



ASSOCIATED STUDENTS, INC.

Administrative Policies

POLICY 012 - Environmental Policy Committee Code of Procedure

ARTICLE I

AUTHORITY AND FUNCTION

This document shall act as the governing procedures for the Environmental Policy Committee of the Associated Students of California State University, Los Angeles, Inc. (ASI). It shall be the purpose and function of the Environmental Policy Committee to:

- A. Research and develop practices that will make ASI's internal operations more environmentally sustainable.
- B. Research and propose practices that will make California State University, Los Angeles a more environmentally sustainable campus.
- C. Educate the student body on sustainability and environmentalism that may include topics such as food and nutrition sustainability, carbon emissions/footprint, reducing waste, recycling, environmental justice, and others as they relate to students and the University.
- D. Support efforts proposed by the California State Student Association that will make the California State University system more environmentally sustainable and nutritionally conscious.
- E. Propose a sustainability action plan each year for ASI, to be presented to and approved by the BOD.

ARTICLE II

MEMBERSHIP AND DUTIES

Section 1 - Membership

The committee shall be composed of the following members:

- A. Civic Engagement Officer, who shall serve as chair
- B. Two (2) members of the ASI Board of Directors, appointed with a simple majority consent of the Board of Directors (BOD)
- C. Two (2) members of the student body appointed with a simple majority consent of the BOD
- D. ASI Executive Director or designee (non-voting)

Section 2 - Quorum

Quorum shall be defined as a majority of the seated membership. The Chair shall be counted for the establishment of quorum.

Section 3 - Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. The Chair shall present recommendations from the committee on a regular basis to the BOD.
- C. The Chair shall ensure that a written report of any recommendation or action of the EPC is made at least three (3) days prior to the next meeting of the BOD.
- D. The Chair shall appoint a Vice Chair, with a majority vote of support by the Committee.

Section 4 - Responsibilities of the Vice Chair

- A. The Vice Chair shall assume the responsibilities of the chair in the chair's absence.
- B. The Vice Chair shall record meeting minutes.
- C. The Vice Chair shall assist in the responsibilities of the chair.

Section 5 - Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the BOD for more than two (2) consecutive unexcused absences, three (3) unexcused absences, or four (4) unexcused tardies or early departures during any one semester.

ARTICLE III**MEETINGS**

The Environmental Policy Committee shall meet monthly or more often as needed. General meetings shall be open to the student body to attend and abide by the Open Meeting Law whereby the agendas are publicly posted 72 hours prior to the meeting.

ARTICLE IV**AMENDMENTS**

Proposed amendments to these procedures shall be submitted on a majority vote of the Environmental Policy Committee to the Executive Cabinet for review prior to submitting the proposed changes to the BOD for their 2/3 approval.

Policy History:

Approved: 5/29/08
Approved: 5/16/13
Approved: 10/23/14
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