

Policy Number: SB 2017-2018:13  
Effective Date: May 31, 2018  
Revised Date: May 31, 2018  
Supersedes: SB 2012-13:07 and SB 2015-16:03



## ASI Senate Code

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### PREAMBLE – ASI SENATE RULES

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**Section I – Authorization.** Article XIV, Section IV of the ASI Bylaws authorize the ASI Senate to have all of the powers and responsibilities of a California nonprofit’s board of directors.

**Section II – Parameters for this code.** All material in this Code must comply with the ASI’s article of incorporation and bylaws, pertinent California State University and Campus policies, the Education Code, and the California Nonprofit Corporation’s Code.

### ARTICLE I – ASI SENATE

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**Section I – Purpose.** The ASI Senate is the official voice of Cal Poly Pomona students. The ASI Senate shall serve as the Board of Directors and legislative body for Associated Students Inc. Decisions made by the body are to be shared with the University administration, student body, and other as deemed appropriate.

**Section II – Composition.** The ASI Senate shall consist of the following:

- a) Voting Members:
  1. ASI Vice President, Chair
  2. ASI President
  3. Senator, Don B. Huntley College of Agriculture
  4. Senator, College of Business Administration
  5. Senator, College of Education and Integrative Studies
  6. Senator, College of Letters, Arts, and Social Sciences
  7. Senator, Collins College of Hospitality Management

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8. Senator, College of Environmental Design
  9. Senator, College of Engineering
  10. Senator, College of Science
  11. Senator, Greek Council
  12. Senator, Inter-Hall Council
  13. Senator, Multi-Cultural Council
  14. Senator, Student Interest Council
- b) Advisors:
1. Vice President for Student Affairs, or designee
  2. ASI Executive Director, or designee
- c) Liaisons:
1. ASI Attorney General
  2. ASI Treasurer
  3. Associate Director for Student Government, or designee
  4. Bronco Athletics Representative
  5. Academic Senate Representative
  6. Staff Council Representative
  7. Alumni Association Representative

**Section III – Chair.** The Vice President shall serve as the chair of the ASI Senate.

**Section IV – Vice-Chair.** The President Senator Pro-Tempore (Senator Pro-Tempore) shall serve as the vice chair of the ASI Senate.

**Section V – Agenda Items.** Agenda items intended for the ASI Senate shall be submitted to the ASI Vice President by 5:00 PM PST, on the Thursday before a regularly scheduled ASI Senate meeting.

- a) Appropriate attachments for submitted agenda items are due at the same time
- b) When submitting an item for consideration for inclusion on the agenda, please include the following:
  - a. Item of business (i.e. action, discussion, information, etc.)
  - b. Whether the item is for Open Session or Executive Session
  - c. Speaker/Presenter for the item
  - d. Appropriate handouts/requirements
  - e. Amount of time requested to be allocated for the item
- c) Action items may be added to the agenda if the item:
  - a. Has been discussed at a previous Senate meeting as a discussion item, or
  - b. Is related to action taken by an ASI committee, or
  - c. Is an officer confirmation, or
  - d. Is the election of Senators to a committee, or
  - e. Is allowed by the California Open Meeting Law.
- d) The ASI Senate agenda shall be posted in accordance with the California State Open Meeting Law.

## ARTICLE II – MEETING CONTENT

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### **Section I – Preliminaries.**

- a) **Call to Order:** The chair shall call the meeting to order when the body is ready to convene and transact business.
- b) **Quorum Check:** In a case, where all positions with voting rights on the ASI Senate are filled, quorum is established when nine (9) voting members are present. Quorum is defined as a majority of seated voting members. In the event of a vacancy, quorum shall be reduced to reflect the majority of the filled positions.
- c) **Agenda Changes:** Changes to the agenda shall be discussed with the chair prior to the start of the meeting. Items may be removed from the agenda. Changes to the agenda shall comply with what is permitted by section 89305.5, Section (c) of the Gloria Romero Open Meetings Act.
- d) **Approval of Minutes:** Minutes are to be included in the meeting packets for every member of the ASI Senate. If there are no corrections to the minutes, the chair states that the minutes are approved. If there is a dispute, a debate and vote are held until the minutes are ready for approval.
- e) **Financial Status:** The ASI Treasurer shall provide an update on the financial status of the organization.
- f) **Introduction of Guests:** The chair shall call on guests of the ASI Senate to introduce themselves to the body.
- g) **Reports:** All members of the ASI Senate shall have the opportunity to provide an update on the activity of the body they represent. This report can also include relevant meetings, ongoing projects, new projects, and activities of the councils.
- h) **Open Forum:** Every regularly scheduled ASI Senate meeting shall include an opportunity for Open Forum, where members of the public can address the ASI Senate with any concern affecting ASI, Cal Poly Pomona, the California State University system, and or other issues affecting students in higher education.
- i) **Special Presentations:** In the case of a special presentation, information on the title of the presentation and presenter will be included on the ASI Senate agenda. Special presentations can be time-specific in which case they would be listed under preliminaries, but begin at their designated time. Those seeking to present to the ASI Senate shall contact the chair directly, or another member of the ASI Senate, who shall then make a request to the chair for the presentation to be included on an agenda.

**Section II – Action Items.** Action items are those that shall be considered for a vote by the ASI Senate.

**Section III – Discussion Items.** Discussion items are those that require discussion by the ASI Senate and are intended to be voted upon at a later meeting.

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**Section IV – Information Items.** Information items are those that are intended to provide an update to the ASI Senate.

**Section V – Adjournment.** The chair shall adjourn the meeting when all scheduled items have been visited by the ASI Senate.

### ARTICLE III – MEETINGS

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**Section I – Open Meetings.** All meetings of the ASI Senate shall be open to the public. At least 72 hours prior to the meeting, an agenda shall be posted that includes the items to be discussed at the meeting, including those to be discussed during executive session. The agenda shall include the date, time, and location of the meeting, and shall be posted in a location that is accessible to members of the public.

**Section II – Special Meetings.** Special meetings of the ASI Senate shall be notified to the members of the ASI Senate, and to the public at least 24 hours prior to the meeting. Special meetings can be convened by the members listed in Section 89306.5 (a) of the Gloria Romero Open Meetings act, and include the:

- a) ASI President, in consultation with the ASI Vice President
- b) ASI Vice President
- c) ASI Executive Director, in consultation with the ASI Vice President
- d) Majority of ASI Senators, in consultation with the ASI Vice President

**Section III – Closed Session.** Closed sessions of the ASI Senate are closed to the public and are only permitted for limited purposes (as detailed in California Education Code Section 89307). The ASI Senate shall publicly report any action taken in closed session and the vote or abstention of every member present at the meeting during which the closed session is held.

The ASI Senate and ASI Standing Committees may hold closed sessions to:

- a) Receive advice from legal counsel; to employ, evaluate, or dismiss an employee; or to hear complaints or charges brought against an employee, unless the employee requests a public hearing.
- b) Discuss salaries, salary schedules, or compensation paid in the form of fringe benefits. However, prior to the closed session, the ASI Senate shall hold open and public session in which it identifies its designated representatives. Closed sessions shall not include final action on proposed compensation of one or more employees.
- c) Consider the appointment, employment, evaluation, discipline, or dismissal of an ASI employee.
- d) Discuss investments if the ASI Senate determines a public discussion could have a negative impact on the ASI's financial situation, but the ASI Senate shall not take action on such financial investments in closed session. ASI Senate shall disclose, in an open meeting, the item or items to be discussed in closed session. In closed session, the ASI Senate may consider only those matters covered in this statement.

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- e) For other purposes as enumerated in California Education Code Section 89307.

## ARTICLE IV – ASI SENATORS

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**Section I – Role of ASI Senators.** ASI Senators shall serve as representatives for the concerns of students from their respective colleges and councils. They are responsible for sharing college-specific and university-wide concerns with their constituents. The ASI Senate is charged with the legislative authority of the organization.

**Section II – Required Duties.** Each ASI Senator shall make every effort to adhere to the following duties:

- a) Duty of care, loyalty, and obedience as defined in the California Nonprofit Corporations' Code
- b) Attendance at all ASI Senate meetings and trainings
- c) Serving a minimum of four (4) office hours per week
- d) Voting at meetings of the ASI Senate, and those ASI committees to which they are elected. Voting rights are non-transferable
- e) Attendance at meetings of the Academic or At-Large council they represent, providing reports to the council regarding the activities of ASI
  - i. Senators shall have voting rights on the Executive Boards of their councils
- f) Appointed or elected membership to three (3) ASI and/or University-wide committees
- g) Participation in a mid-year review conducted by the ASI Vice President
- h) Hosting one (1) event per academic year with constituents
- i) Working on one (1) task per academic year
- j) Meeting with their advisor, once per academic term
  - i. College Senators shall meet with their college's Dean
  - ii. Senators At-Large shall meet with the following:
    - i. Inter-Hall Council: Director of Housing
    - ii. Multi-Cultural Council: Senior Coordinator for the Cultural Centers
    - iii. Student Interest Council: Director of OSLCC
    - iv. Greek: Greek Life Coordinator

**Section III – Recommended Duties.** Each ASI Senator shall consider the following recommended duties:

- a) Additional attendance at two (2) ASI events per academic term

**Section III – Senator Pro-Tempore.** The ASI Senator Pro-Tempore is the ranking member of the ASI Senate that is elected by a majority of the ASI Senate. They shall assist each individual senator in coordinating one task per year. The Senator Pro-Tempore serves on various ASI Committees, including Rules and Policies, Finance, Facilities and Operations, and Governmental Affairs.

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**ARTICLE V – VOTING PROCEDURES**

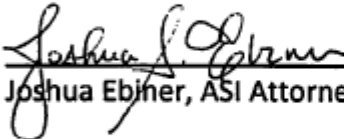
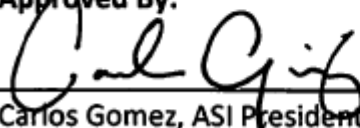
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**Section I – Nomination and Election to ASI Committees.** ASI Senators shall be elected to ASI Standing committees, as deemed appropriate by each committee’s code. Each voting member shall include in their vote the maximum number of senator positions available to serve on the committee in their vote. Elections to committees shall be determined by a plurality vote.

**Section II – Confirmation by the ASI Senate.** The ASI Senate shall confirm by a majority vote all appointments that receive an ASI Scholarship.

- a) The ASI President shall recommend appointments to the ASI Cabinet.
- b) The ASI President, in consultation with the Secretary of Programs and Services, shall recommend appointments to the Facilities and Operations Committee.

**Section III – Election of the Senator Pro-Tempore.** The Senator Pro-Tempore shall be a Senator within the ASI Senate and shall be elected by a majority of the ASI Senate. Election of the Senator Pro-Tempore shall follow the guidelines set forth in the ASI By-laws.

<b>FOR ASI USE ONLY:</b>	
<b>ASI Senate Approval Date: <u>May 24, 2018</u></b>	
<b>Verified By:</b>	
 Joshua Ebner, ASI Attorney General	<u>05/24/2018</u> Date
<b>Approved By:</b>	
 Carlos Gomez, ASI President	<u>05/24/2018</u> Date