Agenda Policy

Section 1. Title and Purpose
This policy shall be known as the Associated Students, Incorporated Agenda Policy and shall govern the order of business at meetings of the Board of Directors (herein referred to as “the Board”), Senate, and committees.

Section 2. Authority and Compliance
This policy is established under Article IV of the Bylaws of the Associated Students Inc., California State University, East Bay. All meetings shall conform to Article VII., Meeting and Voting of Directors¹.

This policy is further established under the provisions of California Education Code § 89305 - 89307.4, and restates the provisions therein affecting the creation and publishing of agendas for the convenience of the members of the Board, ASI Senators, and committee members.

Section 3. Discussion/Action
A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

(a) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that a member of the Board, Committee, or their staff may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights under California Ed. Code § 89306 of the California Education Code. In addition, on his or her own initiative or in response to question posed by the public, a member of the Board, Committee, or their staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the entirety of the Board of Committee may provide a reference to staff or other resources for factual information, request staff to report back to the Board of Committee at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Section 4. Exceptions to Posting Requirements
Notwithstanding Section 3, the Board or Committee may take action on items of business that do not appear on the posted agenda, but are publicly identified under any of the following conditions:

(a) Upon a determination, pursuant to California Ed. Code § 89306.5 of the California Education Code, by the membership of the Board or Committee that an emergency situation exists.

(b) Upon a determination by a two-thirds vote of the members of the Board or Committee present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Board or Committee subsequent to the agenda being posted as specified in Section 3.

(c) The item was posted pursuant to Section 3 for a prior meeting of the legislative body occurring not more than five calendar days prior to the present meeting.

Section 5. Requesting Copies of the Agenda
Any person may request a copy of the agenda, or a copy of all the documents that constitute the agenda packet, of any meeting of the Board or of a Committee, or a designee of the Board or Committee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 3 or upon distribution to all, or a majority of all, of the members of the board or Committee, whichever occurs first.

Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and shall be renewed following January 1st of each year. The Board may establish a fee for mailing the agenda or agenda packet, and that fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

Section 6. Format and the Order of Business
The format of agendas and the order of business for regular meetings of the Board of Directors shall be as follows:

(See Appendix A: Sample Board Agenda)

The format of agendas and the order of business for regular meetings of all ASI Committees and the ASI Senate shall be as follows:
(See Appendix B: Sample Committee)

The format of roll call sheets for regular meetings for all Board meetings shall be as follows:

(See Appendix C: Roll Call Sheet)

Section 7. Placing Items on the Agenda
Any Director may place an item on the agenda. Committee members may place an item on the agenda of the committee meeting both of which done following notification to respective chairs 72 hours prior to meeting.

Section 8 Closed Session
Matters relating to litigation, collective bargaining, investments or the appointment, employment, evaluation of performance, or dismissal of an employee, or hear complaints or charges brought against an employee by another person or employee may be heard in closed session. Prior to holding a closed session, the Board or Committee shall state on the agenda or publicly announce and identify the provision of § 89307 of the California Education Code that authorizes the closed session.

Section 9 Attachments
Attachments to agenda items, should there be any, must be provided to the Board Assistant before the item may be included in the Agenda. Agenda items without the necessary accompanying attachments should be removed from the Agenda. Items not requiring attachments may be for discussion or information only.

Revised by the Board of Directors on 8/18/16
Revised by the Board of Directors on 4/10/19

Approved On: Wednesday, July 31, 2019
ASI President/CEO does hereby [✓] approve / [ ] refuse to approve this policy.

Daisy Maxion
ASI President/CEO
APPENDIX A
SAMPLE BOARD AGENDA

ASI Board of Directors Meeting Agenda
__________________________, Chair of the Board

Day of week, Date (e.g. Month Day, Year)
Room Number, Floor Number, Name of Building

https://csueb.zoom.us/j/[EXTENSION]

I. CALL TO ORDER
II. ROLL CALL
III. ACTION ITEM - Approval of the Agenda
IV. ACTION ITEM – Approval of the Minutes of ________
V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.

VI. UNFINISHED ITEMS:
   A. ACTION or DISCUSSION or INFORMATION ITEM – Name of Item
      A brief general description of an item generally need not exceed 20 words.

VII. NEW BUSINESS ITEMS:
   A. ACTION or DISCUSSION or INFORMATION ITEM – Name of Item
      A brief general description of an item generally need not exceed 20 words.

VIII. SPECIAL REPORTS:
      A.

IX. ROUND TABLE REMARKS

X. ADJOURNMENT
APPENDIX B
SAMPLE COMMITTEE AGENDA

ASI _________________ Committee Meeting

[NAME], Title & Chair

Day of week, Date (e.g. Month Day, Year)

Room Number, Floor Number, Name of Building

https://csueb.zoom.us/j/[EXTENSION]

XI. CALL TO ORDER

XII. ROLL CALL

XIII. ACTION ITEM - Approval of the Agenda

The committee will consider the approval of the agenda.

XIV. ACTION ITEM – Approval of the Minutes of _______

The committee will consider the approval of the minutes of the previous meeting.

XV. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.

XVI. UNFINISHED ITEMS:

A. ACTION/DISCUSSION/INFORMATION ITEM – Name of Item

[A brief general description of the item (generally doesn’t need to exceed 20 words).]

XVII. NEW BUSINESS ITEMS:

A. ACTION/DISCUSSION/INFORMATION ITEM – Name of Item

[A brief general description of the item (generally doesn’t need to exceed 20 words).]

IX. SPECIAL REPORTS:

A. Report from [the (Name of Position) OR Name of Person]

X. ROUND TABLE REMARKS

XVIII. ADJOURNMENT
APPENDIX C
ROLL CALL SHEET TEMPLATE

Board of Directors Meeting OR [NAME OF COMMITTEE] MEETING

Date: DATE
Room: ROOM

Roll Call Sheet

<table>
<thead>
<tr>
<th>[NAME]</th>
<th>Chair</th>
<th>Time In</th>
<th>Time Out</th>
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<td>[NAME]</td>
<td>President/CEO</td>
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<tr>
<td>[NAME]</td>
<td>Executive VP/Chief of Staff</td>
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<td>[NAME]</td>
<td>VP Finance</td>
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<td>[NAME]</td>
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<td>[NAME]</td>
<td>VP University Affairs</td>
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<td>[NAME]</td>
<td>Director, Legislative Affairs</td>
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<td>[NAME]</td>
<td>Director, Programming Council</td>
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<td>[NAME]</td>
<td>Director, Sustainability Affairs</td>
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7
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<td>Senator, College of Science</td>
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<tr>
<td>[NAME]</td>
<td>Associate VP, Student Affairs</td>
<td>__________</td>
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**Advisory Council to the Board**

Executive Director

Housing and Residential Life (or Designee) | __________ | __________ |

Athletics Department (or Designee) | __________ | __________ |

Student Life & Leadership Programs (or Designee) | __________ | __________ |

Academic Senate Chair (or Designee) | __________ | __________ |

Alumni Relations (or Designee) | __________ | __________ |

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