



**Associated Students, Incorporated**  
**California State University, Los Angeles**  
**Administrative Manual**  
**Advocacy and Civic Engagement Committee Code Policy 014**  
**of Procedure**

**ARTICLE I AUTHORITY AND FUNCTION**

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

- A. Serve to understand and address the needs and concerns of the student body of Cal State LA through outreach and informational events and establish an advocacy action plan each year for ASI, to be presented to and approved by the BOD.
- B. Review and research local and State legislation that affects students at Cal State LA, and work through CSSA to advocate for students' needs at the State level.
- C. Plan and implement events and educational programs to encourage and broaden students' civic engagement, including registering students to vote.

**ARTICLE II MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Advocacy and Civic Engagement Committee shall be composed of the following members:

- A. ASI Vice President of External Affairs (VPEA)(chair)
- B. ASI President
- C. Civic Engagement Officer - Representative-at-Large
- D. Diversity and Inclusion Officer - Representative-at-Large
- E. Vice President for Academic Governance
- F. Three ASI BOD Representatives
- G. Three Lobby Corps Officers to be appointed by the Committee
- H. Membership is open to five (5) students at-large with a recommendation from the ASI VPEAA with majority consent of the BOD
- I. ASI Executive Director or designee (non-voting)
- J. ASI Program Coordinator (non-voting)

Section 2 – Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the Committee. The Chair shall be counted for the purpose of establishing quorum.

Section 3 – Responsibilities of the Chair

- A. Schedule regular meetings on a biweekly basis.
- B. Ensure that a written report of any recommendation or action by the committee is presented at the BOD

**Deleted: Legislative Affairs &**

**Deleted:** Legislative Affairs & ...dvocacy and Civic Engagement Committee of the Associated Students , Incorporated (ASI) ...f California State University, Los Angeles, Incorporated (ASI). It shall be the purpose and function of the Legislative Affairs & ... [1]

**Deleted:** ...research, and make recommendations on...ocal and State legislation that affects students at Cal State LA, and work through CSSA to advocate for students' needs at the State level. , but not limited to, legislation emanating from the California State Legislature and United States Congress. ... [2]

**Deleted:** <#>Recommend a list of legislative recommended action to the Board of Directors (BOD) of ASI for approval by the third regularly scheduled meeting of the year.¶ ... [3]

**Formatted:** Font: (Default) Arial, 9 pt

**Formatted:** Font: (Default) Arial, 9 pt

**Deleted:** Definitions:¶ ... [4]

**Deleted:** Legislative Affairs & ...dvocacy and Civic ... [5]

**Deleted:** and Advancement

**Deleted:** V.P.E.A.A

**Deleted:** A

**Deleted:** .

**Deleted:** Academic Senator

**Formatted:** Not Highlight

**Commented [PB1]:** Are three additional BOD ... [6]

**Commented [PB2]:** We will review Lobby Cor ... [7]

**Deleted:** Legislative Affairs and Advocacy

**Commented [PB3]:** Keep 5 students at-large ... [8]

**Deleted:** general ...tudents at-large as referred ... [9]

**Deleted:** V.P.E.A.A...PEAA. ... [10]

**Deleted:** and ASI President

**Deleted:** professional staff

**Deleted:** <#>University President or designee ... [11]

**Deleted:** fifty-percent (50%) plus one (1) member

**Deleted:** current ...eated voting membership of t ... [12]

**Deleted:** ASI Vice President of External Affairs a ... [13]

**Deleted:** ¶ ... [14]

**Deleted:** <#>Develop legislative action plans ... [15]

**Deleted:** made the Friday prior to official



- meeting for approval.
- C. Ensure pertinent information regarding student needs and priorities are shared with the BOD at each meeting.
  - D. Vote on action items before the Committee, only in case of a tie.

Section 4 – Responsibilities of the Vice Chair

- A. The role and responsibility of the ASI Vice Chair for the committee shall be performed by a voting member of the committee. By the second official meeting the committee will appoint a committee member as Vice Chair.
- B. Be recommended by the ASI VPEA to committee, with a majority vote of the committee.
- C. Be responsible for preparation of the minutes for the Committee.
- D. Act in the capacity of the chair in their absence.

Section 5 – Removal of Appointed Members

Any appointed member of the committee may be removed from 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 IV MEETINGS**

Section 1 – General Meetings

The Advocacy and Civic Engagement Committee shall meet on a bi-weekly basis or more often as needed.

Section 2 – Special and Emergency Meetings

The Advocacy and Civic Engagement 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.

**ARTICLE V AMENDMENTS**

Proposed amendments to these codes shall be submitted with the approval of the Advocacy and Civic Engagement Committee to the Executive Cabinet for review and then to the Board of Directors for final approval.

**Policy History:**

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

**Deleted:** s

**Deleted:** that ...ertinent information regarding legislative affairs...tudent needs and priorities are shared with is disseminated to ... [16]

**Deleted:** < # > ¶  
Ensure that information regarding legislative affairs is disseminated to the student body through the ASI Lobby Corps and Campus Affairs Representative. ¶

**Deleted:** < # > The Chair shall only v

**Deleted:** < # >

**Deleted:** < # >ete on items before the committee in the case of a tie. ¶  
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. ¶  
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 Ch (... [17]

**Formatted:** Font: 11 pt, Font color: Red

**Formatted:** Font: 11 pt, Strikethrough

**Deleted:** ASI ...ice Chair for Legislative Affairs (... [18]

**Deleted:** A.S.I....SI Vice Chair for Legislative (... [20]

**Deleted:** committee

**Formatted:** Font: (Default) Arial, 9 pt

**Formatted:** Font: (Default) Arial, 9 pt

**Formatted:** (... [21]

**Formatted:** (... [19]

**Deleted:** V.C.L.A.

**Deleted:** If the Vice Chair is an appointed ASI (... [22]

**Formatted:** Font: (Default) Arial, 9 pt

**Deleted:** V.P.E.A.A

**Deleted:** A

**Deleted:** .

**Deleted:** Legislative Affairs ...ommittee and to (... [23]

**Deleted:** his/her

**Deleted:** the committee

**Deleted:** **ARTICLE III** (... [24]

**Deleted:** Legislative Affairs &

**Deleted:** Legislative Affairs & ...dvocacy and Civ (... [25]

**Deleted:** on by an absolute majority ...ith the ap (... [26]

