



**Associated Students, Incorporated**  
**California State University, Los Angeles**  
**Administrative Manual**  
**Executive Committee**  
**Cabinet Code of** **Policy 003**

**ARTICLE I** **AUTHORITY AND FUNCTION**

~~These codes~~This Code shall act as the governing procedures for the Executive ~~Committee-Cabinet~~ of the Associated Students, ~~Incorporated~~ of California State University, Los Angeles, ~~Incorporated (ASI)~~. It shall be the purpose and function of the Executive ~~Committee-Cabinet~~ to:

- A. Coordinate the information, programs, projects, and ~~problems-issues~~ to be considered by the ~~Associated Students~~ASI Board of Directors.
- B. ~~Act on behalf of the BOD when the Board cannot be called together to act on an emergency matter. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, the Policy and Directives of the Board of Trustees of the California State University, university policies, the Articles of Incorporation of ASI, and the Bylaws.~~Provide general policy recommendations and ensure ASI's policies and procedures are in compliance with Title V of the California Cde of Regulations, CSU policies, Cal State LA rules, and all laws pertaining to corporations and non-profit organizations.
- C. ~~The Executive Cabinet may make decisions in place of the entire Board of Directors only when the Board cannot be called together to act on an emergency matter.~~
- D. ~~The establishment of a strategic plan and annual goals for the corporation, shall be initiated and recommended by the Executive Cabinet, in collaboration with the ASI Executive Director, ASI staff, and the University.~~
- E. ~~All decisions of the Executive Cabinet shall be reported to the Board of Directors and may be overturned by a simple majority vote of the Board of Directors.~~

**Commented [PB1]:** Language revised to reflect the approved Bylaws

Section 15 – Duties of the ~~Committee~~Cabinet

It is the responsibility of the Executive ~~Committee~~Cabinet to facilitate the orderly and effective use of the BOD meeting time. The ~~committees~~Cabinet's responsibilities include, but are not limited to:

- F. Screening all potential BOD agenda items and preparing the next Board meeting.
- G. Proposing motions on specific policy matters for approval or disapproval by the BOD.
- H. Acting as the exploratory body on all matters except personnel-related cases.
- I. Designing and monitoring assignments of the BOD, Ad Hoc Committees, Task Forces, etc.
- Hearing all grievances and complaints by ASI personnel not otherwise provided for under the Bylaws or established procedures.
- Reporting all policy decisions of the Executive Committee to the BOD; all policy decisions may be overturned by a majority vote of the BOD.

Section 1 – Administrative Policy

The Executive Committee shall review all recommendations for the modification of the ASI Administrative Manual to the BOD to ensure that no policy is brought to the Board which has not first been reviewed by the Bylaws and Codes of Procedures Subcommittee.

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**ARTICLE II** **MEMBERSHIP AND DUTIES**



Section 1 – Membership

The Executive Committee-Cabinet shall be composed of nine (9) voting and four (4) non-voting members~~the following members:~~

- A. ASI President, who shall serve as chair
- ~~B. ASI Chief of Staff, who shall serve as vice chair~~
- ~~B.C. ASI Vice President for Administration, who shall serve as vice chair~~
- ~~C.D. ASI Vice President for Academic Governance~~
- ~~D.E. ASI Vice President for Finance~~
- ~~E.F. ASI Vice President for External Affairs and Advancement~~
- ~~G. ASI Secretary/Treasurer~~
- ~~F.~~
- G.H. Three (3) members of the BOD appointed by the ASI President with a simple majority consent of the BOD
- ~~H.I. ASI Executive Director (non-voting)~~
- ~~I. ASI Office Manager for Administration and Services (recording secretary) (non-voting)~~
- J. ASI Director of Government Affairs and Leadership Programs Staff (non-voting)
- K. University President or designee (non-voting)

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Commented [PB2]: As Chair of the College Reps, this would be the ideal BOD member to sit on Exec as the voice of the Cabinet

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Section 2 – Quorum

Quorum shall be defined as a simple majority of the voting-seated 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 Finance Committee on changes in the level of budgetary support to reflect spending trends within ASI.~~
- ~~B. The Chair shall ensure that a written report of any recommendation or action of the Executive Committee Cabinet is completed at least two (2) days prior to the next meeting of to the BOD.~~
- C. The Chair shall work with the Executive Director and vice chair to create the Cabinet meetings.
- ~~D.A. The Vice Chair shall act on behalf of the Chair in the event that the Chair is unable to act.~~

Section 4. Vice Chair

- ~~A. The Vice Chair shall be ASI Chief of Staff~~
- ~~B. The Vice Chair shall act on behalf of the Chair in the event that the Chair is unable to act~~conduct the Cabinet meetings.
- ~~C. The Vice Chair is responsible for recording the minutes of the committee meetings.~~

Section 4 – Removal of Appointed Members

Any appointed member may be removed from the Executive Committee on a recommendation from the Chair to the BOD for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one (1) semester.

Commented [PB3]: Removed per Exec Cabinet request

Section 5 – Duties of the Committee

~~It is the responsibility of the Executive Committee to facilitate the orderly and effective use of the BOD meeting time. The committee's responsibilities include, but are not limited to:~~

- ~~A. Screening all potential BOD agenda items and preparing the next Board meeting.~~
- ~~B.A. Proposing motions on specific policy matters for approval or disapproval by the BOD.~~
- ~~C.A. Acting as the exploratory body on all matters except personnel-related cases.~~
- ~~D.A. Designing and monitoring assignments of the BOD, Ad Hoc Committees, Task Forces, etc.~~
- ~~E.A. Hearing all grievances and complaints by ASI personnel not otherwise provided for under the Bylaws or established procedures.~~
- ~~F.A. Reporting all policy decisions of the Executive Committee to the BOD; all policy decisions may be overturned by a majority vote of the BOD.~~



**ARTICLE III** **ADMINISTRATIVE POLICY**

Section 1 – Administrative Policy

~~The Executive Committee shall review all recommendations for the modification of the ASI Administrative Manual to the BOD to ensure that no policy is brought to the Board which has not first been reviewed by the Bylaws and Codes of Procedures Subcommittee.~~

**ARTICLE IV** **MEETINGS**

Section 1 – General Meetings

The Executive Committee shall meet on a bi-weekly basis and may be required to meet during academic year breaks and over the summer to conduct ASI business.

Section 2 – Special and Emergency Meetings

The Executive ~~Committee~~ Cabinet 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~~ the Chair, requested by the Executive Director, or through a request ~~to the chair~~ by three (3) voting members of the ~~committee~~ Cabinet.

**ARTICLE V** **AMENDMENTS**

Amendments ~~to these codes to this Code~~ shall be initiated and approved first by the Executive Cabinet and then submitted to the Bylaws and Codes of Procedure Subcommittee by a majority vote of the Executive Committee. The Bylaws and Codes of Procedure Subcommittee shall review then forward the proposed changes to the BOD for their final approval, which requires 2/3 approval vote in favor.

**Policy History:**

Approved:	July 1970	Amended:	April 2001
Amended:	April 1980	Amended:	November 2008
Amended:	October 1982	Amended:	February 2010
Amended:	May 1983	Approved:	October 5, 2017
Approved:	May 12, 1983	Approved:	<u>TBD</u>
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Recodified:	May 1999		

