



ASSOCIATED STUDENTS, INC.

Administrative Policies

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

**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. Research, monitor, interpret, and evaluate local, State, and Federal legislation and policies that affect higher education, the CSU system, and Cal State LA students; and inform the student body of issues that may impact them.
- B. Report on and advocate for Cal State LA students' needs and concerns to CSSA and coordinate State and National responses through CSSA's committees and Board.
- C. Serve to understand and address the needs and concerns of the student body of Cal State LA through:
  - a. Student outreach and informational events, such as town hall meetings, workshops, and tabling events
  - b. Creation of surveys or other tools to gather student opinion and concerns; then review and report student needs and feedback to the BOD
  - c. Develop and implement student-focused initiatives based on direct student feedback
- D. Establish an advocacy action plan each year for ASI, to be presented to and approved by the BOD.
- E. Support the work of the Center for Engagement, Service, and the Public Good and the Pat Brown Institute for Public Affairs to create and/or promote local service-learning opportunities and avenues for student civic engagement.
- F. Coordinate and/or collaborate with campus partners, on campus voter registration drives for state, local, and special elections.

**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. *Public Service Commissioner, who shall serve as Vice Chair*
- C. ASI President
- D. *Diversity and Inclusion Commissioner*
- E. Vice President for University Affairs

**Commented [BP1]:** Does this position stay on this committee?

**Deleted:** <#>Civic Engagement Officer - Representative-at-Large

**Deleted:** <#>Officer - Representative-at-Large

- F. Two ASI BOD Representatives, appointed with the approval of the Board of Directors
- G. Three (3) students at-large selected by the ASI VPEA and approved with majority consent of the BOD
- H. ASI Executive Director or designee (non-voting)

**Section 2 - Quorum**

Quorum shall be defined as a simple majority of the seated voting membership of the Legislative Affairs & Advocacy Committee.

**Deleted:** 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. Submit reports, resolutions, and recommendations to the BOD for action to support student needs and services.
- C. Ensure pertinent information regarding student needs and priorities are shared with the BOD at each meeting.
- D. Recommend positions on legislation and policy that affects higher education, the CSU system, and/or Cal State LA students to the BOD.

**Section 4 - Responsibilities of the Vice Chair**

**Deleted:** <#>Vote on action items before the Committee, only in case of a tie. ¶

- A. The Vice Chair shall be responsible for preparation of the minutes for the Legislative Affairs and Advocacy Committee.
- B. The Vice Chair must act in the capacity of the chair in their absence.

**Deleted:** <#>The role and responsibility of the Vice Chair for the Legislative Affairs and Advocacy Committee shall be performed by a voting member of the committee, nominated and approved by a majority vote of the committee by the second official meeting of the year. ¶

**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 III**

**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 IV**

**AMENDMENTS**

Proposed amendments to these codes shall be submitted with the approval of the Legislative Affairs & Advocacy Committee to the Executive Cabinet for review, and then to Board of Directors for final approval that shall be passed with a vote of 2/3 in favor.

**POLICY HISTORY:**

Approved: 02/10  
Approved: 10/11  
Approved: 8/7/14  
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Revised: TBD