



## Rules and Policies Committee Minutes

2015-2016:3 Friday, November 6, 2015, 3:00 – 5:00PM, BSC, 2<sup>nd</sup> Floor, England Evans

### I. Preliminaries

- A) Call to Order at 3:10pm
- B) Quorum Check
- David Lee, Attorney General, Chair

#### *Voting Members:*

- Joshua Ebner, Senate President Pro-Tempore, Vice Chair
- Julian Herrera, President
- Diana Ascencio, Vice President
- Brandon Whalen, ENV Senator
- Greg Kommel, Science Senator
- Reeza Demonteverde, Engineering Senator

#### *Advisors:*

- Cora Culla, ASI Executive Director
- Dr. Susan Ashe, Director of Student Conduct & Integrity – **Excused Tardy**

#### *Liaison:*

- Chonlawan Khaothiemsang, Treasurer
- C) Approval of Minutes
  - 1) Minutes from October 23, 2015 were approved as written by David, as chair
- D) Agenda Changes
  - 1) Greg moved to approve the agenda as written. Julian seconded. Vote, 6:0:0, motion passed.
- E) Introduction of Guests
  - 1) There were no guests
- F) Open Forum
  - 1) There were no speakers

### II. Information Item

- A) ASI Rules and Policies Committee Goals
  - 1) David gave a brief update on the committee goals:
    - (a) He spoke with Byron and was told that the Rules and Policies Committee and the Senate does not approve council by-laws.
    - (b) David shared that for the Expedited Club Funding group, they will not be looking at specific codes for the Finance and Sustainability Committees. Instead they will be looking at the Guidelines for Submitting Agenda Items to ASI Senate/ Cabinet. The purpose is to remove the requirement of having Discussion Items and Action Items at two separate meetings without suspending Robert's Rules.
  - 2) Brief question and answer took place:
    - (a) Julian asked if council-by laws sub-committee will still be in effect – David responded that they will not be explicitly looking at it but having the sub-committees' input will still be helpful

### III. Action Item

- A) Electronic and Information Security Policy
  - 1) David shared the additional changes made to the Electronic and Information Security Policy
    - (a) Removal of "(SAITS)"

- (b) Removal of the reference to the "SAN"
- (c) Writing "Cal Poly Pomona username" instead of the BroncoName
- 2) Josh moved to approve the amended document as written. Greg seconded.
- 3) Discussion took place:
  - (a) Reeza brought up a point on Page 3 number 9 bullet three should read "support for" and "opposition of"
- 4) Greg moved to approve amendments made to the original motion. Greg seconded. Vote, 6:0:0, motion passed.
- 5) Reeza moved to approve document as amended. Greg seconded. Vote, 6:0:0, motion passed.

#### IV. Discussion Item

- A) Guidelines for Submitting Agenda Items to ASI Senate/Cabinet
  - 1) David shared that this policy was passed in 2001 to provide guidelines for submitting an Agenda
  - 2) He read Section II, Item B, Sub-section 5, letter a.
    - (a) Cora suggested that everybody also read Section II, Item B, Sub-section 5, letter b. This might be the opening that the committee is looking for to expedite funding for sustainability projects. She read from the guidelines that to add an Action Item "The item is related to action taken by an ASI committee, AND the item has been mentioned in an officer report at a prior meeting"
      - i. That provides the committee with two avenues to avoid the one month process for approving a request.
        - a. She explained that "b." is saying that if came from an ASI committee, such as the Sustainability committee, then it can immediately go to action.
        - b. Or if Chonlawan mentions during her report that she and Elliott have received this request then that also provides a basis for moving it quickly into action. These are the two avenues that are provided here.
    - (b) Question and answer took place:
      - i. Greg shared that both suggestions that Cora shared would have to go together as stated in the guidelines – Cora responded that is correct but this could be amended
      - ii. Chonlawan asked if, since this is for Senate/Cabinet, Finance would still put it for Discussion and Action on the Agenda – Cora shared that the purpose is not to have it as Discussion and Action Item if not they would still have to suspend Roberts Rules
      - iii. Reeza asked that "b." still states that a report has to be given at a prior meeting and wouldn't this still delay the process so would this be amended – Cora shared that this still eliminates a step even if it is mentioned in a report or she also suggested making it "OR" and not "AND" so you only have to choose one and could be recommended from a committee.
    - (c) Discussion took place about the Guidelines for Submitting Agenda Items to ASI Senate/Cabinet
      - i. Greg suggested that instead of including "OR" and removing "AND" that everything after "AND" should just be removed
      - ii. Susan shared that everything should be transparent and since this is a bill for Senate/Cabinet she is thinking if this has to be cleaned up or not
      - iii. David suggested that they could strike out wording after "AND" that removes a reference to the item being mentioned in a report.
      - iv. Cora recommended to keep the "AND" since the officer will be mentioning it at the Senate meeting, then Senators have opportunities to ask questions

- v. Greg's concern is that an officer report will not be enough to provide the Senate with enough information and possibly leave out important information
- vi. Cora addressed to Greg that if it was "OR" then she would be concerned too but since they want to make it "AND", both conditions must be satisfied
- vii. Greg suggested that this document should be amended because in the summer, ASI Senate had to suspend Robert's Rules
- viii. Cora shared that examples that Greg gave from earlier this year were agenda items that had been discussed in PRC. The constraint she has is that she cannot include an executive session item in her report, but as far as other committees, there is nothing confidential about their report and that they can share extensive information
- ix. David delegated to Julian and Chonlawan to the task of taking a closer look at this Senate Bill and presenting during the next Rules and Policies meeting. They compromise the sub-committee responsible for this area

**B) ASI By-Laws**

- 1) Greg presented the non-substantive changes in the ASI By-Law's:
  - (a) Councils, chartered, clubs lowercase
  - (b) Replaced "shall include" with "refers to any"
  - (c) Changed member to plural
  - (d) Capitalized "Executive Board"
  - (e) "(h)" included "ASI"
  - (f) "(l)" changed to "all academic terms"
  - (g) It was suggested to consult with Mark Bookman in regards to what needs to be capitalized and lower-case and what can remain the same way
  - (h) Article III- Membership will be reviewed by Cora and Greg
  - (i) Article IV add "University" removed "Cal Poly Pomona"
  - (j) Article V added reference to the BRIC
  - (k) Article IX – Executive Student Leader removed "of ASI students" and added "delegate responsibility"
  - (l) Article IX – Executive Student Leader all executive officer membership descriptions were updated
  - (m) Section III – Senate President Pro-Tempore included "is the third highest ranking ASI student government executive student leader"
  - (n) Section III – Senate President Pro-Tempore remove "liaison" and insert "member"
  - (o) Article IX – Executive Student Leader additional changes were made to the executive officer membership descriptions
  - (p) Additional clarifications were made to the By-Law's

(C) It was recommended that all drafts of this document be saved on the SAN

**V. Adjournment**

- A) Next Rules and Policies Committee Meeting: Friday, November 20, 2015 at 3:00-5:00pm, BSC, 2<sup>nd</sup> Floor, England Evans
- B) Meeting was adjourned at 4:59pm