



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**ADMINISTRATIVE MANUAL**

**EXECUTIVE COMMITTEE  
CODE OF PROCEDURE**

**POLICY 003**

**ARTICLE I**

**AUTHORITY AND FUNCTION**

These codes shall act as the governing procedures for the Executive Committee of the Associated Students, Incorporated of California State University, Los Angeles. It shall be the purpose and function of the Executive Committee to:

- A. Coordinate the information, programs, projects, and problems to be considered by the Associated Students Board of Directors.
- B. Act on behalf of the BOD when the Board cannot be called together to act on an emergency matter. Such actions shall be in accordance with Title V of the Administrative Code of the State of California, the Policy and Directives of the Board of Trustees of the California State University, university policies, the Articles of Incorporation of ASI, and the Bylaws.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Executive Committee shall be composed of nine (9) voting and four (4) non-voting members.

- A. ASI President, who shall serve as chair
- B. ASI Vice President for Administration, who shall serve as vice-chair
- C. ASI Vice President for Academic Governance
- D. ASI Vice President for Finance
- E. ASI Vice President for External Affairs and Advancement
- F. ASI Secretary/Treasurer
- 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 Office Manager for Administration and Services (recording secretary) (non-voting)
- J. ASI Director of Government Affairs and Leadership Programs (non-voting)
- K. University President or designee (non-voting)

Section 2 – Quorum



Quorum shall be defined as a simple majority of the voting membership of the committee (fifty-percent of the voting membership plus one). The chair shall be counted among the voting membership for the purposes of establishing quorum.

### Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present a quarterly recommendation to the Finance Committee on changes in the level of budgetary support to reflect spending trends within ASI.
- C. The Chair shall ensure that a written report of any recommendation or action of the Executive Committee is completed at least two (2) days prior to the next meeting of the BOD.
- D. The Vice Chair shall act on behalf of the Chair in the event that the Chair is unable to act.

### Section 4 – 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) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one (1) semester.

### Section 5 – Duties of the Committee

It is the responsibility of the Executive Committee to facilitate the orderly and effective use of the BOD meeting time. The committees' 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.
- E. Hearing all grievances and complaints by ASI personnel not otherwise provided for under the Bylaws or established procedures.
- F. Reporting all policy decisions of the Executive Committee to the BOD; all policy decisions may be overturned by a majority vote of the BOD.

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## ARTICLE III

## ADMINISTRATIVE POLICY

### Section 1 – ASI Administrative Policy

The Executive Committee shall review all recommendations for the modification of the ASI Administrative Manual to the BOD to ensure that no policy is brought to the Board which has not first been reviewed by the Bylaws and Codes of Procedures Subcommittee.

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## ARTICLE IV

## MEETINGS

### Section 1 – General Meetings

The Executive Committee shall meet on a bi-weekly basis.



## Section 2 – Special and Emergency Meetings

The Executive 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. 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 either the Chair or through a request to the chair by three (3) voting members of the committee.

### **ARTICLE V**

### **AMENDMENTS**

Amendments to these codes shall be submitted to the Bylaws and Codes of Procedure Subcommittee by a majority vote of the Executive Committee. The Bylaws and Codes of Procedure Subcommittee shall review then forward the proposed changes to the BOD for their 2/3 approval.

### **Policy History**

Approved: July 1970  
Amended: April 1980  
Amended: October 1982  
Amended: May 1983  
Approved: May 12, 1983  
Amended: Nov. 15, 1984  
Amended: May 1, 1984

Approved: May 10, 1984  
Amended: Dec. 11, 1984  
Recodified: May 1999  
Amended: April 2001  
Amended: November 2008  
Amended: February 2010  
Approved: October 5, 2017

