ASI BOARD OF DIRECTORS' STANDING RULES

2026-27

1. Standards for Student Members

   1.1. All student members of the Board shall comply with ASI Student Government Eligibility Requirements as stated in the CSU Qualifications for Office Policy and the ASI Bylaws.

2. Alternates

   2.1. Each currently chartered Academic College Club Council or the ASI Maritime Academy Council (AMAC) shall have the ability to designate an Alternate Director, who shall meet all the qualifications of a Director. Alternate Directors shall be permitted to attend and participate in discussions at Board of Directors Meetings in the absence of the Director, but Alternate Directors may not vote at Board of Directors Meetings or attend closed sessions. The presence of an Alternate Director does not count toward quorum at a meeting. (ASI Bylaws Section 4.7.4.)

3. Attendance

   3.1. All Directors shall be responsible for attending Board of Directors Meetings, Board of Directors Workshops, their respective committee meetings, their College Club Council meetings, and student leader training sessions.

      3.1.1 Each Director shall make every effort to attend all meetings and workshops of the Board of Directors. Each Director shall not be absent, without being excused by the Chair of the Board, from more than twenty-five percent (25%) of Board of Directors Workshops. In addition, each Director shall not be absent without excuse from more than three (3) Board of Directors Meetings in any academic term, or more than four (4) Board of Directors Meetings in any academic year. (ASI Bylaws Section 4.8.3)

      3.1.2 A valid reason constitutes a mandatory academic obligation, a verifiable illness, a family emergency; all at the discretion of the Chair of the Board.

   3.2. If a Director will be absent from a meeting, they shall inform the Chair of said absence at least 48 hours prior to the scheduled Board of Directors Workshop or Board of Directors Meeting, and at least 24 hours prior to a scheduled ad hoc or standing committee meeting. The Chair shall be notified by e-mail and, for ad hoc or standing committee meetings, both the Chair of the Board and the Chair of the ad hoc or standing committee must be notified.

3.2.1 Each Director shall make every effort to attend all Board of Directors Standing Committee meetings in which they are a member and shall not be absent, without being excused by the Chair of the Board, from more than twenty-five percent (25%) of such meetings in any academic term.

4. Directors

4.1. Each Director shall make a good faith effort to attend meetings of the currently chartered Academic College Club Council that they represent.

4.2. Each Director should express the views of the members of their college or constituency they represent, but may vote in accordance with their own conscience when it is incompatible with the members of the college or constituency. (ASI Bylaws 4.8.2.3)

4.3. Each Director shall serve as a voting member on at least one standing committee of the Board and as a member of at least one Academic Senate and/or universitywide Committee.

5. Non-Voting Representatives

5.1. The following are non-voting representatives on the ASI Board of Directors (ASI Bylaws 5.6).

5.1.1 ASI President or Designee

5.1.2 Chair of the University Union Advisory Board (UUAB) or Designee

5.1.3 ASI Chief of Staff or Designee

5.1.4 Chair of the ASI Maritime Academy Council (AMAC) or Designee

5.1.5 ASI Executive Director or Designee

5.1.6 University President or Designee

5.1.7 Cal Poly Partners Designee

5.1.8 Academic Senate Chair or Designee

5.2. Non-voting representatives on the Board are not entitled to a vote, and their attendance does not count towards quorum.

5.3. Members of other branches of Student Government (UUAB, Executive Cabinet, AMAC) may be recommended by their branch and appointed by the Chair of the Board as voting members of Standing Committees of the Board of Directors.

6. Conduct of Meetings

6.1. Meetings shall be guided by the most recent edition of Robert's Rules of Order and in compliance with the Gloria Romero Open Meetings Act, CA Education Code §89305 et seq. .

6.2. 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 (Building 65), Room 220, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act.

6.3. ASI Board of Directors meetings will be held starting at 5:10 p.m., on the following dates:

- Wednesday, September 2, 2026
- Wednesday, September 16, 2026
- Wednesday, September 30, 2026
- Wednesday, October 14, 2026
- Wednesday, October 28, 2026
- Wednesday, November 18, 2026
- Wednesday, December 2, 2026
- Wednesday, January 27, 2027
- Wednesday, February 10, 2027
- Wednesday, February 24, 2027
- Wednesday, March 10, 2027
- Wednesday, March 24, 2027
- Wednesday, April 7, 2027
- Wednesday, April 21, 2027
- Wednesday, May 5, 2027

6.4. Board Workshops will be held every Monday at 5:10 p.m. during the academic year. In the event of a holiday falling on a Monday, the Board Workshop will be held the next business day. Starting Monday, August 24, 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 Recreation Center Training (Building 43), Room 109, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act.

6.5. 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. A voting member who attends a meeting through a teleconferencing platform from a location that was not identified on the properly posted meeting agenda may observe the meeting as a member of the public but may not participate in the meeting as a voting member. Such a member shall not be counted toward quorum, make or second motions, participate in discussion, or cast a vote. A voting member's presence on the teleconferencing platform alone shall not constitute participation in the meeting.

6.6. If a voting member participating through teleconference loses connection or is otherwise unable to hear and participate in the meeting, the member shall not be counted toward quorum or participate in any vote until connection is restored. If the loss of connection results in a loss of quorum, no further action may be taken until quorum is restored.

6.7. A voting member participating through teleconference must remain at the location identified on the posted agenda. If the member leaves the identified location and continues attending from another location, the member may observe the meeting but shall no longer be counted toward quorum, participate in discussion as a voting member, or vote.

6.8. Public comment or speaking time may not be yielded or otherwise transferred to a voting member for the purpose of allowing that member to participate from a teleconference location that was not identified on the properly posted agenda.

6.9. All votes taken during a meeting in which teleconferencing is used shall be conducted by roll call. This requirement applies to all votes taken during the teleconferenced meeting, regardless of whether any voting member is participating remotely at the particular time the vote occurs

6.10. The Chair of the Board of Directors shall recognize any member wishing to speak at the Board meeting before the member may address the Board. The Vice Chair of the Board will keep a Speaker's List. Directors, students, and other guests, respectively, will be recognized at the direction of the Chair. Directors are limited to speaking one time per meeting per topic unless a) all other Directors who wish to speak have had an opportunity, or b) when responding to specific inquiries.

6.11. An agenda shall be created, and summary of the meeting minutes shall be written for all standing and ad hoc committee meetings.

7. Agenda

7.1. At least 72 hours before a regular meeting, the Board shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

7.2. The Board agenda shall assume the following order:

I. Call to Order
   A. Letters & Roll Call
II. Open Forum
III. Approval of Minutes
IV. Representative's Reports
   A. University President's Representative
   B. Academic Senate Representative
   C. Cal Poly Partners Representative
V. Student Leader Reports
   A. Chair of the Board
   B. ASI President
   C. Chair of the UUAB
   D. ASI Chief of Staff
   E. Chair of the AMAC
VI. Executive Director's Report
VII. Old Business
VIII. New Business
IX. Committee Reports
   A. Business and Finance
   B. Diversity, Equity, Inclusion, and Justice
   C. External Affairs
   D. ASI/UU Internal Review
   E. Recruitment and Elections
   F. Club Funding Liaisons
X. Announcements
XI. Adjournment

7.3. Debate

7.3.1 Debate shall be limited to the following time periods unless a 2/3 vote succeeds in extending debate.

7.3.2 Student Leader's Reports, 15 minutes per report

7.3.3 Representative Reports, 25 minutes per report

7.3.4 Committee Reports, 10 minutes per report

7.3.5 Main Motions, 3 minutes per speaker per debate

7.3.6 Secondary Motions, 3 minutes per speaker per debate

7.3.7 Discussion Items, 3 minutes per speaker per debate

7.3.8 Special reports are periodic in nature and do not take place weekly; presentations by members of the campus community that relate to ASI fall into this category. Each report shall be limited to twenty-five (25) minutes not including questions.

7.4. Any proposal not appearing on the agenda (this includes proposals presented under Officers' Reports and Committee Reports) will be subject to a 2/3 vote of quorum before action is taken.

7.5. Speakers are limited to three (3) minutes unless giving a report.

7.6. A speaker may be asked to relinquish the floor at the discretion of the Chair if they are being disrespectful, non-germane, or disruptive.

7.7. Audience Participation Policy - There are two means by which members of the audience may address the Board of Directors:

7.7.1 Open Forum is a thirty (30) minute period of time near the start of each meeting during which any student or member of the community shall be allowed to state their views on any topic. Speakers may address items already on the agenda but are encouraged to reserve their comments until that item is brought up later in the meeting.

7.7.2 At their discretion, the Chair may recognize members of the audience following reports. Members of the audience must be yielded the floor by a member of the Board to participate in discussion during the meeting.

7.8. Recesses shall be for ten (10) minutes unless stated otherwise in a motion.

7.9. The Chair may call a recess at approximately 7:00 p.m. without an official vote. The recess may only be called at the conclusion of an agenda item.

8. Consideration of General Legislation by the Board of Directors

    8.1. All formal items of business (those not arising of an incidental nature or otherwise stated in the Bylaws) shall be introduced as a Bill, Resolution, or Endorsement. A Bill, if passed, shall become official policy of the Corporation. A Resolution, if passed, is a formal expression of opinion, will, or intent of the Board of Directors, and is advisory in nature. An Endorsement, if passed, is an opinion of the Board of Directors based on a simple matter submitted by a person or entity in a detailed written concept. (ASI Bylaws Section 5.1.2.)

    8.2. Amendments to Personnel or Fiscal Policy. Notwithstanding any provision of these Bylaws to the contrary, recommended or required amendments to ASI personnel or fiscal policies shall not require introduction as a Bill or Resolution. (ASI Bylaws Section 5.1.3.1.)

    8.3. Routine Administrative Matters, Reviews or Decisions. Notwithstanding any provisions of these Bylaws to the contrary, routine administrative matters, reviews or decisions made by the Board of Directors or its managers in the ordinary course of business shall not require introduction as a Bill or Resolution. (ASI Bylaws Section 5.1.3.2.)

    8.4. All major items of business shall be introduced to the Board of Directors as a Bill, Resolution, or Endorsement, where the first two-digits refer to the academic year of introduction and the last two-digits refer to the order in which the bill/resolution/endorsement was presented (i.e. Resolution #27-01, Bill #27-01, and Endorsement #27-01).

    8.5. Bills require two readings, at regular Board Meetings, to be passed before the Board of Directors. If the bill is of an urgent nature, a 2/3 vote is necessary to consider the matter. Resolutions may be discussed, action taken, and voted upon at the meeting of their introduction.

    8.6. When business does not require a bill or resolution, the Board may take action by using basic Parliamentary means. All such items will appear on the agenda as an “Action Item” and include a brief description of the business to be transacted.

    8.7. Proposed action taken by the Board of Directors in the form of a Bill, Resolution, or Endorsement will follow the process outlined in the training documents for that academic year.

9. Standing Committee Operating Rules

    9.1. Conduct of Meetings

9.1.1 Meetings shall be guided by the most recent edition of Robert's Rules of Order and in compliance with the Gloria Romero Open Meetings Act ("the Act"), CA Education Code § 89305 et seq.

9.2. Operating Rules

9.2.1 Attachment A: Operating Rules for the Business and Finance Committee

9.2.2 Attachment B: Operating Rules for the Diversity, Equity, Inclusion, and Justice Committee

9.2.3 Attachment C: Operating Rules for the External Affairs Committee

9.2.4 Attachment D: Operating Rules for the ASI/UU Internal Review Committee

9.2.5 Attachment E: Operating Rules for the Recruitment and Elections Committee

10. Consideration of Amendments to the Bylaws

11. Bylaw changes must be presented to the Board of Directors in the form of a Bill. Bills must be sponsored by at least 1 current Director.

12. Before consideration by the Board of Directors, the Bill must first be presented to the ASI/UU Internal Review Committee, who will provide a recommendation to the Board of Directors.

13. Proposed Bylaw changes may be discussed at the meeting of their introduction. The Board of Directors must then wait until the following meeting before voting on the proposed Bylaw changes, unless a motion to take an urgent vote is passed.

Approved by the ASI Board of Directors on September 2, 2026

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

ASI BUSINESS AND FINANCE COMMITTEE OPERATING RULES

2026-27

Committee Purpose

The ASI Business and Finance Committee will be responsible for issues relating to all corporate finance and personnel matters. The specific operations of this committee in regard to personnel matters shall be carried out in accordance with the ASI Employee Handbook. This committee will review the ASI Budget, recommend personnel and human resources changes to the Board of Directors, and provide fiscal insight to the Club Funding Liaisons regarding ASI Club Funding.

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 Business and Finance Committee and ASI Board of Directors.

Committee Organization

Committee Chair

The Chair of the ASI Business and Finance Committee shall be the Vice Chair of the Board and shall cast tie-breaking votes when required.

Voting Members

a. A minimum of three additional members of the Board of Directors, one being an ASI Club Funding Liaison as appointed by the Chair of the Board
b. One member of the UUAB as recommended by the Chair of the UUAB and appointed by the Chair of the Board
c. ASI President
d. Chair of the Board
e. Chair of the UUAB
f. Chair of the AMAC

Non-Voting Members

a. A university Administration and Finance Representative.
b. A university Human Resources Representative.
c. The ASI Executive Director shall serve as a staff representative to the committee.
d. The ASI Director – Business Services shall serve as a staff representative to the committee.
e. The ASI Director – Finance shall serve as a staff representative to the committee.
f. The ASI Assistant Director – Business Services shall serve as a staff representative to the committee.

Alternates

Alternates will not be allowed to vote at meetings of the ASI Business and Finance Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Meetings

Meetings shall take place every Monday from 4:00 p.m. - 4:50 p.m. during the academic school year starting August 24, 2026. In the event of a holiday falling on a Monday, the ASI Business & Finance Committee will be held at the same time on the following business day. 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 (Building 65), Room 219, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act. The meeting information will be posted a minimum of 72 hours in advance including the date, time, location, and virtual participation link for the meeting.

Gloria Romero Open Meetings Act of 2000

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. In addition, a summary 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. A voting member who attends a meeting through a teleconferencing platform from a location that was not identified on the properly posted meeting agenda may observe the meeting as a member of the public but may not participate in the meeting as a voting member. Such a member shall not be counted toward quorum, make or second motions, participate in discussion, or cast a vote. A voting member's presence on the teleconferencing platform alone shall not constitute participation in the meeting.

If a voting member participating through teleconference loses connection or is otherwise unable to hear and participate in the meeting, the member shall not be counted toward quorum or participate in any vote until connection is restored. If the loss of connection results in a loss of quorum, no further action may be taken until quorum is restored.

A voting member participating through teleconference must remain at the location identified on the posted agenda. If the member leaves the identified location and continues attending from another location, the member may observe the meeting but shall no longer be counted toward quorum, participate in discussion as a voting member, or vote.

Public comment or speaking time may not be yielded or otherwise transferred to a voting member for the purpose of allowing that member to participate from a teleconference location that was not identified on the properly posted agenda.

All votes taken during a meeting in which teleconferencing is used shall be conducted by roll call. This requirement applies to all votes taken during the teleconferenced meeting, regardless of whether any voting member is participating remotely at the particular time the vote occurs.

Committee Responsibilities

The ASI Business and Finance Committee shall have authority and responsibility for the following:

a. Review the ASI Employee Handbook and recommend policy action to the ASI Board of Directors.

b. Review and recommend new ASI benefited employee positions to the ASI Board of Directors.

c. Review ASI employee benefits as appropriate and recommend action to the ASI Board of Directors.

d. Receive regular updates from the Executive Director or designee regarding labor litigation.

e. Provide a plan to the ASI Board of Directors and the Vice President of Strategic Enrollment Management and Student Affairs Office for Executive Director search processes.

f. Serve as a consultative team to the Executive Director on legal matters, restructuring and other major personnel initiatives (i.e., performance-based increases, etc.).

g. Ensure compliance with the Non-Profit Integrity Act of 2004 and all changes heretofore in regard to executive compensation, including benefits.

h. Recommend ASI Board of Directors action on issues of global financial impact.

i. Recommend to the ASI Board of Directors fund transfers that affect subsidized programs.

j. Review and revise budget timeline and Capital Expenditure Policy.

k. Review and Recommend ASI Board of Directors approval of the ASI Annual Budget.

l. Recommend ASI Board of Directors approval of changes to officer scholarships and officer responsibility guides.

m. Recommend ASI Board of Directors approval of salary increase pool.

n. Ensure compliance with ASI Club Sports Funding Procedures.

Executive Director Delegated Authority

The Executive Director has been delegated authority by the ASI Board of Directors for the following personnel actions:

a. Approve promotions for all regular and temporary benefited employees.

b. With the advice and consultation of the Business and Finance Committee, determine the most appropriate means for filling vacant Director positions.

c. Fill vacancies for existing approved positions and report the results to the Business and Finance Committee and the ASI Board of Directors.

d. Create and fill new graduate assistant positions.

e. Appoint intermittent, casual, temporary, and interim employees.

f. Report implementation of annual budgeted salary increases for staff and student employees to the Business and Finance Committee. Funding for the annual increases is approved through the ASI and University Union budget processes.

g. Reclassify existing approved positions and adjust salaries for all existing approved positions based on the results of formal position reviews.

Committee Recommendations

Recommendations proposed by the ASI Business and Finance Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI Business and Finance 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 September 2, 2026

Associated Students, Inc.

California Polytechnic State University

San Luis Obispo

ASI DIVERSITY, EQUITY, INCLUSION, AND JUSTICE COMMITTEE OPERATING RULES

2026-27

Committee Purpose

The ASI Diversity, Equity, Inclusion, and Justice committee is responsible for ensuring ASI Student Government serves as an inclusive environment to serve the needs and address concerns of systemically marginalized students. This committee will recommend to the Chair of the Board a Board of Directors representative by majority vote to serve on the Internal Review Committee to make recommendations on inclusive language and alignment with ASI's core value of Diversity, Equity, and Inclusion within endorsements, resolutions, and bills. This committee will gather student feedback in the form of surveys, boothing, town halls, and/or similar initiatives designed with the goals of capturing student needs and issues regarding diversity and inclusion.

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 Diversity, Equity, Inclusion & Justice 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 and shall cast tie-breaking votes when required.

Voting Members

a. A minimum of four additional members of the Board of Directors as appointed by the Chair of the Board.
b. One member of the UUAB, as recommended by the Chair of the UUAB and appointed by the Chair of the Board.
c. Two members of the ASI Executive Cabinet, the Secretary of Diversity, Equity, Inclusion, and Justice and the Secretary of Accessibility.
d. A Cal Poly Maritime Academy student representative as recommended by the Chair of the AMAC and appointed by the Chair of the Board.

Representatives (non-voting)

The ASI Executive Director or designee shall serve as staff representative to the committee, in addition to the Assistant Vice President for Student Affairs - Development and Inclusion or a University Student Affairs representative.

Alternates

Alternates will not be allowed to vote at meetings of the ASI Diversity, Equity, Inclusion, and Justice Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Meetings

Weekly meetings shall take place on Wednesdays from 2:00 – 2:50 p.m. during the academic year starting August 26, 2026. Meetings will be held in University Union, building 65 in Room 216. In the event of a holiday falling on a Wednesday, the Diversity, Equity, Inclusion, & Justice Committee will be held at the same time on the following business day. 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 (Building 65), Room 216, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act. The meeting information will be posted a minimum of 72 hours in advance including the date, time, location, and virtual participation link for the meeting.

Gloria Romero Open Meetings Act of 2000

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 provided 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. A voting member who attends a meeting through a teleconferencing platform from a location that was not identified on the properly posted meeting agenda may observe the meeting as a member of the public but may not participate in the meeting as a voting member. Such a member shall not be counted toward quorum, make or second motions, participate in discussion, or cast a vote. A voting member's presence on the teleconferencing platform alone shall not constitute participation in the meeting.

If a voting member participating through teleconference loses connection or is otherwise unable to hear and participate in the meeting, the member shall not be counted toward quorum or participate in any vote until connection is restored. If the loss of connection results in a loss of quorum, no further action may be taken until quorum is restored.

A voting member participating through teleconference must remain at the location identified on the posted agenda. If the member leaves the identified location and continues attending from another location, the member may observe the meeting but shall no longer be counted toward quorum, participate in discussion as a voting member, or vote.

Public comment or speaking time may not be yielded or otherwise transferred to a voting member for the purpose of allowing that member to participate from a teleconference location that was not identified on the properly posted agenda.

All votes taken during a meeting in which teleconferencing is used shall be conducted by roll call. This requirement applies to all votes taken during the teleconferenced meeting, regardless of whether any voting member is participating remotely at the particular time the vote occurs.

Committee Responsibilities

The ASI Diversity, Equity, Inclusion, and Justice Committee shall have authority and responsibility for the following:

a. Responsible for ensuring ASI Student Government serves as an inclusive environment to serve the needs and address concerns of systemically marginalized students.
b. Responsible for recommending to the Chair of the Board a Board of Directors representative by majority vote to serve on the Internal Review Committee to make recommendations on inclusive language and alignment with ASI's core value of Diversity, Equity, and Inclusion within endorsements, resolutions, and bills.
c. Responsible for gathering student feedback in the form of surveys, boothing, town halls, and/or similar initiatives designed with the goals of capturing student needs and issues regarding diversity and inclusion.

Committee Recommendations

Recommendations proposed by the ASI Diversity, Equity, Inclusion, and Justice Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI Diversity, Equity, Inclusion, and Justice 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 September 2, 2026

Associated Students, Inc.

California Polytechnic State University

San Luis Obispo

ASI EXTERNAL AFFAIRS COMMITTEE OPERATING RULES

2026-27

Committee Purpose

The ASI External Affairs Committee. This committee shall be responsible for representing, serving, and addressing student concerns before any local, state, and federal legislature. This committee will promote civic engagement among Cal Poly students. This committee will recommend to the ASI Board of Directors whether to support or oppose any pending legislation concerning Cal Poly students or the California State University system. This committee will work to establish long-term relationships between ASI and city, county, state and federal representatives.

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 External Affairs 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 and shall cast tie-breaking votes when required.

Voting Members

a. A minimum of four additional members of the Board of Directors as appointed by the Chair of the Board.

b. One member of the UUAB, as recommended by the Chair of the UUAB and appointed by the Chair of the Board.

c. Two members of the ASI Executive Cabinet, as recommended by the ASI President and appointed by the Chair of the Board.

d. A Cal Poly Maritime Academy student representative as recommended by the Chair of the AMAC and appointed by the Chair of the Board.

Non-Voting Members:

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

b. The Cal Poly Director of Government Relations or designee shall serve as a University representative to the committee.

c. The Cal Poly Director of Community Relations shall serve as a university representative to the committee.

Alternates

Alternates will not be allowed to vote at meetings of the ASI External Affairs Committee.

Quorum

Quorum shall consist of a simple majority of appointed voting members.

Meetings

Weekly meetings shall take place each Wednesday from 11 - 11:50 a.m. during the academic school year starting August 26, 2026. In the event of a holiday falling on a Wednesday, the External Affairs Committee will be held at the same time on the following business day. 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 (Building 65), Room 216, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act. The meeting information will be posted a minimum of 72 hours in advance including the date, time, location, and virtual participation link for the meeting.

Gloria Romero Open Meetings Act of 2000

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 provided 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. A voting member who attends a meeting through a teleconferencing platform from a location that was not identified on the properly posted meeting agenda may observe the meeting as a member of the public but may not participate in the meeting as a voting member. Such a member shall not be counted toward quorum, make or second motions, participate in discussion, or cast a vote. A voting member's presence on the teleconferencing platform alone shall not constitute participation in the meeting.

If a voting member participating through teleconference loses connection or is otherwise unable to hear and participate in the meeting, the member shall not be counted toward quorum or participate in any vote until connection is restored. If the loss of connection results in a loss of quorum, no further action may be taken until quorum is restored.
A voting member participating through teleconference must remain at the location identified on the posted agenda. If the member leaves the identified location and continues attending from another location, the member may observe the meeting but shall no longer be counted toward quorum, participate in discussion as a voting member, or vote.
Public comment or speaking time may not be yielded or otherwise transferred to a voting member for the purpose of allowing that member to participate from a teleconference location that was not identified on the properly posted agenda.
All votes taken during a meeting in which teleconferencing is used shall be conducted by roll call. This requirement applies to all votes taken during the teleconferenced meeting, regardless of whether any voting member is participating remotely at the particular time the vote occurs.

Committee Responsibilities

The ASI External Affairs Committee shall have authority and responsibility for the following:

a. Responsible for institutionalizing and coordinating External Affairs for the four branches of ASI Student Government and for effectively working on issues for the betterment of Cal Poly students locally and statewide.

b. Coordinate with and advocate at state-wide entities that make decisions affecting students. State-wide entities could include but are not limited to the- California State University Board of Trustees, California State Student Association (CSSA), and state-wide Academic Senate. Issues from these entities that need the "official student voice" should be brought to the ASI Board of Directors.

c. Communicate lobbying efforts, research legislation, and report all issues to the Board of Directors, and when necessary, to Cal Poly students.

d. Work to establish long-term relationships between ASI and city, county, and state representatives.
e. Prepare an agenda and create a written record of the minutes of each meeting.
f. Promote Civic Engagement amongst Cal Poly students.

Committee Recommendations

Recommendations proposed by the ASI External Affairs Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI External Affairs 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 September 2, 2026

Associated Students, Inc.

California Polytechnic State University

San Luis Obispo

ASI/UU INTERNAL REVIEW OPERATING RULES

2026-27

Committee Purpose

The ASI/UU Internal Review Committee is responsible for reviewing and making recommendations to the Board of Directors on the following: ASI Club Funding Policies, independent auditor's service proposals and selection of audit firm, ASI Audit, corporate Risk Management and Insurance Plans, ASI Bylaws and policy additions and/or modifications, Bills, Resolutions, and Endorsements.

Committee Authority

This committee is formed under the provision of the ASI Bylaws (Section 4.3) 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/UU Internal Review Committee and Board of Directors.

Committee Organization

Committee Chairs

The Co-Chairs of this Committee shall be a voting member of the Board of Directors as appointed by the Chair of the Board and the Vice Chair of the UUAB. In the event of a tie, the Co-Chair from the Board of Directors shall cast tie breaking votes. In the absence of the Co-Chair from the Board of Directors, the Co-Chair from the UUAB shall cast the tie breaking vote.

Voting Members

a. A minimum of three additional members of the Board of Directors, one being an ASI Club Funding Liaison, as appointed by the Chair of the Board.
b. One additional member of the UUAB as appointed by the Chair of the UUAB.

Non-Voting Members

a. A university Administration and Finance Representative.
b. The ASI Executive Director or designee shall serve as a staff representative to the committee.
c. ASI Diversity, Equity, Inclusion, and Justice Committee Representative.

Alternates

Alternates will not be allowed to vote at meetings of the ASI/UU Internal Review Committee.

Quorum

Quorum shall consist of a simple majority of voting members. See ASI Bylaws 5.5

Meeting Times and Location

Meetings shall take place every Monday from 10:00 a.m. – 10:50 a.m. during the academic school year starting August 24, 2026. In the event of a holiday falling on a Monday, the ASI/UU Internal Review Committee will be held at the same time on the following business day. 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 (Building 65), Room 216, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act. The meeting information will be posted a minimum of 72 hours in advance including the date, time, location, and virtual participation link for the meeting.

Gloria Romero Open Meeting Act of 2000

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, summary 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. A voting member who attends a meeting through a teleconferencing platform from a location that was not identified on the properly posted meeting agenda may observe the meeting as a member of the public but may not participate in the meeting as a voting member. Such a member shall not be counted toward quorum, make or second motions, participate in discussion, or cast a vote. A voting member's presence on the teleconferencing platform alone shall not constitute participation in the meeting.

If a voting member participating through teleconference loses connection or is otherwise unable to hear and participate in the meeting, the member shall not be counted toward quorum or participate in any vote until connection is restored. If the loss of connection results in a loss of quorum, no further action may be taken until quorum is restored.

A voting member participating through teleconference must remain at the location identified on the posted agenda. If the member leaves the identified location and continues attending from another location, the member may observe the meeting but shall no longer be counted toward quorum, participate in discussion as a voting member, or vote.

Public comment or speaking time may not be yielded or otherwise transferred to a voting member for the purpose of allowing that member to participate from a teleconference location that was not identified on the properly posted agenda.

All votes taken during a meeting in which teleconferencing is used shall be conducted by roll call. This requirement applies to all votes taken during the teleconferenced meeting, regardless of whether any voting member is participating remotely at the particular time the vote occurs.

Committee Responsibilities

The ASI/UU Internal Review Committee shall have authority and responsibility for the following:

a. Evaluate the ASI Club Funding Program and bring suggested policy modifications to the Board of Directors for review.
b. Review independent auditor service proposals and select the most appropriate firm.
c. Present the final audit to the Board of Directors annually.
d. Review the corporate Risk Management and Insurance Plans and make suggested recommendations to the Board of Directors.
e. Review proposed ASI Bylaws and policy additions and/or modifications and make recommendations for action to the Board of Directors.
f. Review the findings of the CSU Compliance Audit.
g. Review and approve the 990 Tax Return annually.
h. Prepare an agenda and create a written record of the minutes of each meeting.

Committee Recommendations

Recommendations proposed by the ASI/UU Internal Review Committee shall be brought to the Board of Directors at the next regularly scheduled Board of Directors meeting by one of the Co-Chairs of the ASI/UU Internal Review Committee or designee.

Operating Rules Amendments

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

Approved by the ASI Board of Directors on September 2, 2026

Associated Students, Inc.

California Polytechnic State University

San Luis Obispo

ASI RECRUITMENT AND ELECTIONS COMMITTEE OPERATING RULES

2026-27

Committee Purpose

The ASI Recruitment and Elections Committee is responsible for the effective recruitment of candidates to serve in every branch of ASI Student Government in addition to ASI Leadership Team positions. This committee develops and recommends regulations pertaining to elections for approval by the ASI Board of Directors, supervises the conduct of all ASI Elections, and reports the results of ASI Elections to the ASI Board of Directors.

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. The specific operations of this committee in regard to elections shall be carried out in accordance with the ASI Election Code.

Operating Rules Effectiveness

These rules shall become effective upon approval of the ASI Recruitment and Elections Committee and ASI Board of Directors.

Committee Organization

Committee Chair

The Chair of this Committee shall be a voting member of the Board of Directors as appointed by the Chair of the Board and shall cast tie-breaking votes when required.

Voting Members

a. A minimum of four additional members of the Board of Directors as appointed by the Chair of the Board.

b. One member of the UUAB as recommended by the Chair of the UUAB and appointed by the Chair of the Board.

c. Two members of the ASI Executive Cabinet as recommended by the ASI President and appointed by the Chair of the Board.

d. A Cal Poly Maritime Academy student representative as recommended by the Chair of the AMAC and appointed by the Chair of the Board.

Voting Member Conflict of Interest:

a. If a voting member of the ASI Recruitment and Elections Committee plans to be a Candidate in the next student election, that member must submit in writing to the Chair of the Board their intention to contest in the election prior to filing. The member shall be removed from the ASI Recruitment and Elections Committee upon receipt of the written notice of intent to file as a candidate. A replacement voting member shall be appointed promptly as practicable in accordance with applicable appointment procedures.

b. If a voting member of the ASI Recruitment and Elections Committee plans to be a Campaign Manager in the next student election, that member must submit written notice to the Chair of the Board of their intent. The officer responsible for appointing the voting member to the ASI Recruitment and Elections Committee shall designate a proxy voting member in writing for the duration of the conflict. The Office of the Dean of Students' Representative, in consultation with the Chair of the Disciplinary Sub-committee, shall review any complaints received and, as appropriate, confirm the designation of a proxy voting member or recommend the appointment of an alternate

voting member to address conflicts of interest involving Campaign Managers or Campaign Workers.

c. If a voting member of the ASI Recruitment and Elections Committee serves as a Campaign Manager or Campaign Worker in the next student election, that member shall not participate in voting or decision-making related to the election for the duration of the conflict. The member shall either recuse themselves or be temporarily replaced by a proxy voting member in accordance with the procedures outlined in this section and the ASI Elections Code. Failure to recuse or comply with this requirement may be addressed through the complaint procedures outlined in the ASI Election Code.

Non-Voting Members:

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

b. The Dean of Students or designee shall serve as a university representative to this committee.

Alternates

Alternates will not be allowed to vote at meetings of the ASI Recruitment and Elections Committee.

Quorum

Quorum shall consist of a simple majority of voting members.

Meetings

Weekly meetings shall take place Tuesdays from 11 – 11:50 a.m. during the academic school year starting August 25, 2026. In the event of a holiday falling on a Tuesday, the Recruitment & Elections Committee will be held at the same time on the following business day. 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 (Building 65), Room 216, while voting members on the Cal Poly Solano campus may attend the meeting from the Physical Education & Aquatics Center, Room 217. 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 Meetings Act. The meeting information will be posted a minimum of 72 hours in advance including the date, time, location, and virtual participation link for the meeting.

Gloria Romero Open Meetings Act of 2000

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. A voting member who attends a meeting through a teleconferencing platform from a location that was not identified on the properly posted meeting agenda may observe the meeting as a member of the public but may not participate in the meeting as a voting member. Such a member shall not be counted toward quorum, make or second motions, participate in discussion, or cast a vote. A voting member's presence on the teleconferencing platform alone shall not constitute participation in the meeting.

If a voting member participating through teleconference loses connection or is otherwise unable to hear and participate in the meeting, the member shall not be counted toward

quorum or participate in any vote until connection is restored. If the loss of connection results in a loss of quorum, no further action may be taken until quorum is restored.

A voting member participating through teleconference must remain at the location identified on the posted agenda. If the member leaves the identified location and continues attending from another location, the member may observe the meeting but shall no longer be counted toward quorum, participate in discussion as a voting member, or vote.

Public comment or speaking time may not be yielded or otherwise transferred to a voting member for the purpose of allowing that member to participate from a teleconference location that was not identified on the properly posted agenda.

All votes taken during a meeting in which teleconferencing is used shall be conducted by roll call. This requirement applies to all votes taken during the teleconferenced meeting, regardless of whether any voting member is participating remotely at the particular time the vote occurs.

Committee Responsibilities

The ASI Recruitment and Elections Committee shall have the authority and responsibility for the following:

a. Responsible for the effective recruitment of candidates to serve in ASI Student Government.
b. Supervise the conduct of all ASI elections according to the ASI Elections Code and ensure candidates adhere to their respective guidelines.
c. Report the results of the ASI elections to the ASI Board of Directors.
d. Develop and recommend regulations pertaining to elections for approval by the ASI Board of Directors.
e. Create and maintain an inclusive environment by incorporating knowledge from the ASI Diversity, Equity, Inclusion, & Justice Committee to ensure the ASI Recruitment and Elections Committee has a commitment to serving underrepresented minority students.
f. Prepare an agenda and create a written record of the minutes of each meeting.

Committee Recommendations

Recommendations proposed by the ASI Recruitment and Elections Committee shall be brought to the ASI Board of Directors at the next regularly scheduled Board meeting by the Chair of the ASI Recruitment and Elections 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 September 2, 2026