

Associated Students, Inc.  
California Polytechnic State University  
San Luis Obispo

**ASI CAL MARITIME INTEGRATION AD HOC COMMITTEE OPERATING RULES**  
2025-26

**Committee Purpose**

The committee is tasked with establishing a shared leadership model that ensures balanced representation between the Cal Poly San Luis Obispo and Cal Poly Solano student bodies within a unified ASI structure. The committee will review and prepare key integration-related recommendations for approval by the ASI Board of Directors. The committee will remain active until July 1, 2026, or until all related matters are resolved, whichever occurs first.

**Committee Authority**

This committee is formed under the provision of the ASI Bylaws and is subject to the terms and limitations of that source document.

**Operating Rules Effectiveness**

These rules shall become effective upon approval of the ASI Cal Maritime Integration Ad Hoc Committee and ASI Board of Directors.

**Committee Organization**

*Committee Chair*

The Chair of this committee shall be a member of the ASI Board of Directors, as appointed by the Chair of the Board. The Chair shall cast tie-breaking votes when required.

*Cal Poly San Luis Obispo Voting Members*

- a. ASI President
- b. Chair of the Board
- c. Chair of the UUAB
- d. Director - ASI Board of Directors

*Cal Poly Solano Voting Members*

- a. ASCMA President
- b. Director of Student Affairs
- c. Licensed student
- d. Traditional student

*Representatives (non-voting)*

The ASI Executive Director or designee shall serve as the staff representative on the committee.

*Legal Counsel and Integration Consultants*

Legal counsel and integration consultants will participate in committee meetings as needed or requested to provide expertise and guidance on legal and integration matters.

*Alternates*

Alternates will not be allowed to vote at meetings of this committee.

### *Quorum*

Quorum shall consist of a simple majority of voting members.

### *Meeting Times and Location*

Meetings shall take place every Friday from 11:30 a.m. – 12:30 p.m. starting January 9, 2026. All meetings will be held in a virtual format via Zoom. Voting members on the Cal Poly San Luis Obispo campus may attend the meeting from the University Union in Room 212A, while voting members on the Cal Poly Solano campus may attend the meeting from the Administration Building in the Gold Conference Room. If voting members are unable to attend in-person, the location from which they attend the meeting will be included in the public agenda to comply with the Gloria Romero Open Meeting Act. The meeting information will be posted a minimum of 72 hours in advance including the date and time of the meeting.

### *Gloria Romero Open Meeting Act*

Agendas will be posted a minimum of 72 hours prior to the meeting to comply with the Gloria Romero Open Meetings Act of 2000 and the California Education Code. Meeting agendas will be available through the ASI Website. In addition, a summary of minutes will be available after the meeting has occurred.

Notification of a voting members' intention to attend the meeting over Zoom instead of either physical location must be submitted to the Committee Chair no less than 72 hours in advance to meet proper agenda posting requirements.

### **Committee Responsibilities**

The Ad Hoc Committee will be responsible for reviewing and making recommendations regarding the integration of Associated Students of the California Maritime Academy (ASCMA) with Associated Students, Inc. Cal Poly (ASI). As a recommending body, all final actions will be referred to the appropriate governing entities: the Cal Poly ASI Board of Directors and/or the ASCMA Board of Directors. The major tasks of the Ad Hoc Committee will be approached in the following phases:

1. Phase 1: Build relationships with the other campus, conduct research, and educate Ad Hoc members about the other campus's operations, culture, and structure. Make recommendations, including a Transition Plan statement and any required corporate document changes.
2. Phase 2: Monitor progress on the Transition Plan, recommend a shared governance model with updated bylaws and policies, and assess/report to the Cal Poly ASI Board of Directors and/or the ASCMA Board of Directors on Transition Plan developments.
3. Phase 3: Monitor progress on the Transition Plan, recommend board actions relating to programs and services, and assess/report to the Cal Poly ASI Board of Directors and/or the ASCMA Board of Directors on Transition Plan developments.
4. Phase 4: Monitor progress on the Transition Plan, recommend steps for the transfer of ASCMA assets and liabilities, and assess/report to the Cal Poly ASI Board of Directors and/or the ASCMA Board of Directors on Transition Plan developments.
5. Phase 5: Assess completion steps of the Transition Plan and related documentation and recommend board resolutions to approve the ASCMA/ASI integration agreement.

### **Committee Recommendations**

Recommendations proposed by the ASI Cal Maritime Integration Ad Hoc Committee shall be brought to the appropriate governing entity: the Cal Poly ASI Board of Directors and/or the ASCMA Board of Directors on an as needed basis by the Chair of the ASI Cal Maritime Integration Ad Hoc Committee or designee.

### **Operating Rules Amendments**

These rules may be amended upon the recommendation of this committee and approval by the ASI Board of Directors.

*Approved by the ASI Board of Directors on January 21, 2026*