



ASSOCIATED STUDENTS, INC.

Administrative Policies

## Policy 003 - Executive Cabinet Code of Procedure

### ARTICLE I

### AUTHORITY AND FUNCTION

#### Section 1 - Authority

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

- A. Coordinate the information, programs, projects, and issues to be considered by the ASI Board of Directors.
- B. Provide general policy recommendations and ensure ASI's policies and procedures are in compliance with Title V of the California Code 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 for emergency matters and only when the Board cannot be called together to act on the issue.
- D. Initiate the establishment and maintain a strategic plan and annual goals for the corporation, in collaboration with the ASI Executive Director, ASI staff, and the University, which shall be approved by the Board of Directors.
- 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.

Deleted: an emergency matter

#### Section 2 - Duties of the Cabinet

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

- A. Screening all potential BOD agenda items and preparing the next Board meeting.
- B. Proposing motions on specific policy matters for approval or disapproval by the BOD.
- C. Acting as the exploratory body on all matters except personnel-related cases.
- D. Designing and monitoring assignments of the BOD, Ad Hoc Committees, Task Forces, etc.

### ARTICLE II

### MEMBERSHIP

#### Section 1 - Membership

The Executive Cabinet shall be composed the following members:

- A. ASI President, who shall serve as chair
- B. ASI Chief of Staff, who shall serve as vice-chair
- C. ASI Vice President for Community Engagement
- D. ASI Vice President for University Affairs
- E. ASI Vice President for Finance
- F. ASI Vice President for External Affairs

Deleted: Administration

Deleted: Engagment

Deleted: Academic Governance

Deleted: and Advancement

- G. Three (3) members of the BOD appointed by the ASI President with a simple majority consent of the BOD
- H. ASI Executive Director (non-voting)
- I. ASI Staff (non-voting)
- J. University President or designee (non-voting)

**Commented [PB1]:** Is this a good number? Committee Chairs required to attend Exec?

**Section 2 - Quorum**

Quorum shall be defined as a simple majority of the seated membership of the Cabinet. The chair shall be counted for the purposes of establishing quorum.

**Deleted:** committee

**Section 3 - Responsibilities of the Chair**

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall report on any recommendation or action of the Executive Cabinet to the BOD.
- C. The Chair shall work with the Executive Director and vice chair to create the Cabinet meetings.

**Deleted:** of

**Section 4 -- Vice Chair**

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

**Deleted:** <#>The Vice Chair shall be ASI Chief of Staff

**Section 5 - 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) unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one (1) semester.

**ARTICLE III**

**MEETINGS**

**Section 1 - General Meetings**

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

**Deleted:** bi-weekly

**Section 2 - Special and Emergency Meetings**

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

**ARTICLE IV**

**AMENDMENTS**

Amendments to this Code shall be initiated and approved first by the Executive Cabinet and then submitted to the BOD for final approval, which requires 2/3 vote in favor.

**Policy History:**

Approved: July 1970	Amended: April 2001
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