



# Judicial Review Committee Meeting Minutes

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Day/Date: August 28, 2019  
 Time: 9:30 – 11:00 AM  
 Location: ASI Conference Room 203  
 Attendees: Judicial Review Committee, General Public  
 Type of Meeting: Special

## I. Organizational Items:

**Call to order by: Chair Alexander Berry, ASI Chief Justice @ 9:45 AM**

### b. Roll Call

Present	Alexander Berry	<i>Chief Justice</i>
Present	Alexander Morales	<i>Associate Justice</i>
Present	Ryan Yoo	<i>Associate Justice</i>
	Vacant	<i>Associate Justice</i>
	Vacant	<i>Faculty Member</i>
Present	Damarea Parker	<i>Senior Coordinator of Student Engagement and Outreach</i>
Present	Carol Roberts-Corb	<i>University President's Designee</i>
Present	Dena Florez	<i>Office Manager of Administration and Services</i>

### c. Adoption of Agenda:

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>
Motion to approve the agenda for August 28, 2019. Ordered by unanimous consent.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passed</b>

## II. Public Forum

- a. This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
  - i. None

**III. Information Items**

- a. Administrative Manual Template: The Committee heard a presentation from the Chief Justice on the updated ASI Administrative Manual template.
  - i. Discussion:
    - ❖ None

**IV. Action Items**

- a. Amendments to Policy 011: The Committee considered amendments to the Strategic Planning Committee's Code of Procedure.
  - i. Discussion:
    - ❖ Carol Roberts-Corb: Under membership, Article II, Section I, is it just the version I'm looking at, or shouldn't there be an M in front of University President or Designee?
    - ❖ Alexander Berry: There should. Is there a motion to amend the amendment to add an M in front of University President or Designee?
    - ❖ Damarea Parker: Point of clarification. Which policy are we looking at? 011, 012, or 019?
    - ❖ Alexander Berry: This is Policy 011.

<b>Offered By:</b>	<b>Alexander Morales</b>	<b>Seconded by:</b>	<b>Ryan Yoo</b>
Motion to amend the amendment to Policy 011 by adding an M in Article II, Section I before University President or Designee.			
<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>0</b>
		<b>Abstained</b>	<b>0</b>
<b>Motion: Passed</b>			

- ❖ Alexander Berry: Is there a motion to approve the amendments to Policy 011?
- ❖ Dena Florez: Question, were these suggested changes already recommended by the Strategic Planning Committee?
- ❖ Alexander Berry: Yes, these were recommended by the committee last year, we're reviewing them now as part of our backlog.
- ❖ Dena Florez: Thank you.

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	
Motion to approve the changes to Policy 011. Died for lack of second.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Died</b>			

- ❖ Alexander Berry: Is there any motion relating to Policy 011?

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>
Motion to approve the changes to Policy 011.			

<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>
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b. Amendments to Policy 012: The committee considered amendments to the Environmental Policy Committee's Code of Procedure.

i. Discussion:

- ❖ Alexander Berry: Is there a motion on the floor to approve the amendments to the Environmental Policy Committee's Code of Procedure?

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>
Motion to approve the amendments to Policy 012. Motion withdrawn by unanimous consent.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
			<b>Motion: Withdrawn</b>

- ❖ Alexander Morales: In regard to the outreach representative, what precedent did the committee have in regard to the Chair and Vice Chair's absence? Because it seems that the Outreach Representative assumes the responsibility of the chair in their absence.
- ❖ Alexander Berry: I'm not sure what the precedent was there, but again, our charge is just to review these for compliance. Though I'm not sure of the purpose behind the amendment, I don't see any particular reason not to approve it at this time.
- ❖ Damarea Parker: In regard to Environmental Policy, were these changes run by the Commissioner?
- ❖ Alexander Berry: Yes, these were approved by the previous Environmental Policy Committee.
- ❖ Damarea Parker: As another discussion point, looking at Section 5, the responsibilities of an outreach representative, do you all feel that the responsibilities might pile up in some of those cases? Because it does state that it would assume the duties of the Vice Chair in their absence, the EPC social media accounts, and also there's coordinating with clubs and also the responsibilities of the Chair in their absence.
- ❖ Ryan Yoo: Yeah, I feel that it could potentially be somewhat burdensome, especially with the accounts and clubs. Also, I guess...I yield back my time.
- ❖ Alexander Berry: Another point I'd like to bring up is that I don't see an outreach representative included in the membership, and we don't know where the member will be selected from. I'd recommend sending the changes back to the environmental policy committee for further review.
- ❖ Carol Roberts-Corb: So are we suggesting that Section III(d), the chair shall appoint an outreach representative-
- ❖ Alexander Berry: Oh, sorry, I actually didn't see that section. *(Alexander Berry discusses the issues with responsibility)*
- ❖ Damarea Parker: I mentioned I posed the question just to see what your thoughts were on that. Though the Commissioner only assumes the duties in the absence of the Chair and Vice Chair if both are absent at the same time.
- ❖ Alexander Berry: Is there any motion relating to the Environmental Policy Committee's Code of Procedure at this time?
- ❖ Carol Roberts-Corb: So basically they're just running the social media accounts and clubs and orgs?

- ❖ Alexander Berry: Yes, those seem to be the primary purposes. Is there any motion relating to the amendments?

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>			
Motion to refer the amendments to Policy 012 back to the EPC with instructions to review the role of the Outreach Commissioner.						
<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- c. Amendments to Policy 019: The committee considered amendments to the ASI Sustainability Policy
  - i. Discussion:
    - ❖ Alexander Berry: Is there any motion relating to the amendments to Policy 019?

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>			
Motion to amend the amendment to Policy 019 by adding a space between ASI and Board in the procedural guidelines section. Withdrawn by unanimous consent.						
<b>All in Favor</b>		<b>Opposed</b>		<b>Abstained</b>		<b>Motion: Withdrawn</b>

- ❖ Dena Florez: Just something as we're going through all these policies: ASI went through a rebranding and we lost the dots in A.S.I.
- ❖ Alexander Berry: Yeah, and that's part of what this amendment does, is changing all A.S.I. to ASI
- ❖ Dena Florez: And also, wherever you would see CSULA, you need to change that to Cal State LA. That shouldn't show up anywhere.
- ❖ Alexander Berry: I'm actually going to go through-
- ❖ Ryan Yoo: There is one, up here at the top. There's this one also here. Is that supposed to be like that?
- ❖ Alexander Berry: That needs to be Cal State LA, as part of branding.
- ❖ Carol Roberts-Corb: Minor and picky, under the purpose the grammar is off. "The purpose is to establish, to educated, to promoting?" They need to be in line, those verbs.
- ❖ Ryan Yoo: That's what lawyers are for.
- ❖ Alexander Berry: That said, Ryan, would you like to withdraw your motion and perhaps introduce a motion to fix all clerical errors?
- ❖ Ryan Yoo: Yes.
- ❖ Alexander Berry: That said, is there a motion on the floor to amend the ASI Sustainability Guidelines to bring it into compliance with all branding efforts and fix grammatical and clerical errors.

<b>Offered By:</b>	<b>Alexander Morales</b>	<b>Seconded by:</b>	<b>Ryan Yoo</b>			
Motion to amend the amendment to Policy 019 to bring the policy into compliance with all branding efforts and fix grammatical and clerical errors.						
<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- ❖ Alexander Berry: Is there any motion on the floor relating to the amendments to Policy 019, the ASI Sustainability Guidelines?

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>			
Motion to approve the amendments to the ASI sustainability guidelines as amended.						
<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

**V. Discussion Items**

a. Status of Bylaws and COP: The committee reviewed the status of the Bylaws and Codes of Procedure Subcommittee within the structure of the organization.

i. Discussion:

- ❖ Alexander Berry: So, as you all are likely aware, this is a meeting of the Judicial Review Committee, because Bylaws and Codes of Procedure is a subcommittee of this committee. I met with Marcus on this issue, and something we discussed was revising the role of Bylaws and Codes of Procedure and changing it from a subcommittee to a full, standing committee, because its powers are actually greater than those of the committee overseeing it, and its membership is also larger. It's a ten member committee as opposed to this committee which has, as you can see, three members.
- ❖ Ryan Yoo: Who would exactly be members of Bylaws and Codes of Procedure if it were to become a full committee?
- ❖ Alexander Berry: So, Bylaws and Codes of Procedure even right now, as a subcommittee, has: all of the justices, the Elections Commissioner, a BOD member, a student member, as well as the Executive Director and Carol.
- ❖ Ryan Yoo: Oh, it's right here. Why did I get confirmed again? (laughter)
- ❖ Alexander Berry: Minutes will reflect that Mr. Yoo asked why he got confirmed.
- ❖ Damarea Parker: I think that is a good move on the part of the committee to move to a standalone committee, as the Bylaws are pretty much the operating procedures of the organization, so to have it as a subcommittee would kind of not do it justice in terms of how to go about proceeding and things like that. Though I know the history of the Bylaws and Codes of Procedure Subcommittee, and it was created after the Judicial Review Committee.
- ❖ Alexander Berry: Yeah, and I met with Marcus actually on this issue, and what we think is that the Judicial Review Committee originally had all of the powers of Bylaws and Codes of Procedure as well, but as the organization evolved, as more amendments to Bylaws and Codes of Procedure were introduced, the subcommittee was established to handle that business. I agree, and Robert's Rules outlines this as well, committees that deal with the bylaws should be committees. They shouldn't be committees. So, if we're all agreed, I can have an action item on this for next meeting and we can take some actions to get Bylaws and Codes of Procedure to being a full committee. And that will encompass a couple amendments, we'll have to amend the Bylaws and Codes of Procedure COP, and also we'll have to amend the bylaws. Those two amendments will originate in this committee and we'll refer them to the Board of Directors.
- ❖ Carol Roberts-Corb: Just one thing to keep in mind as you're looking at that. In my experience the Judicial Review Committee doesn't have a whole lot of business, so just to keep that in mind as you're looking at them as a separate committee-kind of how often they meet and what they would do.
- ❖ Alexander Berry: Absolutely. I'll make a note of that and as discussions go forward I know that I'll be discussing that more with Damarea and this committee, as well as Marcus up until he leaves. I think we'll also be having a conversation about the role of the JRC within the organization as we develop a more fleshed-out vision.

b. Status of Environmental Policy Committee: The committee reviewed the status of the Environmental Policy Committee in the organization.

i. Discussion:

- ❖ Alexander Berry: The EPC is one of two standing committees that is currently not empowered in our bylaws, which places it in a kind of grey area. In general, there are two ways of appointing a standing committee: either they're appointed by amending the bylaws, or they're appointed by

a special order that essentially takes effect as an amendment to the bylaws without being an amendment to the bylaws. We don't have the minutes or agendas from the meeting in which the EPC was empowered and created, so we don't know if they were established in the proper procedural manner. And because they're not in the bylaws, they stand in a kind of limbo, or procedural grey area, that we'll have to go over. So this is something that I'll be bringing up at the board as well, to put the EPC into the Bylaws, because, of course, the EPC does important work and we wouldn't want to have their work suspended in this limbo.

- c. Status of Elections Committee: The committee reviewed the status of the Elections Committee in the organization.
  - i. Discussion
    - ❖ Alexander Berry: So, this is going to be exactly the same as Environmental Policy. The Elections Committee is also not empowered within the bylaws of the organization, and we don't know when it was created if it was empowered by a special rule that would empower it in that way, and this is a little more urgent, because, of course, the Elections Committee has a much broader charge than Environmental Policy, and basically covers all elections material. So this is something else that we'll be looking at, so hopefully at the next meeting we'll look at this as an action item, or if the Board of Directors decides to jump on it before, after I make my presentation there, we'll see how that goes.
- d. Amendments to Policy 301: The committee reviewed and discussed potential amendments to the Judicial Review Committee's Code of Procedure.
  - i. Discussion:
    - ❖ Alexander Berry: So, I don't have a comparison for this just because basically the only thing would be changing the quorum requirement to 50% plus one member, because currently this committee has a hard three member requirement. At present, the quorum requirement will remain the same, but if the role of the committee changes, if it expands or contracts, we'll be able to have the room to grow without adjusting that quorum requirement accordingly. So that's something that will be added as an action item at the next meeting as well.
    - ❖ Dena Florez: Question, so when you say 50% plus one, should you indicate 50% plus one of the voting members? Because if your membership is seven, and you say 50% plus one, but you only have three voting members, then it won't make sense. So would you say 50% plus one of the voting members?
    - ❖ Alexander Berry: Yes, I'd say that's probably the best course of action. And I saw, even David did this with his code of procedure, in Policy 011, he changed it to current voting membership, so that way if there were vacant seats, it wouldn't affect the cap. Thanks so much Dena for reminding me of that.
- e. Amendments to Policy 302: The committee reviewed and discussed potential amendments to the Bylaws and Codes of Procedures Subcommittee's Code of Procedure.
  - i. Discussion:
    - ❖ Damarea Parker: I want to make a note, if we're looking at the Vice Chair, that we might want to adopt that same practice for the voting membership of this committee.
    - ❖ Alexander Berry: So I'm inclined to agree, and I'll amend that accordingly before it comes up as an action item.
- f. Training Reflection: The committee reflected on the Justice Training held on August 21.
  - i. Discussion:
    - ❖ Alexander Berry: So, I know it seems like a very long time ago, but we're going to reflect on the Justice Training. I was in attendance, as were Ryan and Alex, and Marcus also stepped in. And we really went over a lot of what we're going over today. We wanted to expand the role of Bylaws and Codes of Procedure, also a greater emphasis on a Civic Engagement role, since a lot of the time we are only in this boardroom, we're not out there engaging with the students, and as part of that we want to engage with the community through a Robert's Rules training – and I'll talk about this in my report as well – I spoke with Tyler (the Vice Chair of the Finance Committee) over the retreat about the Organizational Development Conference, and one of the ideas he presented was that we might be able to merge the funding portion of the ODC with a Bylaws,

Best Practices, Robert's Rules portion. Basically there would be a holistic approach to organizational development. Not just how do you get your checks from us, but also how do you effectively run your organization and put that money to good use. So, is there any discussion, or do the justices want to talk about the training – I know it was a week ago, which in semester time feels like years.

- ❖ Ryan Yoo: You're not wrong there... *(Ryan is meditating in his seat in order to bring up memories of the training)* I do remember you talking a bit more about expanding the Bylaws and Codes of Procedures subcommittee and that was the big thing that stuck with me.
- ❖ Alexander Morales: It's role, relegated as a subcommittee, undermines its efforts to oversee the organization. Basically it oversees the overall blueprint of how ASI functions as a body of student representatives.
- ❖ Ryan Yoo: That's basically what I was going to say, yeah.
- ❖ Alexander Berry: Is there any more discussion on that item?

**g. Robert's Rules Training:** The committee discussed a potential Robert's Rules training event to be held on campus.

**i. Discussion**

- ❖ Alexander Berry: So there are a couple stakeholders that could really benefit from this. One is fraternities and sororities, because a lot of national Greek governing boards require that their constituent members use Robert's Rules in their organizational meetings. I still plan to reach out to Christopher Battle in CSI, he's the Greek Life Coordinator on campus, so we can gauge interest in that. Also on-campus advocates could really gain something from a Robert's Rules training, so they can gain an understanding of how legislative bodies do business. Of course, not all legislative bodies use Robert's Rules, but it's really good for them to understand, you know, what does somebody mean when they're making a motion, or how do these things work, or how do I speak in front of these bodies in a decorous manner that doesn't get the chair to slap me with the gavel. So, yeah, I know Mr. Morales is very interested in this...
- ❖ Alexander Morales: Yeah, in regards to the training, I think it would be a very good way to project our vision as a body of inclusivity as well, a form in which we can have these advocates and organizations and clubs as well to understand and get to know the language and procedures that are being used in these meetings.
- ❖ Alexander Berry: Well, I agree completely. It's very important in my opinion that people are able to come out and understand what their government is doing, because a lot of the parliamentary language we use is inaccessible. So if we're able to give people a guide to decode that, that'll be an accomplishment in my book.
- ❖ Damarea Parker: And in regards to that, yes open it up to Greek Organizations but also open it up to regular clubs and orgs as well. Reach out to Candace from CSI as well on that because I'm sure there are a lot of clubs and organizations that are running meetings and would want more avenues to run effective trainings. It would be a good practice, a good training to those folks as well. In regards to tangible takeaways, there's a plethora of resources, but taking in regards to what we have right now, in our library, is it broken down into a simple enough sheet, or constructing a terminology sheet as a tangible takeaway, something people can take with them. Something about the size of a half sheet.
- ❖ Alexander Berry: I agree, and this is something I've wanted to do – I'll run it by committee as well – I'd like to look at our Robert's Rules the basics as well since it's pretty long, and I think it would be really beneficial to have a sheet, you know, this is what a meeting looks like, because a lot of people don't have the time to read ten pages.
- ❖ Alexander Morales: In regards to the promotion of this event, I'd like to reach out to Gus.
- ❖ Alexander Berry: Also our Marketing and PR commissioner could help, though her work is in tabling, though we could always hand out half-sheets when we're doing tabling as well.
- ❖ Carol Roberts-Corb: I want to also emphasize why we use Robert's Rules, not just in the sense of having an organized meeting and making sure business is done, but also in terms of allowing all voices to be heard. I think sometimes Robert's Rules is seen as being excluding of voices and of people, but I think it's kind of the opposite, it makes sure people can be heard. I think

emphasizing the inclusivity of it, because I think you make a really good point, in that the language of it is seen as exclusive, but the purpose is to be inclusive.

- ❖ Alexander Berry: Yeah, and that's kind of the beauty of it.
- ❖ Damarea Parker: Yeah, kind of destigmatize it.
- ❖ Carol Roberts-Corb: That was something that was misunderstood last year.

**VI. Reports**

- a. Chief Justice:
  - i. Reviewed the bylaws and structure of the organization. Looked at the role of JRC, did Parliamentary work in BOD. Reached out to Gus about getting an Administrative Manual format.
- b. Associate Justice Alexander Morales:
  - i. Reached out and worked with several organizations as well as fraternities in regards to Robert's Rules training. Outreach should be a priority for this term, and providing an inclusive space for clubs and orgs. Have meeting guidelines handy as well. Reviewed parliamentary procedure.
  - ii. Discussion:
    - ❖ Alexander Berry: *(Alexander Berry is speaking on committee assignments and the importance of being a support network for other committee chairs, especially the new executives)*
- c. Associate Justice Ryan Yoo:
  - i. Familiarized himself with responsibilities, sends questions to Chief Justice. Getting to know ASI members.
- d. ASI Senior Coordinator of Student Engagement and Outreach:
  - i. Here for support, working with Teady (Vice President for Administration) and EPC. Be sure to submit program proposal for Robert's Rules Training. Working with Gus and ASI Studio 47 on developing the new program proposal.
- e. University President's Designee
  - i. Happy to be here and excited to work with the committee. Hopes to support and bring a broader university perspective.

**VII. Adjournment**

<b>Offered By:</b>	<b>Ryan Yoo</b>	<b>Seconded by:</b>	<b>Alexander Morales</b>			
Motion to adjourn the meeting at 10:43 AM.						
<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>



**CERTIFICATION**

Official Minutes taken for the ASI Judicial Review Committee Meeting of the Associated Students, Inc., Cal State Los Angeles held on August 28, 2019 in the ASI Board Room 203 and approved by consensus by the ASI Judicial Review Committee on \_\_\_\_\_.

Prepared by:

\_\_\_\_\_

Recording Secretary and Committee Chair

Confirmed by:

\_\_\_\_\_

Secretary/Treasurer