University Union Advisory Board Standing Rules

2026-27

1. Standards for Student Members

1.1. All student members of the University Union Advisory Board (UUAB) shall comply with ASI Student Government Eligibility Requirements, as stated in the "CSU Qualifications for Office."

2. Attendance

2.1. UUAB Meetings and Workshops

2.1.1. All members shall be responsible for attending UUAB meetings, UUAB workshops, respective committee meetings, College Club Council or Student Advisory Council meetings, and student leader training.

2.1.2. Each member shall make every effort to attend all meetings and workshops of the UUAB and shall not be absent, without being excused by the Chair of the UUAB.

2.1.3. Each member shall not be absent without excuse from more than one UUAB meeting or workshop in any term per the University Union Advisory Board Operation Code 4.3.4.

2.1.4. At the discretion of the Chair of the UUAB, a valid reason constitutes a mandatory academic obligation, a verifiable illness, or a family emergency.

2.1.5. If a member will be absent from a meeting, they shall inform the Chair at least 48 hours (or as soon as reasonable) prior to the scheduled UUAB workshop or UUAB meeting.

2.2. Ad Hoc/Standing Committees

2.2.1. Ad Hoc/Standing Committee members shall not be absent without a valid excuse from more than one meeting in any quarter.

2.2.2. The Chair of the UUAB and the Ad Hoc/Standing Committee Chair shall be notified by email regarding an intended absence for an Ad Hoc or Standing Committee meeting.

2.2.3. If a member will be absent from a meeting, they shall inform the Chair of the UUAB and the Ad Hoc/Standing Committee at least 24 hours prior to a scheduled Ad Hoc/Standing Committee meeting.

3. Members

3.1. Members are expected to attend their respective College Club Council or Student Advisory Council Meetings. Each representative shall make every effort to see that the members of their academic College Club Council are kept informed concerning meetings and activities of the UUAB by providing reports to that group.

3.2. Each member should express the views of their academic college but may vote in accordance with their own conscience when it is incompatible with the views of their academic college.

3.2.1. Members' thoughts and opinions should always be presented with respect for each other, the public, and anyone else in the room. It is important to remember to do so through body language, behavior, and word choices. Every conversation should add value to the topic at hand.

3.2.2. Members are expected to participate in debate and to discuss important issues at hand in a well-informed and fact-based manner.

3.3. Each member shall be an active participant on at least one standing committee of the ASI Board of Directors and at least one Academic Senate and/or Universitywide Committee.

4. Representatives

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

4.2. Per the UUAB Operation Code Section 3.7, the full committee of the University Union Advisory Board shall be as follows:

Student Members

Chair of the UUAB
Vice Chair of the UUAB
Student members (six including the Vice Chair - one representative from each college)
ASI President or designee (cannot be a Director from the ASI Board)
ASI Board of Directors' representative
Past Chair (non-voting)

Non- Student Members

Faculty representative (nominated by the Academic Senate Chair)
Alumni representative (Director of Alumni Relations, or designee)
University President's representative (nominated by the University President)

Advisors

Vice President of Administration & Finance or designee (Advisor)
ASI Executive Director or designee (Advisor)

5. Conduct of Meetings

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

5.2. All agenda items shall be submitted to the Chair of the UUAB one week prior to the meeting or workshop, to be placed on the next meeting or workshop's agenda.

5.3. UUAB meetings shall take place on the following dates in the Recreation Center Training Room (Bldg. 43, Room 109) and will start at 10:00 A.M. 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 Room (Bldg. 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.

Fall Semester 2026

Thursday, October 1, 2026, (Building 43, Room 109)

Thursday, October 15, 2026, (Building 43, Room 109)

Thursday, October 29, 2026, (Building 43, Room 109)

Thursday, November 12, 2026 (Building 43, Room 109)

Thursday, December 3, 2026 (Building 43, Room 109)

Spring Semester 2027

Thursday, February 4, 2027 (Building 43, Room 109)

Thursday, February 18, 2027 (Building 43, Room 109)

Thursday, March 4, 2027 (Building 43, Room 109)

Thursday, March 18, 2027 (Building 43, Room 109)

Thursday, April 1, 2027 (Building 43, Room 109)

Thursday, April 15, 2027 (Building 43, Room 109)

Thursday, April 29, 2027 (Building 41, Room 109)

Thursday, May 13, 2027 (Building 41, Room 109)

UUAB workshops will be held every other Thursday in fall semester starting September 24, 2026, at 10:00 a.m. in the Recreation Center Training Room (Bldg. 43, Room 109) and ending on May 6, 2027, at 10:00 a.m. in the Recreation Center Training Room (Bldg. 43, Room 109). All workshop 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.

- Notification of a voting members' intention to attend the meeting over Zoom instead of either physical location must be submitted to the UUAB 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.

6. Agenda

6.1. 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.

The UUAB agenda shall be structured in the following order:

I. Call to Order
II. Letters & Roll Call
III. Open Forum
IV. Approval of Minutes

V. Reports
   a. Chair
   b. Executive Director
   c. University President's Representative
   d. Faculty Representative
   e. Alumni Representative
VI. Old Business
VII. New Business
VIII. Liaison Reports
   a. Board/President's Designee
   b. Universitywide/Academic Senate Committee
   c. College Club Council or Student Advisory Council
IX. Staff Reports
X. Announcements
XI. Adjournment

6.2. Discussion shall be limited to the following time period unless a 2/3 vote succeeds in extending the discussion.

6.2.1. Open Forum - 15 minutes total (three-minute maximum per speaker)
6.2.2. Representative Reports - 10 minutes per report

6.3. Open Forum Participation: Open Forum is a 15-minute period 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.

6.4. 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 20 minutes.

6.5. Any proposal not appearing on the agenda will be subject to a 2/3 vote of quorum before action is taken.

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

6.7. Recesses shall be for 10 minutes unless stated otherwise in a motion.

Approved by the UUAB on October 1, 2026.