



Associated Students, Incorporated  
California State University, Los Angeles  
**Administrative Manual**  
**Board of Directors Code**  
**of Procedure**

Policy 002

**ARTICLE I**

**AUTHORITY AND FUNCTION**

Section 1 – Function

These codes shall act as the governing procedures for the Board of Directors (BOD) of the Associated Students, Incorporated (ASI) of California State University, Los Angeles. It shall be the purpose and function of the BOD to:

- A. act as a governing board for the ASI
- B. act as a steward to the student funds
- C. act as a learning laboratory for student leadership

Section 2 – Authority

This Code of Procedures is established under the authority given in Article VI, Section 1, Clause 1 of the Bylaws of the ASI of California State University, Los Angeles.

1. **Liability of Directors of California State University Auxiliary Organizations.** The standard of responsibility the law imposes on directors of corporations is generally described as the degree of care which ordinary prudent individuals prompted by self-interest would exercise under similar circumstances in dealing with their own property. ASI Student Leaders hereby acknowledge and agree:
  - A. They are not liable for the debts, liabilities, or obligations of ASI; but may be held liable for losses suffered by ASI as a result of their poor judgment if they do not exercise reasonable diligence in seeking and analyzing the information that is available before they make corporate decisions.
  - B. They are liable to the ASI for their own intentional acts that damage ASI and for losses resulting from gross negligence. Student Leaders have a duty to be knowledgeable about corporate affairs. They may delegate management duties provided they retain general supervision over corporate activities; but Board of Director may not abdicate their duty to direct and may be chargeable with any losses resulting from failure to participate. In the absence of gross negligence, however, Board of Director is entitled to base their decisions on data supplied by subordinates. While director is not liable for the wrongful acts of employees or other agents of the corporation, Board of Director is liable to third parties for their own wrongful acts even though they are acting on behalf of ASI.
  - C. is required to exercise their powers in good faith with a view to the interests of the corporation and agrees to subordinate their individual and private interests to their duty to the corporation whenever the two conflict. In this regard, the California Education Code, Section 89906, says: "No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void." Education Code, Section 89909, makes it unlawful for any member of the board of directors of an auxiliary organization to utilize information obtained by reason of membership on the board for personal gain; and the corporation may recover any such gain realized.

holds a "public trust" which requires special attention to following not only the letter but also the spirit of the law.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 – Membership

The Bylaws of the ASI shall govern the qualifications of voting membership for the BOD.

## Section 2 – Quorum

Quorum shall be defined as fifty-percent (50%) plus one (1) member of the current voting membership of the BOD. For the purpose of establishing quorum the chair shall be counted towards quorum as a voting member.

## Section 3 – Board of Directors Responsibilities

### A. Reports

#### 1. Bi-weekly report

a. All directors shall submit a report to the ASI Secretary/Treasurer and the ASI President that details the times, dates, places and description of all ASI -related activities to be counted for service hours.

b. Bi-weekly reports are due by noon on the Wednesday before each BOD meeting

#### 2. State of Affairs

a. All directors shall submit a report to the ASI Secretary/Treasurer and the ASI President on the state of affairs of the Associated Students, Incorporated.

b. State of Affairs reports are due by noon on the Thursday of the seventh (7) week of the quarter.

### B. Meetings

All directors are required to attend committee meetings that they have been appointed onto.

1. All directors shall be a member of at least one (1) of the ASI standing committees. If no ASI standing committees have vacancies, then attendance at a chosen standing committee meeting is sufficient to fulfill the requirement.

2. All directors shall be a member of at least one (1) of the Academic Senate or university committees.

### C. Specific Duties

1. Each BOD member shall be responsible for carrying out the duties specified in the ASI Bylaws.

2. In addition to the above requirement, BOD members shall be responsible for a minimum of two (2) office hours per week to be held in the ASI office.

a. Office hours must be scheduled with the ASI Secretary/Treasurer during the first week of each semester during the director's term of office.

b. Any change in these office hours is to be reported to the ASI Secretary/Treasurer immediately.

3. Each director shall actively seek out the opinions, needs, and desires of constituents, and organizations within his/her constituency.

4. Each director shall present to the BOD for consideration such measures as might serve to resolve any and all student-related problems faced by his/her constituency.

5. Each director shall ensure that all necessary activities and policies are initiated and carried out for the student body at large.

6. Each ASI member shall satisfy the following minimum hours of specific duties per position:

a. President, VPA, VPAG, VPF, VPEAA = 12 hours

b. Secretary Treasurer = 10 hours

c. BOD = 8 hours

d. Chief Justice, Academic Senator = 8 hours

e. Cabinet of Commissioners = 7 hours

f. Associate Justice = 4 hours

### D. Service

1. Each director shall be responsible for fulfilling a minimum number of service hours to the university community on behalf of the ASI per week beyond attendance at required meetings.

2. Each A.S.I. member shall satisfy the following minimum hours of Service Hours per position:

a. President = 2 hours

b. VPA, VPAG, VPF, VPEAA = 3 hours

c. Secretary Treasurer = 4 hours

d. BOD Chief Justice, = 6 hours

e. Academic Senator = 4 hours

f. Associate Justice & Cabinet of Commissioners = 2 hours

## Section 4 – Additional Responsibilities of the President

### A. Reports

1. State of Affairs  
The President shall submit, to the BOD, a completed State of Affairs Report for the ASI at the last BOD meeting of the quarter.
- B. Meetings
  1. Chairs and convenes the meeting at the scheduled hour and requests a roll call.
  2. Be responsible for the reading and approval of the minutes of the previous meeting.
  3. Preserve order and decorum; decide all points of order subject to an appeal of the BOD; the Chairperson may speak to points of order in preference to other directors.
  4. Make the efforts possible to facilitate the conduct of business and debate.
  5. Call upon a member of the gallery to speak on an issue during a period of debate. Members of the gallery are subject to the same limitations as the BOD.
  6. Have the right to name a director to perform the duties of the chair in the absence of the President, Vice President for Administration (VPA), Vice President for Academic Governance (VPAG), Vice President for Finance (VPF), Vice President of External Affairs and Advancement (VPEAA) and Secretary/Treasurer, but such appointment shall not extend beyond adjournment.
  7. Have control of the Board Chambers and entries during the proceeding of Board Meetings.
  8. Have the right to vote, at his/her discretion only in the event of a tie.
  9. Be responsible for maintaining a speaker's list.
  10. Be responsible for preparing the agenda for the BOD, Personnel and Executive Committee meetings.
  11. Observe and ensure quorum.
- C. Specific Duties
  1. Be responsible for the communication of the actions of the BOD to the appropriate parties unless otherwise specified in the motion or resolution.
  2. Determine the G.I.A. for the ASI Secretary/Treasurer.
  3. Provide documentation to the ASI Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Recording Secretary, ASI Secretary/Treasurer and Chief Justice. Failure to do so will result in a 20% reduction in the Quarterly G.I.A. as set forth in Policy 005.
  4. Recommend to the Board for appointment or dismissal, the entire BOD, the Public Relations & Elections Commissioner, and the Chief Justice.
  5. Recommend student representatives to the following academic and administrative committees:
    - i. Instructionally Related Activities Board
    - ii. University-Student Union Board (U-SU)
    - iii. Cal State LA Foundation
    - iv. University Auxiliary Services, Inc. (UAS)
  6. Issue Executive Orders, with the concurrence of the Executive Committee, as necessary for the conduct of ASI operations in the absence of appropriate legislative action. All Executive Orders shall be reported to the next meeting of the BOD and may be overturned with a 2/3 vote.
  7. Be responsible for the implementation of any policies and measures of the ASI that are not subsumed under the jurisdiction of the committees, commissions or councils or other offices as specified in the Bylaws or these codes.
- D. Service
  1. Perform such other duties as may be prescribed by the BOD, the Bylaws or these codes.

#### Section 5 – Additional Responsibilities of the Vice President for Administration

- A. Reports
  1. The VPA shall report at the BOD on the status of the work of the Cabinet of Commissioners.
- B. Meetings
  1. Act in the capacity of the President when absent, required by Robert's Rules of Order, or when requested by the President.
  2. The VPA shall serve as the chair of the Cabinet of Commissioner (C.O.C.) and shall ensure that the Cabinet meets on a bi-weekly basis during the quarter.
- C. Specific Duties
  1. Recommend to the Board for appointment or dismissal, all commissioners not delegated to other officers elsewhere in this document.
  2. Provide documentation to the ASI Secretary/Treasurer to be used as a guide for determining G.I.A. funds to the Cabinet of Commissioner. Failure to do so will result in a 20% reduction in the quarterly G.I.A. as set forth in Policy 005.
- D. Service
  1. Perform any other responsibilities that may be delegated by the President.

#### Section 6 – Additional Responsibilities of the Vice President for Academic Governance

- A. Reports
  - 1. The VPAG shall report at the BOD on the status of the work of the Cabinet of Senators.
- B. Meetings
  - 1. Act in the capacity of the President in the absence of both the President and the VPA, when required by Robert's Rules of Order, or when requested by the President.
  - 2. The VPAG shall serve as the Chair of the Shared Governance Committee and shall preside over the committee during the quarter.
- C. Specific Duties
  - 1. Recommend to the Board for appointment, official attendance, or dismissal, all students to university and academic committees, subcommittees boards of the University, and ASI committees not delegated to other officers in these codes. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.
  - 2. Provide documentation to the Secretary/Treasurer to be used as a guide for determining GIA funds to the Academic Senators.
- D. Service
  - 1. Perform any other responsibilities that may be delegated by the President.

#### Section 7 – Additional Responsibilities of the Vice President for Finance

- A. Reports
  - 1. The VPF shall report at the BOD on the financial status of Associated Students, Inc. and on the work of the Finance Committee.
- B. Meetings
  - 1. The VPF shall serve as the Chair of the Finance Committee and shall preside over the Finance Committee on a bi-weekly basis during the quarter.
- C. Specific Duties
  - 1. Recommend to the Board for appointment or dismissal, the Finance Committee vacancy not delegated to other officers elsewhere in this document.
  - 2. Shall assume the leadership and responsibilities as stated in Article IX, Section 3 of the Associated Students, Inc. Bylaws.
- D. Service
  - 1. Perform any other responsibilities that may be delegated by the President.

#### Section 8 – Additional Responsibilities of the Vice President for External Affairs and Advancement

- A. Reports
  - 1. The Vice President for External Affairs and Advancement shall report at the BOD on relevant legislation affecting students
  - 2. The VPEAA shall report at the BOD on the status of the work of the Representatives-At-Large.
  - 3. The VPEAA shall submit a state of affairs report to the BOD in accordance with the Code of Procedures.
- B. Meetings
  - 1. Act in the capacity of the President in the absence of the President, the VPA, the VPAG, and VPF when required by Robert's Rules of Order, or when requested by the President.
  - 2. Shall serve as Chair of the Legislative Affairs & Advocacy Committee.
  - 3. Attend monthly California State Student Association (C.S.S.A.) meeting as one of two representatives for Cal State LA .
- C. Specific Duties
  - 1. Shall attend BOD meetings and be exempt of university wide committees
  - 2. Shall serve as the Cal State LA representative at the California State Student Association (C.S.S.A.) Board of Directors.
  - 3. Shall keep the BOD informed on State and National issues, as well as legislative issues affecting students.
  - 4. Shall do research regarding legislative action and campus opinion.
  - 5. Shall manage the creation, review, and approval process of Resolutions and other legislation.
  - 6. Shall establish contact with all appropriate representatives through written and personal communication for the purpose of conveying student concerns and obtaining information on relevant legislative issues.
  - 7. Shall be responsible for coordinating student visits with local representatives.
  - 8. Shall be responsible for coordinating voter registration drives as well as "Get Out the Vote" drives during major elections.

9. Shall chair the Legislative Affairs Committee and Lobby Corps.
  10. Shall act as a legislative liaison to the media, and provide relevant materials to be published, in order to keep students informed.
  11. Shall recruit and facilitate the placement of students on State-Wide Committees.
  12. Shall organize and facilitate participation in the annual C.S.S.A. California Higher Education Student Summit (C.H.E.S.S.).
  13. Shall facilitate C.S.S.A. conferences or committee meetings hosted on our campus.
  14. Shall be responsible for keeping Community and Campus Affairs Representative informed on all legislation that may affect students and/or the surrounding community.
  15. Shall remain informed on all on campus policy changes by communicating with the Campus Affairs Representative.
  16. Shall hold town halls, or other public speaking forums, when necessary, to offer students unbiased information on campus, local, state or federal legislation or policy
  17. Shall identify the best practices of other CSU's through research or discourse and communicate said findings to the appropriate ASI officers or avenues.
- D. Service
1. Perform any other responsibilities that may be delegated by the President.

#### Section 9 – Additional Responsibilities of the Secretary/Treasurer

- A. Reports
1. The Secretary/Treasurer shall report at the BOD on the status of the GIA process.
- B. Meetings
1. Act in the capacity of the President in the absence of the President, the VPA, the VPAG, and VPF when required by Robert's Rules of Order, or when requested by the President.
- C. Specific Duties
1. Ensure the accuracy of the BOD minutes prior to submission for approval by the BOD.
  2. Oversee accountability and quality control of ASI BOD Appointment & Interview Process and committee appointments.
  3. Keep a scrapbook of all newspaper articles and pictures relating to the Associated Students, Inc.
  4. Compile files of all ASI BOD events and activities.
  5. Notify and conduct an orientation for all appointees of positions to which they have been assigned by the BOD.
  6. Ensure access to the Directors by maintaining a list of their office hours.
  7. Distribute and post meeting agendas and minutes as required under the Gloria Romero Open Meetings Act of 2000.
  8. Forward resolutions that have been signed by the ASI President to the parties concerned.
  9. Process Grant-In-Aid requests with the input of the President, VPA, VPAG, and VPF in their roles as delineated earlier in these codes.
  10. Keep official record of the attendance of ASI members for all official required committee meetings to ensure accountability of ASI members.
- D. Service
1. Perform any other responsibilities that may be delegated by the President.

#### Section 10 – Additional Responsibilities of College Representatives:

- A. Reports
1. The College Representatives shall report at the BOD meeting on the state of their college and the needs of their constituency.
  2. The College Representatives shall submit a state of affairs report to the BOD in accordance with the Code of Procedures.
- B. Meetings
1. They serve as the BOD liaisons to their College.
  2. Meet with the ASI President and the Programs Coordinator at least once every quarter and attend two College Representatives meetings every quarter.
- C. Specific Duties
1. They serve as official representatives of their respective colleges.
  2. Actively seek out the opinions, needs, and desires of their constituents (e.g. through college council meetings, interactive forums, other programs, surveys, and one-on-one conversations).
  3. Maintain strong communication and build relationships with the college dean and/or associate deans, department chairs, and faculty.
  4. Assess and maintain an archive of the constituents' opinions, needs, desires, as well as the college's goals and challenges for the year. This report should be presented along with the State of

Affairs report.

5. Serve on designated college-specific committee(s) to represent student voice in the college shared-governance process.
    - i. College-specific committees shall be counted towards fulfilling the requirement for college representatives to be a member of at least one (1) of the Academic Senate or university committees.
    - ii. Appointment to these College-specific committees shall be executed in the same manner as that of a regular committee appointment.
    - iii. In the absence or inability of a College Representative to be the designated student representative on these committees, the Representative shall be responsible to recruit a student from the respective college to be appointed, who meets all the requirements of good standing as defined in Article III of the ASI Bylaws.
    - iv. The student shall be interviewed, and recommended, by the respective College Representatives and appointed at the ASI Board of Directors meeting.
  6. Present to the BOD for consideration, measures which might serve to resolve student-related problems encountered by their constituents.
- D. Service
1. Perform any other responsibilities that may be delegated by the ASI President.

Section 11 – Additional Responsibilities of the Diversity and Inclusion Officer Representative-at-Large:  
Representatives-at-Large represent all Cal State LA students, with a focus on students with undeclared majors.

- A. Reports
1. The Diversity and Inclusion Officer shall report at the BOD on diversity and inclusion issues relating to Cal State LA students.
  2. The Diversity and Inclusion Officer shall submit a state of affairs report to the BOD in accordance with the Code of Procedures.
- B. Meetings
1. The Diversity and Inclusion Officer shall sit on the Legislative Affairs and Advocacy Committee.
  2. Sits on one (1) or attend one ASI standing committees and sit on one (1) university committee.
- C. Specific Duties
1. Create Initiatives that amplify traditionally marginalized voices and others leading development that incorporates social change and justice.
  2. Work with all appropriate university departments to ensure that through transformative learning and engagement, students will experience expanded viewpoints, lessened fear and increased openness.
  3. Increase awareness that explores the dimensions of difference in communities.
  4. Create programs and initiatives that improve Cal State LA's campus climate to proactively achieve inclusivity.
  5. Promote efforts that make all students feel welcome and diminish sentiments that impact learning.
  6. Acquire proper knowledge on Title IX, ADA/504, and Safe Zones to disseminate this information by holding workshops and focus groups, so our campus community is aware and abiding of a diverse student population.
  7. Serve as an ASI point of contact to OSD, VRC, DRC,
  8. Creating and overseeing a passion project that will directly serve the diversity of our students.
  9. Make the university an open and aware community where students understand that people come from different backgrounds and to respect and celebrate the differences in people.
  10. Create identity building and hope to experience true meaning-making within a transformative community.
- D. Service
1. Perform any other responsibilities that may be delegated by the President or Vice President for External Affairs and Advancement.

Section 12 – Additional Responsibilities of the Civic Engagement Officer Representative-at-Large:  
Representatives-at-Large represent all Cal State LA students, with a focus on students with undeclared majors.

- A. Reports
1. The Civic Engagement Officer shall report at the BOD on civic engagement issues relating to Cal State LA students
  2. The Civic Engagement Officer shall submit a state of affairs report to the BOD in accordance with the Code of Procedures.
- B. Meetings
1. The Civic Engagement Officer shall sit on the Legislative Affairs and Advocacy Committee.

2. Sits on one (1) or attend one ASI standing committees and sit on one (1) university committee.
- C. Specific Duties
  1. Manage the development and implementation of civic and voter engagement program, including voter registration, non-partisan voter education, GOTV efforts, and voter data (NSLVE) tracking.
  2. Shall participate in the planning of the ASI Alternative Break, participating in the trip is optional.
  3. Shall work with the Center for Engagement, Service, and the Public Good to create local, national, and/or international service-learning opportunities for Cal State LA students
  4. Shall build innovative community service programs that develop and sustain new leaders and activists.
  5. Shall brief the BOD and the student population at large in the nature, problems, and resources of the Los Angeles community.
  6. Shall promote new avenues of thinking about participatory democracy and governance.
  7. Shall partner with leaders to create exemplars of how civic engagement works in neighborhoods and public institutions.
  8. Shall host workshops, seminars and town hall meetings to promote deliberate dialogue.
  9. Shall be responsible for establishing communication links/community resources with appropriate organizations.
  10. Perform any other responsibilities that may be delegated by the President or Vice President for External Affairs and Advancement.
- D. Service
  1. Perform any other responsibilities that may be delegated by the President or Vice President for External Affairs and Advancement.

#### Section 13 – Removal from Office

- A. A director and appointed members may be removed from office for failure to judiciously complete the duties assigned to them. Refer to Policy 020 for detail on ASI Officer Performance Review & Removal Procedures.
- B. Upon the accumulation of two (2) absences, four (4) unexcused tardies, or two (2) early departures from meetings in a six-month period, the name of the absentee shall be placed before the BOD by any director to determine whether the person shall be removed from office.

#### Section 14 – Filling of Elected Vacancies

- A. Vacancies shall be publicized campus wide. Such publicity notices shall be made at least five (5) school days prior to the appointment date.
- B. Applications will be accepted until noon, two (2) full days before the appointment date. It is the responsibility of the officer conducting interview(s) to set an interview within 48 hours of application submission. An interview must be done within five business days of submission. This process will be monitored by the ASI Secretary/Treasurer via the ASI Appointment Process.
- C. If the officer conducting the interview fails to interview all candidates who apply within the approved/appropriate time frame, no recommendation will be needed for consideration for appointment.
- D. It shall be the responsibility of the applicants to be present at the meeting at which the appointment will occur.
- E. The BOD shall to fill the vacant office(s). The person with a majority vote shall be declared appointed to the vacant position(s).

#### Section 15 – State of Affairs Report

- A. The ASI President with the assistance of all other ASI officers, BOD representatives and chairpersons, shall be responsible for the compilations and presentation of the report on the State of Affairs of the Associated Students, Inc., to the BOD at the last official meeting of each quarter.
- B. Each Board of Director shall submit a State of Affairs report to the President before the end of the quarter.
- C. This report shall include the following information:
  1. Major issues and problems facing the ASI with alternative plans of action.
  2. Major plans, programs, projects and activities undertaken by the ASI and their successors.
  3. Proposed plans, programs, projects and activities to be undertaken in the following quarters.
  4. Current status of ASI staff and membership on committees and in the governance programs.
  5. Financial Status Report
  6. How well the purpose, the long-range goals, the short-range goals, and the objectives of ASI that are being achieved.
- D. The BOD at its next meeting shall take positions on the recommendation and the rest of the report as well as provide guidelines for courses of action to be undertaken by the ASI President, so as to bring the ASI nearer to its purpose, long range goals, short range goals, and objectives.

#### Section 16 – Grant-In-Aid

The Grant-in-Aid (GIA) is an earned stipend given to students in ASI Office in recognition of work completed. GIA's are earned in the following distribution:

- A. Reports – 30%
- B. Meetings - 20%
- C. Specific Duties – 30%
- D. Service – 20%

#### Section 17 – Absences, Tardiness, and Early Departures

- A. Absences
  - 1. The president shall be the sole official allowed to give excused absences to directors.
  - 2. Each director will be responsible for informing the president of his/her absence.
- B. Tardiness
  - 1. The president shall be the sole official to be allowed to give an excused tardy to directors. Each director will be responsible for informing the ASI Chairperson of the need for an excused tardy.
- C. Early Departures
  - 1. Any director who has to leave a regular BOD meeting shall request an excused early departure from the ASI Chairperson prior to the beginning of the meeting.

### **ARTICLE III**

### **ADMINISTRATIVE POLICY**

#### Section 1 – Administrative Manual

The Board of Directors shall approve all modifications to the ASI Administrative Manual.

### **ARTICLE IV**

### **MEETINGS**

#### Section 1 – General Meetings

- A. The Board of Directors shall meet on a bi-weekly basis.
- B. The agenda shall be prepared by the Executive Committee.
  - 1. The agenda shall be posted at least seventy-two (72) hours prior to the date set for a regular meeting and twenty-four (24) hours before a special meeting
  - 2. Written notice shall be given to any party requesting such in writing
- C. 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.
- D. No action or discussion may take place of items not on the agenda, unless deemed an "emergency situation" by 2/3 of members' present or unanimous vote if 2/3 of members not present.
- E. The annual schedule of meeting times, dates and locations shall be established a month prior to the beginning of the following school year.
- F. Meeting shall be adjourned by a simple majority of the BOD.
- G. Special Meetings:
  - 1. All directors are to be present at special meetings unless excused by the chair.
  - 2. Special meetings shall be adjourned after two (2) hours unless the BOD extends the meetings and the absences from meetings shall be considered as an absence from a regular meeting.
- H. Meeting Procedures
  - 1. Proxies shall not be allowed.
  - 2. A director must report their arrival and departure from the BOD meeting to the Recording Secretary.
  - 3. On any particular issue, directors who have not spoken shall be recognized ahead of other Directors.
  - 4. A roll call vote shall be taken at the request of any director. Secret ballot is not permitted.
- I. The BOD may move onto closed session to consider matters of persons employed or to be employed by the Associated Students, Inc. or matters involving pending, current or proposed litigation. closed sessions are open only to directors. The Board may choose to extend an invitation to any other person who is given permission by a simple majority.
- J. Motions
  - 1. Presentations on motions, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the BOD).
  - 2. Debate on a motion before the BOD shall be limited to 10 minutes unless an extension is granted



- by the chairperson (with the consent of the BOD).
- 3. Motions not voted on at the BOD meeting shall be considered an item of business at the following meeting.
- K. Non-Action Agenda Items
  - 1. Presentations on non-action items, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the BOD).
  - 2. Discussions on non-action items shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the BOD).
- L. No BOD member shall speak for more than three (3) minutes on any question except when an extension is granted by the chairperson, subject to appeal.
- M. Any director unable to attend a meeting and having in his/her possession papers necessary for business to be presented to the BOD, shall leave them with the chairperson.
- N. Any director rising to speak on protest shall be allowed to speak for a period not to exceed one (1) minute after the deciding vote.
- O. A director may yield to a member of the gallery to speak on an issue during a period of discussion.

## Section 2 – Emergency Meetings

The BOD may meet on an emergency basis. When an emergency 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. An emergency meeting may be called by either the Chair or through a request to the chair by three (3) voting members of the Board.

## Section 3 – Issues of Social Concern

- A. The BOD may deal with issues of social concern; however, its primary concern shall rest with educationally related issues.
- B. The BOD and Executive Committee shall clarify issues as to their educational/social issues. The following criteria shall be observed:
  - 1. Passage of position statement
  - 2. Encourage continuing grass roots efforts
- C. The issue will then be introduced as a BOD information item. The appropriate action should be taken to insure that the student opinion is considered by the BOD in the decision making process.
- D. Actual lobbying activities and support services shall be as follows:
  - 1. Extensive lobbying efforts, staff lobbying efforts and support services shall be restricted to educational /student related issues.
  - 2. Exceptions to this may be carried by two-thirds (2/3) majority of the BOD
- E. The Board may take the following actions regarding social issues:
  - 1. Passage of position statement
  - 2. Encourage continuing grass roots efforts
  - 3. Press releases
  - 4. Resolutions
  - 5. Other appropriate action

## Section 4 – Parliamentarian

One Justice shall serve as Parliamentarian at every BOD meeting, on a rotating basis. The rotation schedule should consist of currently seated Justices, and is to be prescribed by the Chief Justice of the J.R.C. or designated member. This schedule is to be submitted to the ASI President and Executive Director no later than the third week of the quarter. The Justice will serve ex-officio (non-voting).

## **ARTICLE V**

## **MAJOR OFFICE HOLDERS**

The list of major office holders shall be based on the most current university regulations regarding that designation. For all other offices, they shall be considered minor.

## **ARTICLE VI**

## **AMENDMENTS**

Proposed amendments to these codes shall be submitted on a majority of the BOD to the ASI Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submitting the proposed changes to the BOD for their 2/3 approval.

### **Policy History:**

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Amended: 06/88  
Amended: 07/88  
Amended: 07/89  
Amended: 08/90  
Amended: 06/98  
Revised: 08/98  
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