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ASSOCIATED STUDENTS, INC.

Administrative Policies

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**Policy 014 - Legislative Affairs and Advocacy Code of Procedure**

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**ARTICLE I**

**AUTHORITY AND FUNCTION**

This Code shall act as the governing procedures for the Legislative Affairs & Advocacy Committee of the Associated Students of California State University, Los Angeles, Incorporated (ASI). It shall be the purpose and function of the Legislative Affairs & Advocacy Committee to:

- A. Serve to understand and address the needs and concerns of the student body of Cal State LA through outreach and informational events and establish an advocacy action plan each year for ASI, to be presented to and approved by the BOD.
- B. Review and research local and State legislation that affects students at Cal State LA and work through CSSA to advocate for students' needs at the State level.
- C. Plan and implement events and educational programs to encourage and broaden students' civic engagement, including registering students to vote.

**ARTICLE II**

**MEMBERSHIP AND DUTIES**

Section 1 - Membership

The Legislative Affairs & Advocacy Committee shall be composed of the following members:

- A. ASI Vice President of External Affairs (VPEA)(chair)
- B. ASI President
- C. Civic Engagement Officer - Representative-at-Large
- D. Diversity and Inclusion Officer - Representative-at-Large
- E. Vice President for Academic Governance
- F. Two ASI BOD Representatives
- G. Three Lobby Corps Officers to be appointed by the Legislative Affairs and Advocacy Committee
- H. Three (3) students at-large appointed by the ASI VPEA, with majority consent of the BOD
- I. ASI Executive Director or designee (non-voting)
- J. ASI Program Coordinator (non-voting)

Section 2 - Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the Legislative Affairs & Advocacy Committee. The Chair shall be counted for the purpose of establishing quorum.

### Section 3 - Responsibilities of the Chair of the Committee

- A. Schedule regular meetings on a biweekly basis.
- B. Ensure that a written report of any recommendation or action by the committee is presented to the BOD meeting for approval.
- C. Ensure pertinent information regarding student needs and priorities are shared with the BOD at each meeting.
- D. Vote on action items before the Committee, only in case of a tie.

### Section 4 - Responsibilities of the Vice Chair

- A. The role and responsibility of the ASI Vice Chair for Legislative Affairs committee shall be performed by a voting member of the committee.
- B. The Vice Chair shall be nominated and approved by a majority vote of the committee by the second official meeting of the year.
- C. Be responsible for preparation of the minutes for the Legislative Affairs Committee
- D. Act in the capacity of the chair in their absence.

### Section 5 - Removal of Appointed Members

Any appointed member of the committee may be removed with a recommendation from the Chair to the Board of Directors for more than one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one semester.

## **ARTICLE IV**

## **MEETINGS**

### Section 1 - General Meetings

The Legislative Affairs & Advocacy Committee shall meet on a bi-weekly basis or more often as needed.

### Section 2 - Special Meetings

The Legislative Affairs & Advocacy 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.

## **ARTICLE V**

## **AMENDMENTS**

Proposed amendments to these codes shall be submitted with the approval of the Legislative Affairs & Advocacy Committee to the Board of Directors for final approval.

### **POLICY HISTORY:**

Approved: 02/10

Approved: 10/11

Approved: 8/7/14  
Approved: 2/11/16  
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