



## Rules and Policies Committee Minutes

2015-2016:5 Friday, January 15, 2016, 3:00 – 5:00PM, BSC, 1<sup>st</sup> Floor, Senate Chambers

### I. Preliminaries

A) Call to Order at 3:06pm

B) Quorum Check

X David Lee, Attorney General, Chair

*Voting Members:*

X Joshua Ebner, Senate President Pro-Tempore, Vice Chair

X Julian Herrera, President **Excused Early 4:02pm**

X Diana Ascencio, Vice President

X Brandon Whalen, ENV Senator

X Greg Kommel, Science Senator

X Reeza Demonteverde, Engineering Senator

*Advisors:*

X Cora Culla, ASI Executive Director **Excused Early 4:28pm**

X Dr. Susan Ashe, Director of Student Conduct & Integrity

*Liaison:*

X Chonlawan Khaothiemsang, Treasurer

C) Approval of Minutes

1) Minutes from November 20, 2015 were approved as written by David, as chair

D) Agenda Changes

1) There were no agenda changes

E) Introduction of Guests

1) There were no guests

F) Open Forum

1) Brandon Whalen - informed the committee he is considering writing a policy that includes gender inclusive language to update past and current policies.

a) A brief discussion took place regarding Brandon writing a resolution and not a policy.

### II. Information Item

A) Rules and Policies Goal Implementation Timeline

1) David explained the Rules and Policies Goal Implementation Timeline, and noted that the items with an exclamation point are a priority.

2) He informed the committee The Student Opportunities Initiative may need revisions based on data obtained from councils and myBar.

3) He also explained that several Secretaries requested official documents for their committees (Inter-Council Committee Code, Education Enhancement Board Code).

4) David shared that the remaining documents that have not been stated may need revisions (ASI Senate Rules, ASI Cabinet Rules, ASI Rules and Policies Code, ASI Finance Code, ASI Facilities and Operations Code).

### III. Action Item

A) Guidelines for Submitting Agenda Items to ASI Senate/Cabinet

1) Julian reviewed the proposed changes to the Guidelines for Submitting Agenda Items to ASI Senate/Cabinet.

a) Under Article I. Purpose, after the first instance of "Associated Students, Inc." the acronym "ASI" was used throughout the document.

- b) Under Article II. Guidelines A. Posting responsibility, “ASI Student Government Coordinator” was replaced with “ASI Student Government designee”.
  - i. For numbers 1 & 2 the following language was included, “ In accordance with the ASI By-laws, the ASI Vice President, Chair of the ASI Senate, shall be responsible for...”
- c) Under Article II. Guidelines B. Submission of Senate/Cabinet Agenda Items, some capitalization errors for “5:00pm” and “4:00pm” were revised.
  - i. Number 5 was revised to read, “ An action item shall be added to the agenda only if: a. The item has been discussed at a previous Senate/Cabinet meeting as a Discussion item, OR
    - b. The item is related to action taken by an ASI committee, OR
    - c. The item is an officer confirmation OR
    - d. The item is the election of Senators to a committee OR
    - e. Applicable California State Open Meeting Law allows it.”
  - ii. Number 6 was removed
- 2) Brief question and answer session took place regarding Guidelines for Submitting Agenda Items to ASI Senate/Cabinet
  - a) Cora respectfully recommended that under Article II. Guidelines B. Submission of Senate/Cabinet Agenda Items letter a., you could strike out “Cabinet” and only make reference to the Senate. She noted that Julian was correct Cabinet does not take action on any matter that then goes to the Senate.
- 3) The committee shared non-substantive changes to the Guidelines for Submitting Agenda Items to ASI Senate/Cabinet
  - a) The committee voted on changing Article II. Guidelines B. Submission of Senate/Cabinet Agenda Items numbers 1. and 2. to include “business days”.
- 4) Joshua moved to approve and recommend Action Item A. Guidelines for Submitting Agenda Items to ASI Senate/Cabinet as amended to the ASI Senate, Greg seconded. Vote, 6:0:0, motion passed.

#### **IV. Discussion Item**

##### **A) ASI By-Laws**

- 1) David shared that changes were made to the ASI By-Laws which included:
  - a) Gender-inclusive language
  - b) Grammatical changes
  - c) Article XV Section II – Interim Management,
  - d) Article X Section VI – Secretary of Education (a) 3.
- 2) David reviewed and explained non-substantive changes in the ASI By-Laws.
- 3) Cora suggested that under Article X Section VII. – Secretary of Programs and Services, removing “Team” from “This Team shall consist of...”, because staff is also referred to as the ASI Team.
- 4) David continued reviewing and explaining non-substantive changes in the ASI By-Laws.
- 5) Cora recommended removing cross-references between articles and sections.
- 6) David continued reviewing the non-substantive changes to the ASI By-Laws.
- 7) The committee agreed to replace “school days” with “working days” in the ASI By-Laws.

##### **B) ASI Elections Code**

- 1) David reviewed and explained non-substantive changes made to the ASI Elections Code.
- 2) The committee recommended non-substantive changes including grammatical revisions.

- 3) David shared the following substantive change made to the ASI Elections Code:
  - a) Article VI. Eligibility of Candidates for ASI General Elections Section F.  
“Candidates running for the position of ASI Senator-At-Large, Inter-Hall Council must be an official resident of University Housing Services or the University Village during the term of office.”
    - i. The committee raised the question whether the candidate should represent the University Village. David suggested that IHC should be the one to discuss whether or not the University Village will be represented by them.

***Brandon moved to extend the meeting Adjournment by 15 minutes, Joshua seconded. Vote, 3:2:0, motion passed.***

- b) Further discussion took place regarding Article VI. Eligibility of Candidates for ASI General Elections Section F.

#### **V. Adjournment**

- A) Next Rules and Policies Committee Meeting: Friday, January 29, 2016 at 3:00-5:00pm, BSC, 1<sup>st</sup> Floor, Senate Chambers
- B) Meeting was adjourned at 5:15pm