



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

---

**ADMINISTRATIVE MANUAL**

---

**LEGISLATIVE AFFAIRS & ADVOCACY  
COMMITTEE CODE OF PROCEDURE**

**Policy 014**

**ARTICLE I**

**AUTHORITY AND FUNCTION**

These codes shall act as the governing procedures for the Legislative Affairs & Advocacy Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the Legislative Affairs & Advocacy Committee to:

- A. Review, research and make recommendations on, but not limited to, legislation emanating from the California State Legislature and United States Congress.
- B. Recommend a list of legislative priorities and recommended action to the Board of Directors (BOD) of ASI for approval by the third regularly scheduled meeting of the year.
- C. Create a plan to manage the legislative agenda and other issues deemed appropriate by the committee chair or the BOD.
- D. Elect a vice chair from the committee at the second meeting of the school year. The vice chair must be responsible for taking minutes and shall assume all duties assigned by the chair or committee. The vice chair shall assume the chair position in the absence, resignation, or removal of the chair.
- E. Coordinates all ASI's Lobby Corps efforts.

Definitions:

- A. General Students will be defined as a non-BOD or Academic Senator.
- B. Lobby Corp is a separate entity under CSU and supervised by ASI.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Legislative Affairs & Advocacy Committee shall be composed of a maximum of (16) voting members and two (2) non-voting members. The following shall constitute the membership of this committee:

- A. ASI Vice President of External Affairs and Advancement (V.P.E.A.A.)(chair)
- B. ASI President
- C. Civic Engagement Officer - Representative-at-Large
- D. Diversity and Inclusion Officer - Representative-at-Large
- E. Academic Senator



- F. Three ASI BOD Representatives
- G. Three Lobby Corps Officers to be appointed by the Legislative Affairs and Advocacy Committee
- H. Membership is open to five (5) general students as referred to in Article I, Definition A, pending a recommendation from the ASI V.P.E.A.A. and ASI President with majority consent of the BOD
- I. ASI Executive Director or professional staff designee (non-voting)
- J. University President or designee (non-voting)

## Section 2 – Quorum

Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the Legislative Affairs & Advocacy Committee. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

## Section 3 – Responsibilities of the ASI Vice President of External Affairs and Advancement (V.P.E.A.A.)

The ASI Vice President for External Affairs and Advancement shall:

- A. Develop legislative action plans on a semester basis, with the assistance of the committee, to reflect advocacy trends within the ASI.
- B. Schedule regular meetings on a biweekly basis.
- C. Ensure that a written report of any recommendation or action by the committee is made the Friday prior to official BOD meetings.
- D. Ensure that information regarding legislative affairs is disseminated to the BOD at each meeting.
- E. Ensure that information regarding legislative affairs is disseminated to the student body through the ASI Lobby Corps and Campus Affairs Representative.
- F. Vote on items before the committee in the case of a tie.
- G. Attend monthly California State Student Association (C.S.S.A.) meetings as a representative for Cal State LA and serve as the primary voting member.
  - a. In the case that the V.P.E.A.A. and the ASI President are unable to attend or vote then the Vice Chair of the Legislative Affairs & Advocacy Committee may act as the voting member. In the case that the V.P.E.A.A., the ASI President, and the Vice Chair of the Legislative Affairs & Advocacy Committee are unable to attend then the next voting member shall be chosen from the one of the experienced Lobby Corps members at the discretion of the previous three aforementioned members.
  - b. In the case that a consensus cannot be made between the two primary voting members then the Vice Chair may act as the mediator.
- H. Satisfy all duties stated in the ASI BOD COP Section 12.
- I. Determine the attendees of the California Higher Education Student Summit (C.H.E.S.S.) in concert with the ASI President and present the list of selected attendees to the BOD .

## Section 4 – Responsibilities of the ASI Vice Chair for Legislative Affairs (V.C.L.A.)

The role and responsibility of the A.S.I. Vice Chair for Legislative Affairs shall be performed by a committee member. By the second official meeting the committee will appoint a committee member as V.C.L.A. If the Vice Chair is an appointed ASI member their time served in this role will count as two of their eight required service hours.

- A. Be recommended by the ASI V.P.E.A.A. to committee, with a majority vote of the committee.
- B. Be responsible for preparation of the minutes for the Legislative Affairs Committee and to ensure that copies of those minutes are entered into the minutes at the next meeting of the Board of Directors



- C. Act in the capacity of the chair in his/her absence.

#### Section 5 – Removal of Appointed Member

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one semester.

### **ARTICLE III**

### **LOBBY CORPS**

#### Section 1 – Mission

The mission of the Lobby Corps of Cal State LA is to provide concerned students with the necessary skills and experience to lobby the student perspective in local, state, and federal arenas. This mission shall be achieved by creating a network of trained and organized student volunteer leaders at Cal State LA to present before government representatives. The Lobby Corps of Cal State LA shall also communicate with its members, disseminate current information to students, and coordinate its efforts with the California State Student Association (CSSA) and the Associated Students, Incorporated (ASI) of Cal State LA. The ASI Lobby Corps of Cal State LA shall design, support and participate in student activism as a strategy of our advocacy efforts.

#### Section 2 - Eligibility

- A. To be certified, all candidates must complete the Lobby Corps application, be in good standing with the University and maintain a minimum of 2.0 GPA.
- B. All students on the Legislative Affairs & Advocacy Committee must be certified Lobby Corps member by attending at least one (1) Lobby Corps Clinic.

#### Section 3 – Responsibilities and Duties of the Lobby Corps Officers

Each of the following officer must be appointed by Legislative Affairs & Advocacy Committee (L.A.A.C). Any exceptions must be approved by the L.A.A.C.

- i. Campus Lobby Corps Officer
  - a. Will focus on maintaining a steady recruitment of lobby corps members.
  - b. Will be in charge of sustaining a positive relationship between grass-roots organizations on campus as well as media outlets such as the UT, radio, etc.
  - c. Will work with the V.P.E.A.A. and Local Lobby Corps officer on coordinating and executing events, programs, workshops etc. on campus. These events should serve the purpose of decreasing voter and political apathy, educating students, increasing voter registration, benefiting the efforts of ASI Lobbying endeavors and or what the Legislative Affairs & Advocacy Committee deems beneficial to students.
  - d. Will work with V.P.E.A.A. in maintaining a positive and transparent relationship with the Cal State LA student's body, faculty and administration. This includes but is not limited maintaining a relationship with the California Faculty Association (CFA), and student led grass-roots organizations on Campus.
- ii. Local Lobby Corps Officer



- a. Focuses on researching local legislative issues as well as current events that can or could affect the Cal State LA student body while also communicating these issues to the Legislative Affairs & Advocacy Committee.
    - b. Working with the V.P.E.A.A. in maintaining the relationship between ASI and our Local representatives.
    - c. Being in charge of actively researching and contacting organizations or individuals that can assist ASI lobbying endeavors.
  - iii. State Lobby Corps Officer
    - a. Will focus on researching and communicating State Legislation that can or could affect the Cal State LA student body to Legislative Affairs & Advocacy Committee.
    - b. Will work with the V.P.E.A.A. on coordinating endeavors with CSSA on state wide issues. This includes but is not limited to calling legislators to support or oppose a bill, CSUnity, CSSA meetings at Cal State LA, etc.
    - c. Will work with the V.P.E.A.A. to maintain a relationship between ASI and our state representatives.
- D. All initiatives must be in compliance with Policy 002, Section 3 – Issues of Social Concern
  - i. The BOD may deal with issues of social concern; however, its primary concern shall rest with educationally related issues.
  - ii. The BOD Executive Committee shall clarify issues as to their educational/social issues. The following criteria shall be observed:
    - a. Passage of position statement
    - b. Encourage continuing grass roots efforts
  - iii. The issue will then be introduced as a BOD information item. The appropriate action should be taken to insure that the student opinion is considered by the BOD in the decision making process.
  - iv. Actual lobbying activities and support services shall be as follows:
    - a. Extensive lobbying efforts, staff lobbying efforts and support services shall be restricted to educational /student related issues.
    - b. Exceptions to this may be carried by two-thirds (2/3) majority of the BOD.
  - i. The Board may take the following actions regarding social issues:
    - a. Passage of position statement
    - b. Encourage continuing grass roots efforts
    - c. Press releases
    - d. Resolutions
    - e. Other appropriate action

## **ARTICLE IV**

## **MEETINGS**

### Section 1 – General Meetings

The Legislative Affairs & Advocacy Committee shall meet on a bi-weekly basis.

### Section 2 – Special and Emergency Meetings

The Legislative Affairs & Advocacy 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-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 on an absolute majority of the Legislative Affairs & Advocacy Committee to the ASI Bylaws and Codes of Procedure Subcommittee. The ASI Bylaws and Codes of Procedure Subcommittee shall review then forward the proposed changes to the BOD for their 2/3 approval.. If the ASI Bylaws and Codes of Procedure Subcommittee has not been established for the year, it is the responsibility of the ASI Chief Justice, in conjunction with the ASI President, to establish the ASI Bylaws and Codes of Procedure Subcommittee. Until approval by the ASI Bylaws and Codes of Procedure Subcommittee, the most recent version of the Legislative Affairs & Advocacy Committee Code of Procedure shall be followed.

**Policy History**

- Approved: 02/10
- Approved: 10/11
- Approved: 8/7/14
- Approved: 2/11/16
- Approved: 05/04/017
- Amended: 11/2/17

