



# Bylaws/ COP Subcommittee Meeting Minutes

Tuesday, November 3, 2015

3:15 pm - 4:30 pm; A.S.I. Conference Room U-SU 203

Attendees: Judicial Review Committee & General Public

## I. Organizational Items:

### a. Call to Order

The meeting was called to order at 3:18 PM.

### b. Roll Call

Frances Tsai	Chief Justice	<input checked="" type="checkbox"/> Present
Joanna Tien	Associate Justice	<input checked="" type="checkbox"/> Excused Late: 3:23 PM
Salvador Alejo III	Associate Justice	<input checked="" type="checkbox"/> Present
Melody Liu	Associate Justice	<input checked="" type="checkbox"/> Present
Alejandro Gamboa	Student Representative at Large	<input checked="" type="checkbox"/> Present
Megan Marie Dia	Board of Directors Representative	<input checked="" type="checkbox"/> Excused Late 3:40 PM
Ishan Shah	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Present
Dr. Martin Adamian	Faculty Member	<input checked="" type="checkbox"/> Excused Absence
Ashley Joseph	Programs Coordinator	<input checked="" type="checkbox"/> Excused Late: 3:36 PM
Intef W. Weser	Executive Director	<input checked="" type="checkbox"/> Excused Late: 3:25 PM
Letycia Gomez	University President's Designee	<input checked="" type="checkbox"/> Excused Absence
Guests of the Gallery	➤ None	

### c. Approval of Agenda (action):

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Salvador A.</b>
Motion to approve the adoption of Agenda for Tuesday, November 3, 2015. Discussion:			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

### d. Adoption of Minutes (action):

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Alejandro G.</b>
Motion to approve the adoption of Minutes for October 20, 2015. Discussion:			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

## II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the Bylaws/COP Committee members.



### III. Action Items

a. Elections Committee Policy 004 – The committee will review and take action on the final draft of the COP.

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Salvador A.</b>
<ul style="list-style-type: none"> <li>➤ Frances: Added changes, capitalizing, un-italicize everything. Have to un-italicize section 1.</li> <li>➤ Century Gothic change is there.</li> <li>➤ Implement of violation, major violation, deduct a major portion of votes.</li> <li>➤ Intef: They have to apply it correctly, procedure, can't just change it, we don't have an elections committee, taking people's voices away.</li> <li>➤ Frances: This goes to Executive Committee, then if they decide to implement, it'll come back to us</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

b. Bylaws & JRC Committee Policy 302 – The committee will take action on the suggested changes.

<b>Offered By:</b>	<b>Salvador A.</b>	<b>Seconded by:</b>	<b>Alejandro G.</b>
<ul style="list-style-type: none"> <li>➤ Intef: A.S.I. INC, Item E, A.S.I. Maybe we should add "in the event that the Elections Committee is not established. Bylaws Committee will review and take recommendations to elections procedure."</li> <li>➤ Recommendations will be forwarded to Executive Committee.</li> <li>➤ Adding the check and balance in our codes and procedures.</li> <li>➤ Authority and function revised.</li> <li>➤ Intef: We can motion to reconsider.</li> <li>➤ Alejandro: too much back and forth, what's going happen?</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

c. Bylaws and JRC Policy 302—Motion to reconsider the decision made taking for Action Item A for Policy 302.

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Alejandro G.</b>
<ul style="list-style-type: none"> <li>➤ Frances: Reference in Policy 302 in regards to the Bylaws Committee role in the absence of an Elections Committee.</li> <li>➤ Intef: In the authority and function committee, first paragraph, Article I section 1, authority.</li> <li>➤ Frances: Item A is the paragraph shown, and B will specify the Bylaws Committee's role.</li> <li>➤ Frances: In the event that the Elections Committee has not been set up by the second Bylaws Meeting in the Fall.</li> <li>➤ Intef: In what week should the Bylaws Committee be able to take over?</li> <li>➤ Frances: After 2 Bylaws meetings.</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

d. Personnel Committee Policy 106 – The committee will take action on the suggested changes.

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Alejandro G.</b>
<ul style="list-style-type: none"> <li>➤ These changes were made by Personnel Committee.</li> <li>➤ Only one change on first page: adding the Enrollment Management and Office of Dean of Students.</li> <li>➤ Page 2: committee chair was added and added items 5.4.1 and 5.4.2.</li> <li>➤ CSULA should be changed to Cal State LA in 5.5</li> <li>➤ Also could be good to clarify staffer to staffer(s) for clarity.</li> </ul>			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

e. Personnel Committee Policy 117 – The committee will take action on the suggested changes.

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Melody L.</b>
<ul style="list-style-type: none"> <li>➤ Intef: Under 3.0, expectation of full time.</li> <li>➤ Intef: Clarification, for the right department, officer of the dean of students or senior associate.</li> <li>➤ Frances: Put comma after Executive Director to address the right people.</li> <li>➤ Frances: All minor grammatical changes.</li> </ul>			



<b>Vote Tally:</b>						
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>	<b>Abstained:</b>	<b>0</b>	<b>Motion:</b> <input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

f. Bylaws & JRC Committee Policy 301

Offered By:		Joanna T.		Seconded by:		Melody L.	
Motion to table Bylaws & JRC Committee Policy 301 in order to review next to Policy 20.							
Vote Tally:							
All in Favor:		ALL	Opposed:	0	Abstained:	0	Motion: <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

g. Quarter to Semester Notice of All A.S.I. Policies – The committee will take action on an official statement about Q2S and A.S.I. Policies

<b>Offered By:</b>		<b>Melody L.</b>		<b>Seconded by:</b>		<b>Joanna T.</b>	
<div>➤ Frances: This is a template for memos that mention Q-S changes, write memo to BOD.</div> <div>➤ Frances: To make it actually on the record, approve the memo.</div>							
<b>Vote Tally:</b>							
<b>All in Favor:</b>		<b>ALL</b>	<b>Opposed:</b>	<b>0</b>	<b>Abstained:</b>	<b>0</b>	<b>Motion:</b> <input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

IV. Information Items – None.

V. Discussion

a. Parliamentary Procedures – The committee will discuss plans on improving parliamentary roles and informing other officers about Robert's Rules and Parliamentary Procedures.

- Melody: Justices very frustrated at chairs for not cooperating, making up their own rules and overruling Robert's Rules.
- Frances: People are not happy. Chairs don't want to follow. Marcus was thinking about interactive certification where everyone is required to sit through and answer questions.
- Frances: Official parliamentary procedures certification can keep everyone informed and educated on the topic.
- Intef: Go through parliamentary procedures. Make sure chairs understand that chairs are like a traffic director.
- Frances: Chairs are supposed to chair without having opinions in the way.
- Intef: Time stamp to put agenda up to be considered.
- Frances: Justices inform me on changed policies at respective meetings.

VI. Reports

- Chief Justices
- Associate Justices
- Programs Coordinator: **Ashley Joseph**
- University Designee: **Letycia Gomez**
- Faculty Advisor: **Dr. Martin Adamian**
- A.S.I. Executive Director: **Intef W. Weser**

VII. Adjournment

Offered By:	Melody L.	Seconded by:	Alejandro G.
Discussion: Adjourn at 4:18 PM			
Vote Tally:			
All in Favor:	ALL	Opposed:	0
		Abstained:	0
		Motion:	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

Associated Students, Inc.  
Bylaws/COP Subcommittee Meeting  
**Summary of Actions Taken**  
**Tuesday, November 3, 2015**

**Organizational Items**

**a. Approval of Agenda (action):**

<b>Offered By:</b>	Melody L.	<b>Seconded by:</b>	Salvador A.
Motion to approve the adoption of Agenda for Tuesday, November 3, 2015.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**b. Adoption of Minutes (action):**

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Salvador A.
Motion to approve the adoption of Minutes for October 20, 2015.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**Action Items**

**a. Elections Committee Policy 004 – The committee will review and take action on the final draft of the COP.**

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Salvador A.
Motion to approve Policy 004 with said changes.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**b. Bylaws & JRC Committee Policy 302 – The committee will take action on the suggested changes to the policy.**

<b>Offered By:</b>	Salvador A.	<b>Seconded by:</b>	Alejandro G.
Motion to approve Policy 302 with said changes.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**c. Bylaws and JRC Policy 302—Motion to reconsider the decision made taking for Action Item A for Policy 302.**

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Alejandro G.
Motion to reconsider the decision made for taking Action Item A for Policy 302			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**d. Personnel Committee Policy 106 – The committee will take action on the suggested changes.**

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Alejandro G.
Motion to approve Policy 106 with said changes.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED

**e. Personnel Committee Policy 117 – The committee will take action on the suggested changes.**

<b>Offered By:</b>	Joanna T.	<b>Seconded by:</b>	Melody L.
Motion to approve Policy 117 with said changes.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	ALL	<b>Opposed:</b>	0
		<b>Abstained:</b>	0
		<b>Motion:</b>	<input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED



f. Bylaws & JRC Committee Policy 301

<b>Offered By:</b>	<b>Joanna T.</b>	<b>Seconded by:</b>	<b>Melody L.</b>
Motion to table Bylaws & JRC Committee Policy 301 in order to review next to policy 20.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

g. Quarter to Semester Notice of All A.S.I. Policies – The committee will take action on an official statement about Q2S and A.S.I. Policies

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Joanna T.</b>
Motion to approve the official statement regarding Semester Conversion and A.S.I. Policies.			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

**Adjournment**

<b>Offered By:</b>	<b>Melody L.</b>	<b>Seconded by:</b>	<b>Alejandro G.</b>
Motion to Adjourn at 4:18 PM			
<b>Vote Tally:</b>			
<b>All in Favor:</b>	<b>ALL</b>	<b>Opposed:</b>	<b>0</b>
		<b>Abstained:</b>	<b>0</b>
		<b>Motion:</b>	<input checked="" type="checkbox"/> <b>PASSED</b> <input type="checkbox"/> <b>FAILED</b>

**VIII. CERTIFICATION**

Official Minutes taken for the **BYLAWS COMMITTEE MEETING** of the Associated Students, Inc., Cal State L.A. held on Tuesday, November 3, 2015 in the A.S.I. Conference Room, U-SU 203. Approved by the A.S.I. Bylaws Committee on: \_\_\_\_\_ Tuesday, November 17, 2015 \_\_\_\_\_.

Prepared by:



**Melody Liu and Frances Tsai**

Recording Secretary

Confirmed by:



**Joselyn Diaz**

Secretary/Treasurer

