



# Rules and Policies Committee

## Minutes

*\*Special Meeting*

2012-13:14 Thursday, May 30<sup>th</sup>, 2013, 1:15 – 2:45PM, BSC, 2<sup>nd</sup> Floor, England Evans

### I. Preliminaries

#### A. Call to Order

1. Chair of the committee, Devon Graves, called the meeting to order at 1:23 P.M.

#### B. Quorum Check

Voting members:

- Devon Graves, Attorney General-Chair
- Mary Haynes, Senate President Pro-Tempore, Vice Chair
- Chris Osuala, President; **Excused Absence**
- Christine Hall, Vice President
- Dylan Devlin, CCHM Senator; **Excused Absence**
- Stephanie Ferreira, Agriculture Senator
- Tommy Ward, MCC Senator

Advisors:

- Susan Ashe, University Advisor; **Excused Absence**
- Cora Culla, ASI Executive Director
- Krikor Ketchedijian, Treasurer; **Excused Absence**

#### C. Approval of Minutes

1. There were no minutes to approve

#### D. Agenda Changes

1. There were no agenda changes

#### E. Introduction of Guests

1. There were no guests

#### F. Open Forum

1. There were no speakers for open forum

### II. Action Item

#### A. ASI Senate Rules

- i. Devon summarized changes made, mostly regarding all the references to Roberts Rules. As a result, the majority of pages 11-15 were struck from the Senate Rules.
- ii. Wording change suggestion from Cora, page 15 – should include liaison under code of conduct
- iii. Discussion about liaison and non-voting member references being consistent throughout the document
- iv. Tommy moved to change all “non-voting member” references to “liaisons” in the entirety of the document, Stephanie seconded

Approved: 10/10/14

- v. Vote, 5:0:0, motion passed
  - vi. Tommy raised a question regarding absences and reasons for approved absences on page 6
  - vii. Devon encouraged the committee to move forward, back to page 10, for sake of productivity
  - viii. Cora asked about which committees the Senate Rules would apply to. Devon explained that all committees fall under the Senate and the Senate Rules.
  - ix. Discussion over how often committees must meet once they are formed and exceptions such as Winter Break
  - x. Page 11, Rule 11, Section 3A – Tommy moved to add “once formed, each standing committee” will meet at least once a month, Stephanie seconded
  - xi. Vote, 5:0:0, motion passed
  - xii. Cora asked if exceptions want to be made regarding meeting in December due to finals week, Winter Break, and the first week of Winter quarter
  - xiii. Further discussion, decision to keep the wording as is
  - xiv. Tommy moved to strike Section 5 – Galleries on page 14, Christine seconded
  - xv. Vote, 5:0:0, motion passed
  - xvi. Code of Conduct Section, page 15 – Getting rid of the term “officer”
  - xvii. Devon moved to strike the references to “officer” in Rule: Code of Conduct, Tommy seconded
  - xviii. Vote, 5:0:0, motion passed
  - xix. Cora questioned the statement under non-voting members “employee of the Senate”, employee would be a campus employee or ASI employee
  - xx. Discussion over how rephrase so that it encompasses all members of the Senate and the gallery regardless of their status as employees on campus
  - xxi. Devon moved to strike “employee of the Senate” and insert “meeting attendees”, Mary seconded
  - xxii. Vote, 5:0:0, motion passed
  - xxiii. Grammar issue pointed out by Mary
  - xxiv. Christine moved to approve the Senate Rules for recommendation to the Senate, Mary seconded
  - xxv. Vote, 5:0:0, motion passed
- B. ASI Beat Code
- i. Devon gave an update on his work with Barny and Aisha on the ASI Beat which is brand new. He explained there are some formatting issues that would be fixed. Both Aisha and Barny were satisfied with them. There were no number or protocol changes, just wording alterations and correct citations of people.
  - ii. Devon asked Cora about referencing certain positions since many of the Directors titles will be changing. Cora suggested using generic

explanations for positions so the Code doesn't need to be changed when the positions are changed.

- iii. Cora asked about adding Devon and Aisha's names to the authors. Devon wanted to keep the original authors names but was open to adding his and Aisha's. Discussion over whether or not there is an obligation to keep the original authors names when a new code is written.
- iv. Mary pointed out grammatical inconsistency
- v. Tommy pointed out use of both "ASI Beat" and "Beat" throughout the document. Discussion over which term should be used.
- vi. Mary moved to remove all cases of "ASI Beat" to be changed to "Beat", Christine seconded
- vii. Vote, 5:0:0, Motion passed
- viii. Article 2, Section 1D: Function – Discussion over reference to directors
- ix. Devon moved to strike all references to "ASI Director of Programs and Marketing" and "Programming Coordinator" to be replaced with "ASI Executive Director or designee", Mary seconded
- x. Vote, 5:0:0, Motion passed
- xi. Section 3, Page 4 – Tommy brought up format issues, Mary thought it wasn't an issue
- xii. Tommy moved to add section 3C to replace A & B so that excused absences can be granted by the Secretary of Programs and Services, Stephanie seconded
- xiii. Vote, 5:0:0, motion passed
- xiv. Cora wanted to state that anytime the Gloria Romero Open Meeting Law is referenced in the committee and BEAT codes, it should emulate the By-Laws
- xv. Devon moved to add to the references to Gloria Romero Open Meeting Law to additionally reference what is stated in the ASI By-Laws ("or its successor act"), Tommy seconded
- xvi. Vote, 5:0:0, motion passed
- xvii. Mary brought up a wording concern, no changed was deemed necessary
- xviii. Tommy asked if there was a definition for "Event File". Devon explained that it is something that BEAT does and is still relevant, Bryon and Aisha could explain it further if there were more questions.
- xix. Article 3, Section 4 – Tommy found that this covers the "roughly" the same thing as on page 6 under "Program Evaluation". Devon explained that one covers BEAT as a whole, and then the later section goes further in depth regarding events and programs.
- xx. Mary expressed a concern on page 5, section 2, Area A, with the use of the phrase "shall have the authority" regarding advisors' role to clubs and organizations that go through BEAT. There was further discussion over how advisors play a part in these organizations, especially when considering ASI money is given out. It is concluded by Cora and other

members of the committee that the area is necessary for risk management.

- xxi. Cora wanted to choose between using “will” or “shall” throughout the entire document.
- xxii. Tommy moved to approve the ASI Beat Code for recommendation to the Senate, Christine seconded
- xxiii. Vote, 5:0:0, motion passed

C. Finance Committee Code

- i. Devon explained some of the major changes including composition, case of a tie in committee vote, and the mid-year budget request which, as of this meeting, will stay the same
- ii. Cora explained that the 45 requirement allows for adequate time to get all the paperwork between ASI, Business Services, and the University to be completed and the funds get to the clubs account
- iii. Devon also explained that 45 day requirement should be kept in the Finance Committee Code in case it is not mentioned in the By-Laws or Financial Guidelines and Stipulations. The way it is written in the code allows for it to be trumped by another law that takes precedence.
- iv. Tommy brought up an issue in the Senate Rules, use of the phrase “as needed” when discussing the frequency of committee meetings. Devon suggested that striking the first sentence.
- v. Tommy moved to strike “meetings shall be necessary” from Finance Committee Code, Rules and Policies Code, and Facilities and Operations Committee Code, Stephanie seconded
- vi. Mary questioned if it went against Robert’s Rules to take action on all three documents. The committee agreed it was okay to move forward.
- vii. Vote, 5:0:0, motion passed
- viii. Devon expressed that he w
- ix. Stephanie moved to strike ii from the Mid-Year Budget request which references the 45 days as a requirement, Tommy seconded
- x. Further discussion and justification for keeping it in the Finance Committee Code.
- xi. Stephanie retracted her motion
- xii. Cora brought up wording issues under 7
- xiii. Mary moved to change “decisions shall be made when a simple majority is in agreement” as “decisions shall be made with a simple majority vote”, Devon seconded
- xiv. Devon moved to amend the motion to state “decisions shall be made with a majority vote”, Tommy seconded
- xv. Vote on amendment by Devon, 5:0:0, motion passed
- xvi. Mary further amended the motion to include all three sub-senate committee codes, Christine seconded
- xvii. Vote on amendment by Mary, 5:0:0, motion passed
- xviii. Vote on main motion with both amendments, 5:0:0, motion passed

- xix. Devon moved to approve the Finance Committee Code for recommendation to Senate, Mary seconded
- xx. Vote, 5:0:0, motion passed

**III. Discussion Items**

- A. There were no discussion items.

**IV. Information Item**

- A. Rules and Policies Code

- i. Chair has its own section in the Code and ASI Attorney General is no longer a voting member upon this code passing in the ASI Senate. The appropriate amendments will be made in the codes approved in committee at this meeting when taken to Senate.

- B. ASI By-Laws

- i. Devon met with Cora to discuss the memo prepared by Devon on behalf of Chris Osuala, ASI President, to go for approval from the University.

- C. Articles of Incorporation

- i. Articles were scanned in and approved by the office of the Secretary of State.

- D. Devon expressed thanks and appreciation to the committee for their help and involvement in the committee. Christine also recognized Devon's hard work for the year.

- E. Cora gave a few updates for outstanding policies and topics that will be handled by next year's administration.

**V. Adjournment**

- i. Devon adjourned the meeting at 2:26PM.

*"I must study politics and war that my sons may have liberty to study mathematics and philosophy."*

-John Adams