



ASSOCIATED STUDENTS, INC.

Administrative Policies

Policy 014 - Legislative Affairs and Advocacy Code of Procedure

ARTICLE I

AUTHORITY AND FUNCTION

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

- A. Serve to understand and address the needs and concerns of the student body of Cal State LA through:
a. Student outreach and informational events, such as town hall meetings
b. Creation, review, and reporting of ASI's Student needs and feedback surveys and comment box
c. Development and implementation of student-focused initiatives based on survey results
d. Collaboration with key campus partners to support ASI's advocacy action plan
B. Establish an advocacy action plan each year for ASI, to be presented to and approved by the BOD.
C. 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.
D. Support the work of the Center for Engagement, Service, and the Public Good and the Pat Brown Institute for Public Affairs to create and/or promote local service-learning opportunities and avenues for student civic engagement.

Commented [FA1]: Serve to understand and address the needs and concerns of the Cal State LA student body through:
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c. Development and implementation of student-focused initiatives based on survey results
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Commented [AS2]: This sounds great but I feel it could apply to almost every committee; perhaps we should add a focus about what the surveys could entail? Or how the Leg. committee could respond differently compared to the other ASI committees?

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ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 - Membership

The Legislative Affairs & Advocacy 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 Shared Governance
F. Two ASI BOD Representatives, appointed with the approval of the Board of Directors
G. Three (3) students at-large appointed by the ASI VPEA, with majority consent of the BOD
H. ASI Executive Director or designee (non-voting)

Commented [AS3]: This sounds really fun! I don't have any comments about this, I just want to better understand what this would entail, and how this could coincide with CHES and CSSA conferences, plenary meetings, etc.

Commented [FA4]: as well as Effectively communicate pertinent information to the cal state la student body.

Commented [AS5]: Very tiny comment, but I'd add PBI to this list!

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I. ASI Program Coordinator (non-voting)

Section 2 - Quorum

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

Section 3 - Responsibilities of the Chair of the Committee

- A. Schedule regular meetings on a biweekly basis.
- B. ~~Submit reports, resolutions, and recommendations to the BOD for action to support student needs and services.~~
- 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.

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Section 4 - Responsibilities of the Vice Chair

- A. The role and responsibility of the Vice Chair for the Legislative Affairs and Advocacy committee shall be performed by a voting member of the committee.
- B. The Vice Chair shall be nominated and approved by a majority vote of the committee by the second official meeting of the year.
- C. ~~The Vice Chair shall be~~ responsible for preparation of the minutes for the Legislative Affairs and Advocacy Committee
- D. ~~The Vice Chair must act~~ in the capacity of the chair in their absence.

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Section 5 - Removal of Appointed Members

Any appointed member of the committee may be removed with 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 Legislative Affairs & Advocacy Committee shall meet on a bi-weekly basis or more often as needed.

Section 2 - Special 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.

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ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted with the approval of the Legislative Affairs & Advocacy Committee 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
Revise: 11/2/17
Revised: 3/7/24
Revised: TBD