



ADMINISTRATIVE MANUAL

**BYLAWS AND CODES OF PROCEDURE SUB-COMMITTEE
CODE OF PROCEDURES**

ARTICLE I

AUTHORITY AND FUNCTION

Section 1 – Authority

These codes shall act as the governing procedures for the Bylaws and Codes of Procedure Committee of the Associated Students, Incorporated (ASI) of California State University, Los Angeles.

Section 2 – Function

It shall be the purpose and function of the Bylaws and Codes of Procedure Committee to:

- A. Ensure that the governing documents, policies and procedures of ASI are in compliance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the Cal State LA, the Articles of Incorporation, and the Bylaws.
- B. Review and take recommendations to the Elections Committee Codes of Procedures in the event that the Elections Committee has not yet been established. Recommendations are to be forwarded to the Executive Committee for action and approval prior to the approval by Board of Directors.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 – Membership

The Bylaws and Codes of Procedure Committee shall be composed of 7 voting and 2 non-voting members.

- A. The entire membership of the Judicial Review Committee as delineated in the A.S.I. Bylaws (4 voting, 2 alternate)
- B. The ASI Elections Commissioner
- C. A member of the BOD appointed by the ASI President with a simple majority consent of the BOD
- D. One student recommended by the Chief Justice to the ASI President with a simple majority consent of the BOD
- E. ASI Executive Director (non-voting)



“For the Students, by the Students”



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F. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as 4 voting members.

Section 3 – Responsibilities of the Chair

- A. The Chief Justice of the Judicial Review Committee shall serve as chair of the Committee.
- B. The Chair shall vote only in the event of a tie.
- C. The Chair shall present an annual report to the Board of Directors on changes in applicable policy which effect ASI governing documents, policy, and procedure.
- D. The Chair shall ensure that a written report of any recommendation or action of the Bylaws and Codes of Procedure Committee is made at least two (2) days prior to the next meeting of the BOD.

ARTICLE III

ADMINISTRATIVE POLICY

The Bylaws and Codes of Procedure Committee shall review all recommendations for the modification of the A.S.I. Administrative Manual to the BOD to ensure compliance with the rules and regulations concerning Student Body Auxiliaries.

ARTICLE IV

MEETINGS

Section 1 – General Meetings

The Bylaws and Codes of Procedure Committee shall meet on a bi-weekly basis.

Section 2 – Special and Emergency Meetings

The Bylaws and Codes of Procedure 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

Proposed amendments to these codes shall be submitted to the Board of Directors for unanimous approval.



Policy History:

Approved: May 1999
Amended: August 1999
Revised: April 2001
Approved: November 2015
Approved: October 5, 2017

