



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. Research, monitor, interpret, and evaluate local, State, and Federal legislation and policies that affect higher education, the CSU system, and Cal State LA students; and inform the student body of issues that may impact them.
- B. Report on and advocate for Cal State LA students' needs and concerns to CSSA, and coordinate State and National responses through CSSA's committees and Board.
- C. 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, workshops, and tabling events
 - b. Creation of surveys or other tools to gather student opinion and concerns; then review and report student needs and feedback to the BOD
 - c. Develop and implement student-focused initiatives based on direct student feedback
- D. Establish an advocacy action plan each year for ASI, to be presented to and approved by the BOD.
- E. 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.
- F. Coordinate and/or collaborate with campus partners, on campus voter registration drives for state, local, and special elections.

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 University Affairs

- F. Two ASIBOD 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)

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. Recommend positions regarding legislation and policy that affects higher education, the CSU system, and/or Cal State LA students to the BOD.
- E. 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 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.

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.

ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be submitted with the approval of the Legislative Affairs & Advocacy Committee to the Executive Cabinet for review, and then to Board of Directors for final approval that shall be passed with a vote of 2/3 in favor.

POLICY HISTORY:

Approved: 02/10
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