Policy resolutions shall be numbered and uploaded by the Secretary-Treasurer in a manner pursuant to a set of numbering guidelines to be maintained by the Bylaws and Codes of Procedure Committee.
- (d) **Handling of Resolutions by the Board –**
- (1) Policy Resolutions shall be considered main motions for the purposes of Robert’s Rules of Order.
 - (2) Resolutions shall begin in the Board of Directors as discussion items.
 - (3) The motions in order for items up for discussion shall be: to lay on the table, to limit or extend the limits of debate, to postpone, and to commit.
 - (4) Items introduced to the Board without advance notice shall be taken up for discussion at the next regularly scheduled Board of Directors meeting.
 - (A) This subsection may be suspended by a 2/3 vote of the Board of Directors if an item is introduced during the discussion items heading of the agenda.
 - (5) Except as otherwise provided in this section, resolutions introduced and read as discussion items for the first time in the Board of Directors shall be referred to the Bylaws and Codes of Procedure Committee to be read and referred to committees with jurisdiction over the item; unless by a motion receiving an affirmative vote of two-thirds of the members of the Board of Directors, the Board votes to suspend the rules and place the item on the agenda as an action item for the next meeting, or to suspend the rules and refer to another committee.
 - (6) Non-substantive resolutions shall not be referred to a committee by the Board of Directors.
- (e) **Handling of Resolutions by Committee –**
- (1) The Bylaws and Codes of Procedure Committee shall refer a resolution to a maximum of two committees with subject matter jurisdiction.
 - (2) In the event a resolution is too comprehensive to be adequately considered by just two committees, the Bylaws and Codes of Procedure Committee may, by a motion achieving an affirmative vote of two-thirds of its members, hold hearings on the resolution in lieu of referring it to another committee.
 - (A) Hearings on the item shall be held at the call of the Chair of the Bylaws and Codes of Procedure Committee, and may take place outside of regularly scheduled meetings.
 - (B) Hearings shall be governed by a set of guidelines enacted by the Bylaws and Codes of Procedure Committee.
 - (3) Committees to whom the resolution is referred shall dispose of it sequentially in the order that the Bylaws and Codes of Procedure Committee has referred it to them (e.g. a resolution referred to Committees A and B shall be considered first by Committee A, and then by Committee B).
 - (4) Except as otherwise provided in this subsection, resolutions shall be read twice in committee, first as a discussion item, and then as an action item.
 - (A) The chair may continue to consider a resolution as a discussion item for up to three meetings.



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- (B) The committee may, by a motion achieving an affirmative vote of a simple majority of its membership, place a resolution on the agenda for the next meeting as a discussion item.
- (5) A resolution shall be considered disposed of in committee once it is reported to the next committee in the sequence provided by the Bylaws and Codes of Procedure Committee.
- (6) Reports shall include –
 - (A) The committee’s recommendation to pass, not pass, or a line indicating the absence of a decision;
 - (B) Any amendments to the original proposal recommended by the committee; and
 - (C) Impacts to departments and service areas within the organization.
- (7) Resolutions shall be referred –
 - (A) To the next committee in the sequence specified by the Bylaws and Codes of Procedure Committee; or
 - (B) To the Bylaws and Codes of Procedure committee, if the considering committee is the last committee in the sequence specified by the Bylaws and Codes of Procedure Committee.
- (8) All minutes and reports of committees having considered a given resolution shall be compiled into a final report by the Chair of the Bylaws and Codes of Procedure Committee.
- (9) The final report shall include a record of all committee consideration for a given item,
- (10) Resolutions referred to the Bylaws and Codes of Procedure Committee shall be read once, as an action item, and either referred back to the committee having last considered the item, or passed and referred to the board with a recommendation to pass or not pass, or no recommendation.
- (11) Once passed, the final report of the Bylaws and Codes of Procedure Committee shall be provided to the ASI President and all members of the Executive Committee.
- (f) **Executive Orders –**
 - (1) In the event that a resolution requires immediate consideration, the Executive Committee may, either at the call of its chair or by a petition containing the signature of one-third of its members, place any resolution pending before the board on its agenda as an action item.
 - (2) Once passed by the Executive Committee, the resolution shall come into effect provisionally as an Executive Order.
 - (3) Executive Orders shall be provided to all members of the Board of Directors immediately after their passage.
 - (4) Once passed, Executive Orders shall be signed and certified as having been passed by the Executive Committee by the ASI President.
 - (5) The Board of Directors may overturn any item passed in this manner by a simple majority vote.
- (g) **Final Consideration by the Board –**
 - (1) Once considered by all involved committees, the Chair of the Bylaws and Codes of Procedure Committee shall present the final reports of all committees to the Board of Directors, and their recommendation to pass or not pass, or absence thereof.
 - (2) The Board shall read the item twice, once as a discussion item, and then as an action item.
- (h) **Passed Resolutions**



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- (1) Resolutions passed by the Board of Directors shall be signed and certified as having passed the Board of Directors by the Secretary-Treasurer and the President.
- (2) Resolutions that establish new policy shall be numbered and placed in their proper division of the Administrative Manual by the Secretary-Treasurer.
- (3) The Secretary-Treasurer shall update any policies amended by resolution.

Section 3. Policy Originating in Committee

- (a) **In General** – Committees may introduce resolutions to the Board of Directors in a manner similar to voting members of the Board.
- (b) **Introduction of Resolutions** – Resolutions may be introduced to a committee by any voting member, and shall be provided to the Chair of that committee at least 72 hours in advance. Resolutions shall be sent to the Secretary-Treasurer to be numbered pursuant to the Bylaws and Codes of Procedure Committee’s resolution guidelines.
- (c) **Committee Consideration** –
 - (1) Resolutions shall be read twice in committee, once as a discussion item, and once as an action item.
 - (2) A passed resolution and its accompanying report shall be signed by the Chair of the committee which initially considered it, and may be signed by the primary author in committee, or by all members of the committee in the event that the item is particularly significant.
 - (3) Once passed, the item shall be considered by the Bylaws and Codes of Procedure Committee as an action item.
 - (A) The committee shall submit, along with the resolution itself, a report summarizing the effects of the resolution and explaining the rationale for its enactment.
 - (4) The Bylaws and Codes of Procedure Committee may either opt to recommend passage of the resolution to the Board of Directors, or to send the item back to committee for further consideration.
- (d) **Board Consideration** –
 - (1) The Board shall read the item as referred by the Bylaws and Codes of Procedure Committee twice, first as a discussion item and then as an action item.
 - (2) On the second reading, the board may take any action in order under the provisions of Robert’s Rules on the resolution.
- (e) **Passed Resolutions** –
 - (1) Resolutions passed by the Board of Directors in this manner shall be signed by the chair of the committee which originated the



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Passed by the Bylaws and Codes of Procedure Committee and referred to the Board of Directors on [Date]

Alexander Berry, Chief Justice

Received in the Board of Directors on [Date]

David San, Secretary-Treasurer