



Rules and Policies Committee Minutes

2016-2017:3 Friday, October 28, 2016, 3:00 – 5:00PM, BSC, 1st Floor, Senate Chambers

I. Preliminaries

- A) Call to Order at: 3:05pm
- B) Quorum Check:

Samuel Smith, Attorney General, Chair

Voting Members:

- Carlos Gomez, Senate President Pro-Tempore, Vice Chair
- Uriah Sanders, President
- Gabriel Smith, Vice President **Excused Absence**
- Gabi Sedano, CEIS Senator
- Danielle Camarella, Business Senator
- Steven Zhang, CLASS Senator

Advisors:

- David Quezada, Designee
- Cora M. Culla, ASI Executive Director **Excused Absence**
- Dr. Susan Ashe, Director of Student Conduct & Integrity **Excused Tardy**

Liaison:

- Karen Tu, Treasurer

- C) Approval of Minutes
 - 1) Carlos moved to approve the September 30, 2016 minutes, Danielle seconded. Motion carried by Chair.
- D) Agenda Changes
 - 1) David Quezada proposed adding Discussion Item C. Procurement Policy
 - a) Uriah moved to approve the agenda change Discussion Item C. Procurement Policy, Carlos seconded. Vote, 5:0:0, motion passed.
 - 2) Gabi moved to approve the agenda, Danielle seconded. Motion carried by Chair.
- E) Introduction of Guests
 - 1) Tara Kwan, ASI Elections Chair
- F) Open Forum
 - 1) There were no speakers

II. Action Item

- A) Government Affairs Committee
 - 1) Carlos moved to table Action Item A. Government Affairs Committee, Gabi seconded. Vote, 5:0:0, motion passed.

III. Discussion Item

- A) Elections Code
 - 1) Sam read and reviewed the following changes last year's administration proposed for the Elections Code:
 - a) Section III. Duties and Responsibilities of the Elections Chair Subsection H. reads *Shall have the authority to make executive decisions, in consultation with the Elections Advisor, about all violations/issues to expedite and ensure a fair election*

- i. Sam shared the chair should hold power to avoid any issues. Some possible solutions are having a majority vote by the elections committee and categorizing minor and major issues.
- ii. Tara mentioned having all elections committee members meet to resolve any violations or issues could result in a conflict if members are not available to meet.
- b) Section III. Subsection M. reads *Since not all-potential election practices can be anticipated or covered by the Elections Code, the Elections Chair has the authority and responsibility to make and enforce minor rule additions dealing with day-to-day issues*
 - i. Sam suggested involving the Vice Chair in discussion and have a balance of power between the Chair and the committee members in decision making.
- c) Section V. Election Dates, Times and Locations of ASI Elections Subsection A. reads *The ASI General Elections shall be held annually in the spring term for a minimum of two (2) consecutive school days.*
 - i. Sam suggested revising this section to include semester conversion language.
- d) Section VI. Eligibility of Candidates for ASI General Elections the committee discussed limiting who can vote for SIC and Greek Life.
- e) Section IX. Campaigning for all ASI Elections Subsection A. reads *The official campaign period, including endorsements and printed campaigning, to be specifically designated each year, shall last a minimum of twelve (12) calendar days up to a maximum of ninety (90) calendar days prior to the election.*
 - i. Sam suggested changing the minimum campaigning days from 12days to 30days.
 - ii. The committee discussed whether the suggestion of a 30day campaign would be too long.
- f) Section IX. Subsection B. reads *Official campaigning shall be divided into two (2) periods: endorsements and printed campaigning.*
 - 1. *Endorsements shall be defined as soliciting through non-printed campaigning and are part of the official campaign period.*
 - 2. *Printed campaigning shall be defined as any printed material, advertisement or activity, written or verbal, used to promote or oppose a candidate or issue.*
 - i. The committee discussed the revisions that need to be made to this section of the Elections Code.
- g) Section IX. Subsection C. *All campaign publicity, whether print or electronic, shall be submitted to the Elections Chair or designee prior to distribution. The Elections Chair or designee shall offer advice regarding the potential consequences of distributing certain campaign materials or the exercise of certain campaign activities.*
 - i. Sam noted eliminating campaign lists and create a contract to prevent candidates from finding loop holes.
- h) Section X. Campaign Expenses for ASI General Elections reads
 - 1. *Presidential/Vice Presidential ticket: \$900*
 - 2. *College Senators: \$300*
 - 3. *Senators-at-Large: \$400*

- i. Sam suggested eliminating the expenses allowed or increasing/decreasing the expenses allowed with a unanimous vote.
 - i) Section XI. Campaign Endorsements for all ASI Elections Subsection B. Individual Endorsement.
 - i. Sam noted that stipulations need to be added so that individual candidates can freely voice their opinion but with restrictions.
 - j) Section XV. ASI Violations Subsection 5. reads *The Elections Chair shall call a meeting for the Elections Committee, if deemed necessary, to discuss alleged violations.*
 - i. Sam stated that the Elections Chair along with a Vice Chair or advisor should be included to maintain a balance of power amongst the Elections Committee members.
 - ii. The committee discussed and stated that the Elections Chair should be the only one to have the power to call a meeting.
 - k) Section XV. Subsection B. Sam suggested adding penalties for petty violations but leaving it to the discretion of the Elections Committee.
 - l) Include gender neutral language within the document.
- B) Substantive Bylaw Changes
 - 1) Sam stated he will be requesting that the By-Law task force make revisions to articles 19, 20, and 21.
 - i. The committee had no further suggestions
- C) Procurement Policy
 - 1) David informed the committee the suggested changes are in response to audit findings, and other changes are in relation to CSU requirements and specifications.
 - 2) David discussed the following changes:
 - a) Section I. Purchase Order Subsection 2. *or Associated Students, Inc.* was added
 - b) Section III. Disbursement Request the following language was included *With the exception of purchases made from the University, Cal Poly Pomona Foundation and the Associated Students, Inc. where a purchase order (PO) was utilized, a*
 - i. In Section III. the following language was included *Purchases made from the University, Cal Poly Pomona Foundation and the Associated Students, Inc. utilizing a PO may be charged to the account directly without a DR, if the final amount is equal to or less than the PO amount.*
 - c) Section IV. Competitive Bids Subsection 1. costs of \$5,000 was changed to \$50,000
 - i. In the same section (*non-IT & IT*) was added *and \$10,000 or more (for non-IT)* was struck through
 - ii. \$50,000 was replaced with \$100,000 and (*for non-IT or less than \$500,000 (for IT)*) was added
 - iii. Section IV. Subsection 2. \$50,000 was replaced with \$100,000 and (*for non-IT*) was included
 - iv. In Section IV. Subsection 3. was added that reads *Individual item or type of service which costs \$500,000 or more (for IT)*
 - a. *A purchase of this type shall be justified by completing a formal bid process requiring the use of a request for proposal (RFP)*
 - b. *Request for Proposal (RFP) must:*
 - i. *Have at least three participating vendors*

- ii. *Describe the materials, services, or equipment in consideration and the solution or benefit obtained from the acquisition.*
- iii. *Outline criteria used to evaluate proposals*

IV. Information Item

- A) There were no information items

V. Adjournment

- A) Next Rules and Policies Committee Meeting: November 18, 2016 at 3:00-5:00pm,
BSC Senate Chambers Conference Room
- B) Meeting was adjourned at 4:31pm