



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

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## **ADMINISTRATIVE MANUAL**

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# **Environmental Policy Committee**

## **Code of Procedure**

**Policy 012**

### ARTICLE I

### AUTHORITY AND FUNCTION

This document shall act as the governing procedures for the Environmental Policy Committee of the Associated Students, Incorporated (A.S.I.) of California State University, Los Angeles. It shall be the purpose and function of the Environmental Policy Committee to:

- A. Formulate and encourage the adoption of policies that will make A.S.I.'s internal practices more environmentally sustainable.
- B. Formulate and encourage the adoption of policies that will make the California State University, Los Angeles a more environmentally sustainable campus.
- C. Educate the community with an on-campus emphasis on the topics of environmental, food and nutrition sustainability, as well as environmental justice.
- D. Formulate and encourage the adoption of policies that will make the California State University system more environmentally sustainable and nutritionally conscious by working primarily through the California State Student Association.

### ARTICLE II

### MEMBERSHIP AND DUTIES

#### Section 1 – Membership

The committee shall be composed of twelve (12) voting and two (2) non-voting members.

- A. Environmental Commissioner, who shall serve as chair
- B. Three (3) elected or appointed members of A.S.I. appointed with a simple majority consent of the Board of Directors (BOD)
- C. Eight (8) student members of the student body appointed with a simple majority consent of the BOD
- D. Director of Programs and Leadership (non-voting)
- E. Director of Facilities Services or designee (non-voting)



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## Section 2 – Quorum

Quorum shall be defined as a simple majority of the voting membership of the committee (fifty-percent of the voting membership plus one). The chair shall be counted among the voting membership for the purposes of establishing quorum.

## Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the BOD.
- C. The Chair shall ensure that a written report of any recommendation or action of the EPC is made at least three (3) days prior to the next meeting of the BOD.
- D. The Chair shall appoint a Vice Chair.

## Section 4 - Responsibilities of the vice Chair

- A. The Vice Chair shall assume the responsibilities of the chair in the chair's absence.
- B. The Vice Chair shall record meeting minutes.
- C. The Vice Chair shall assist in the responsibilities of the chair.

## Section 5 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the BOD for more than two (2) consecutive unexcused absences, three (3) unexcused absences, or four (4) unexcused tardies or early departures during any one quarter.

## ARTICLE III

## MEETINGS

### Section 1 – General Meetings

The Environmental Policy Committee shall meet at least four times a quarter.

## ARTICLE IV

## AMENDMENTS

Proposed amendments to these procedures shall be submitted on a majority vote of the Environmental Policy Committee to the A.S.I. Sub-Committee on Bylaws and Codes of Procedure for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

## ARTICLE V

## DEFINITIONS



Sustainability: Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Environmental Justice: The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.



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