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ASSOCIATED STUDENTS OF CAL STATE LA, INC.

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Employee Handbook

**POLICY 101 - Personnel Committee Code of Procedure**

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**ARTICLE I**

**AUTHORITY AND FUNCTION**

This Code shall articulate the purpose of the Personnel Committee of the Associated Students of California State University, Los Angeles, Incorporated (ASI). The Personnel Committee is a recommending body charged with the responsibility to review the corporation's employee policies, ensure a fair and equitable hiring practice, and assist in the hiring the full-time staff for the corporation.

In accordance 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 University, the Articles of Incorporation, and the ASI Bylaws, The Personnel Committee shall be charged with the authority to:

- A. Act on behalf of the Board of Directors (BOD) in all matters concerning employees of the corporation. Such actions shall be reported to the Board of Directors Make policy recommendations to the BOD on issues pertaining to personnel.
- B. Make recommendations to the BOD regarding changes in the level of budgetary support for ASI employees.
- C. Hear recommendations from the Executive Director regarding the staffing structure and needs of ASI and approve recommendations for the creation of new full-time staff positions.
- D. Serve as the search committee for full-time professional employee hiring (procedures below) or delegate search functions to the Executive Director.
- E. Assist the ASI President and the AVP/Dean of Students in conducting the annual performance review of the ASI Executive Director.

**ARTICLE II**

**MEMBERSHIP**

Section 1- Membership

The Personnel Committee shall be composed of:

- A. ASI Chief of Staff, who shall serve as chair
- B. ASI President
- C. ASI Vice President for Administration
- D. ASI Vice President for Academic Governance
- E. ASI Vice President for Finance
- F. ASI Vice President for External Affairs and Advancement
- G. Two (2) members of the BOD selected by the ASI President and approved with a simple majority consent of the BOD
- H. ASI Executive Director (non-voting)
- I. A representative from the University's Office of Human Resources Management (non-voting)
- J. University President or designee (non-voting)

Section 2 – Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the Personnel Committee. The chair shall be counted for the purpose 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, with the ASI Executive Director, establish the agendas for the Personnel Committee.
- C. The Chair shall record and submit the minutes of the Committee meetings.
- D. The Chair shall report on the actions and recommendations of the Personnel Committee to the BOD and other standing committees, as needed.

Section 4 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors 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 semester.

**ARTICLE III**

**MEETINGS**

Section 1 – General Meetings

The Personnel Committee shall meet at least once a month and may be called more often as needed.

Section 2 – Special and Emergency Meetings

The Personnel 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 the Chair, upon the recommendation of the Executive Director, or through a request by three (3) voting members of the Committee.

**ARTICLE IV**

**AMENDMENTS**

Proposed amendments to these codes shall be reviewed and voted upon by the Personnel Committee, then a recommendation shall be forwarded to the Board of Directors for final approval with a 2/3 vote to confirm the amendments.

**Policy History:**

Approved:	January 1967	Amended:	November 1988
Amended:	December 1971	Amended:	March 1998
Amended:	April 1972	Recodified:	May 1999
Amended:	June 1977	Amended:	April 2001
Amended:	April 1980	Amended:	November 2009
Amended:	March 1982	Amended:	February 28, 2013
Amended:	April 1982	Amended:	October 8, 2015
Amended:	October 1982	Amended:	September 7, 2017
Amended:	April 1973	Amended:	August 24, 2023