

Associated Students Council
Humboldt State University
Meeting on Monday, December 2, 2013
Nelson Hall East, Goodwin Forum
3:00 p.m.
Agenda #10

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #10 dated December 2, 2013 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes
 - A. Approval of Minutes #9 dated November 18, 2013 – **Action Item**
- VI. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every A. S. Council agenda for regular meetings shall provide an opportunity for members of the public to directly address the A. S. Council on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, Council may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A. S. Council may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VII. TIME CERTAIN 5:00 P.M. – Appointments to Committees and Council
 - A. A. S. President
 - B. A. S. Administrative Vice President
 - C. A. S. Legislative Vice President
 - D. A. S. Student Affairs Vice President
- VIII. Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)
 - A. Administrative Affairs Vice President (Forust Ercole)

Board of Finance Report – Monday, November 6, 2013

1. Request from AS External Affairs to seek exception from the AS Travel Policy to reimburse Benjamin Cox for the cost of wear and tear of his vehicle for traveling to the CSSA Meeting on October 11-13 for \$135, with the option of reimbursing in an amount not to exceed \$217.80 which is in addition to the \$120 Cox received for gasoline reimbursement – **Action Item**
The AS External Affairs Representative is seeking to be reimbursed on a per mile basis for use of a private vehicle for travel. The Associated Students Travel Policy states that Personal vehicles will only be reimbursed for actual gas expenses supported by receipts.
 2. Approval of a recommendation to increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring Semester) per year fee to \$113 (\$57 Fall semester, \$56 Spring semester) per year in 2014-15 and \$117 (\$59 Fall semester, \$58 Spring semester) per year in 2015-16. The fee would remain at \$117 thereafter until adjusted by a future referendum – **Action Item**
Action recommended to the AS Council for approval will also need to be recommended to the Student Fee Advisory Committee, presented by referendum in Spring 2014 to the Association membership and approved by the University President if the fee is approved by a majority voting in the referendum. The proposal would increase the Associated Students fee by \$6 per semester for the 2014-15 year and an additional \$2 per semester for the 2015-16 year.
 - B. Student Affairs Vice President (Victor Arredondo)
 - C. Legislative Vice President (Mark Teeter)
 - D. Council Representative Reports
 - E. External Affairs (Benjamin Cox)
 - F. AS Presents (Kobe Thompson)
 - G. President (Jacob Bloom)
 - H. Vice President for Enrollment Management and Student Affairs (Dr. Peg Blake)
 - I. General Manager (Joan Tyson)
- IX. General Council Discussion (At this time Council members and Executives may follow-up with questions regarding reports.)
- X. Old Business
- A. Creation of a Constitution and Code Revision Committee – **Action Item**
The A.S. President has requested the creation of a Constitution and Code Revision Committee. AS Constitution Article V Section C #15: *Powers and Duties of the Associated Students Council* include the power to create committees and ad-hoc committees, and to empower those committees to accomplish goals set by the Council.
 - B. Resolution 13-14-5: Resolution for Semesterly Parliamentary Procedure Trainings and Leadership Conferences – **Action Item**
The A.S. Executive Committee has reviewed and amended the resolution and is forwarding to the AS Council for approval.
 - C. Resolution 13-14-12: An Act to Amend the Associated Students Constitution and Elections Code – **Action Item**

The A.S. Executive Committee recommended changes to the Associated Students Constitution and Elections Code to allow the Associated Students to implement Ranked Choice Voting

- D. A.S. Election Dates; April 22, 23 & 24, 2014 – **Action Item**
Approval of the dates for the AS General Elections as per Associated Students Elections Code, Section 13.04. Recommended dates are April 22, 23 & 24, 2014.

XI. New Business

XII. General Council Work Session

- A. A.S. Retreat December 7-8, 2013, Far North Climbing Gym – Discussion Item (Jessie Holtz and Jackie Martinez)
- B. A.S. Study Lounge: Sunday, December 15 – Wednesday, December 18 – Discussion Item (Victor Arredondo)
- C. A.S. Council Meeting Time Spring Semester – Discussion Item (Jessie Holtz)

XIII. Announcements

XIV. Adjournment

Associated Students Council
Humboldt State University
Monday, November 18, 2013
Nelson Hall East, Goodwin Forum
Minutes #9

Call to Order

Mark Teeter, Legislative Vice President, called the meeting to order at 3:00 p.m. in Nelson Hall East, Goodwin Forum.

Roll Call

Representatives Present: Nicholas Colbrunn, Ana Cortes, Jerry Dinzes, Jessie Holtz, Corinne Krupp, Jackie Martinez, Mary May, Taylor Mitchell, Lino Sanchez

Representatives Absent: Fabiola Quiroz (excused),

Officers Present: Victor Arredondo, Jacob Bloom, Forust Ercole, Mark Teeter

Advisors Present: Benjamin Cox, Kobe Thompson, Joan Tyson, Dr. Peg Blake

Approval of Agenda

MOTION: ARREDONDO/KRUPP move to approve Agenda #9 dated November 18, 2013

APPROVED
(1) ABSTENTION

Chair’s Report

Teeter reported that Thompson will be leaving the meeting at 4:30 p.m. Quiroz has been excused.

Approval of Minutes

A. Approval of Minutes #8 dated November 4, 2013 – Action Item

MOTION: KRUPP/CORTES move to approve Minutes #8 dated November 4, 2013 APPROVED

Public Comments (As per the Gloria Romero Open Meeting Act authorized by Section 89306.)

Juan Diaz-Infante, a member of the public, commented that he attended two events of the California State Student Association and that the intention of CSSA is valuable, but that the organization is a waste of time and marginalizes student activists. Diaz-Infante stated it would be more valuable for CSSA to create initiatives for the ballot to achieve goals rather than using the legislative process.

Juan Cervantes, a student at large, attended the California Faculty Association (CFA) meeting today. Cervantes reported that the CFA discussed that the current Dean of the Library is not a librarian and that Title V requires the Dean of the Library to be a librarian. Arredondo stated that the current Dean is Anna Kircher, the Chief Information Officer of the University. Blake stated that Kircher is serving as an interim administrator and referred questions regarding the position to Dr. Colleen

Mullery, the Senior Associate Vice President for Faculty Affairs and Human Resources, and that Dr. Mullery is knowledgeable of collective bargaining agreements. Dinzes asked how long Anna Kircher has been the Interim Dean. Dr. Blake stated that Kircher has been in the position for one week.

Program Presentations – Marching Lumberjacks (Sarah Fine)

Sarah Fine, General Manager for the Marching Lumberjacks (MLJ's), was present on behalf of the program. The purpose of the MLJ's is to provide a fun and musical environment for all students and to create positive publicity for Humboldt State University. The MLJ's take pride in being one of the last remaining student-organized college marching bands. The band performs at all home men's and women's basketball games in the spring and home football games in the fall. The MLJ's also perform in a variety of community events and parades along the North Coast. Any student may join and previous music experience is not necessary. Arredondo stated that the MLJ's play at the farmers market and it is appreciated. Mitchell commented that having the MLJ's at sporting events is appreciated by athletes. Dr. Blake noted that she enjoys seeing the MLJ's play. More information on the MLJ's can be found at their website: www.kissouraxe.com

Special Presentations – California State Student Association (Miles Nevin, Executive Director)

Nevin thanked the Council for allowing him to speak and provided a history of the organization. The California State Students Association (CSSA) was founded in 1958 and has a Board of Directors that includes representation from the 23 Associated Students organizations in the CSU system. CSSA is the officially recognized voice of students by the CSU Board of Trustees and has a lobbyist funded through campus dues that lobby's on behalf of students at the State Capitol. Nevin stated that a majority of funding for CSSA comes from membership dues but also receives funding through sponsorships and through a memorandum of understanding with the Chancellor's Office. CSSA is recognized as a special interest advocacy organization with the California Secretary of State and has the authority to introduce legislation. Nevin noted that all CSSA authored legislation in the last four year has been signed by the Governor. Nevin reported that one of the largest accomplishments of CSSA is achieving two student trustees on the CSU Board of Trustees and a student position on all system wide committees. CSSA has also worked with the Chancellor's office to ensure a student seat on all CSU Campus auxiliary boards. CSSA recent legislative accomplishments include passage of Assembly Bill (AB) 970 which implemented a new process regarding student mandatory fee increases, Senate Bill 1404, a bill that eases the transfer process for community college students and guarantees admission for a student who has completed 60 transferable units. CSSA sponsored AB 130 and 131 which implemented the California DREAM Act for undocumented students. Nevin demonstrated how students can use the CSSA website to engage the organization including the Greenovation Fund, a fund for sustainable student initiated projects on campus, and the CSSA online advocacy system. CSSA is currently conducting the search for a student trustee for the 2014-16 term. Nevin encouraged the HSU Associated Students to provide consistent representation and participation in CSSA. Krupp asked how the policy agenda of CSSA is created. Nevin responded that the board develops a policy agenda over a three month period that is created by the board members. Dinzes noted that he attended the summer meetings of the CSSA with Diaz-Infante who spoke about CSSA during public comment and encouraged the Board to include an initiative in the annual goal setting process and was disappointed that it was not supported by CSSA. Nevin replied that CSSA takes its role seriously and that the staff tries to provide the best advice possible, Nevin further stated that there are many hurdles in successfully passing a ballot initiative and that CSSA did participate in the successful passage of Proposition 30,

but was part of a large coalition of organizations. Nevin stated that when passing a proposition it is important to have broad support. Sanchez asked how students who do not sit on the Board can participate in CSSA activities. Nevin stated that CSSA relies on its members to take information back to the campus. Bloom stated that he appreciated the concept of CSSA, but is of the opinion that the organization can co-opt student movements and that the state of education has become worse since CSSA's inception. Bloom also stated that he would like to see CSSA allow for teleconference opportunities. Bloom asked for more information about CSSA funding from the Chancellor's Office and questioned the objectivity of the staff if they are employees of the Chancellor's Office and noted that Nevin had recently been named Employee of the Week at the Chancellor's Office. Nevin stated that the relationship of CSSA with the Chancellor's office, although may not be the best, is necessary; Nevin continued that CSSA was created to allow students to take their own opinion on issues and that a Memorandum of Understanding with the CSU is clear regarding the independence of the organization and the management of the staff. Nevin stated that he would be happy to provide the MOU to anyone to review if requested. Nevin also stated that it was a decision of the CSSA Board of Directors to request funding from the Chancellor's office. Nevin stated that while the funding model may not be ideal, CSSA has authored a bill to allow for independent funding through a mandatory state wide fee. Nevin also stated that CSSA is authoring a bill regarding student licensure programs for undocumented students. Arredondo inquired about CSSA's decision to move to a three year MOU, rather than an annual MOU. Nevin stated that three year MOU's are not uncommon with other organizations and it was intended to assist CSSA with stability. Krupp stated that she is supportive of CSSA and that in New York there is no similar organization and stated that the system has made her feel more in control of her education than any other institute she has attended. Nevin encouraged the AS Council to consider meeting CSSA in the middle on some issues and let the Council know that he is always available to discuss issues with the Council. Bloom encouraged CSSA to become more technologically advanced and asked what would happen if HSU Associated Students chose to no longer be dues paying members. Nevin replied that CSSA has a membership policy that outlines the benefits of membership. Nevin encouraged the Council to research the work that CSSA has done at www.csustudents.org and also reported that CSSA now webcasts all of their meetings. Teeter yielded to Juan Cervantes, a student at large, Cervantes stated that he met with Nevin and was pleased with the information that he received and has heard members of the AS criticize CSSA but not engage the organization. Cyrina Steward, a student at large, asked what happens if a representative of AS does not attend the meeting. Nevin relied that a campus may not vote if they do not attend the meeting. Steward asked if Nevin follows up with campuses who do not attend. Nevin stated that he does not reach out to each campus that does not attend a meeting, but Executive Officers are always available and communicate with the membership frequently. Steward asked why the meetings are in Southern California. Nevin responded that meetings rotate between Northern and Southern California and that all meeting locations for the year are published after the July meeting where a calendar of meetings is approved.

MOTION: BLOOM/CORTES move to recess from 4:20 – 4:25 p.m.

APPROVED
(2) ABSTENTIONS

TIME CERTAIN 5:00 P.M. – Appointments to Committees and Council

A.S. President (Jacob Bloom)

MOTION: KRUPP/HOLTZ move to appoint Lino Sanchez to the Instructionally Related Activities Committee

APPROVED
(2) ABSTENTIONS

A.S. Administrative Vice President (Forust Ercole)

MOTION: KRUPP/CORTES move to appoint Nicolas Colbrunn to the Instructionally Related Activities Committee
 APPROVED
 (1) ABSTENTION

MOTION: KRUPP/COLBRUNN move to appoint Ana Cortes to the Diversity Program Funding Committee
 APPROVED
 (1) ABSTENTION

A.S. Legislative Vice President (Mark Teeter)

MOTION: CORTES/ARREDONDO move to appoint Van Ralf Augus to the Student Affairs Advisory Committee
 APPROVED
 (3) ABSTENTIONS

A.S. Student Affairs Vice President (Victor Arredondo)

MOTION: ARREDONDO/DINZES move to suspend AS Government Code Section 6.03 to appoint Alexis Hernandez to the Student Affairs Advisory Committee
 APPROVED
 (1) ABSTENTION

Hernandez is tending to family business.

MOTION: ARREDONDO/BLOOM move to appoint Alexis Hernandez to the Student Affairs Advisory Committee
 APPROVED
 (1) ABSTENTION

Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)**Administrative Vice President Report (Forust Ercole)**

Board of Finance Report – Monday, November 6, 2013

1. Request from Associated Students Government from Unallocated in an amount not to exceed \$697.00 for costs associated with the purchase of a Dell 3010 PC for the Associated Students Vice President's Office – Action Item
 This computer would replace the Gateway Computer that was purchased in 2008. The Gateway computers power source and motherboard is no longer operable. HSU Academic Information Services has recommended replacing the unit with the Dell 3010 PC.

MOTION: ARREONDO/COLBRUNN move to approve the request from Associated Students Government from Unallocated in an amount not to exceed \$697 for costs associated with the purchase of a Dell 3010 PC for the Associated Students Vice President's Office
 APPROVED
 (1) ABSTENTION

Bloom asked Ercole if the Board discussed the purchase of a tablet. Ercole stated that the purchase of a replacement computer is intended to last for five years and that tablet technology is not yet advanced enough to serve a user for five years. Bloom asked if the board considered requesting that the request come from Reserves. Ercole stated that approving the request from Reserves would require additional time for the organization to seek approval. Mitchell asked Tyson for her

recommendation for where the allocation could come from. Tyson recommended that the allocation be made from Unallocated funding and noted that the Council could use Reserves for future requests if they are received.

2. **Projected Impact of California Minimum Wage Increase including Possible Next Steps –Discussion Item**

The Board will continue to discuss the projected impact of the minimum wage increase and review potential options and next steps to recommend a balanced 2014-15 Associated Students Budget. Options include, but not limited to, program budget adjustments, AS fee increase recommendation to Council, allocation from Operating Reserves, etc.

Ercole stated that the Board of Finance discussed the possibility of increasing the AS Fee to provide funding to mitigate the costs of the Minimum Wage Increase. Ercole stated that the Board of Finance will be voting on recommending a fee increase to the AS Council at the Board of Finance meeting on Wednesday, November 20.

Student Affairs Vice President (Victor Arredondo)

Arredondo reported that he is preparing for the fall semester AS Finals Week Study Lounge and that he is planning the Study Lounge to be open Sunday, December 15 from 2:00 p.m. – 12:00 a.m. and Monday, December 16 - Wednesday, December 18 from 5:00 p.m. – 2:00 a.m. Arredondo is arranging catering through dining services and will be asking to volunteer for shifts. Arredondo stated that the AS Executive Committee has approved recommendation of changes to the Elections Code and Constitution to institute ranked choice voting in AS Elections. Arredondo noted concerns with allocations made at the Diversity Program Funding Committee. Arredondo expressed disappointment that some requests were denied funding due to miscalculations on their grant proposal. Arredondo attended a meeting of the University Center Board of Directors on November 14. The UC Board discussed the subsidization of UC Programs using UC fee money. The UC Board also discussed placing a student in the UC Manager Committee. Arredondo will be reviewing the candidate statements of Council members to produce a list of goals that the Council could take on in the next year; Arredondo will be sending out a survey to solicit feedback from the Council. Arredondo also shared a graph that outlines changes he would like to make to the Committee appointment process.

Legislative Vice President (Mark Teeter)

Teeter reported that the Academic Policies Committee is reviewing a policy that would change the disqualification and process policy. Teeter expressed interest in creating a Youtube Channel for the Associated Students.

Martinez – College of Arts, Humanities and Social Sciences

Martinez reported that over 230 individuals came to the MultiCultural (MCC) Center event: Festival of Live on November 15. On November 20, the MCC will be hosting a community meeting regarding the Social Justice Summit from 4:00 – 6:00 p.m. in the Library Fishbowl. The MCC is providing a prayer space for Muslim students on Friday's from 1:00 – 2:00 p.m. in the Vine Deloria Room. Martinez reported that she still has not been appointed to any committees that she applied for, but still plans to attend the meeting of the Diversity and Inclusion Committee. Martinez is drafting ideas for a social media marketing plan and would like to present it to the Executive Committee at their next meeting. Martinez is interested in bringing the Real Food Challenge, a program based on hunger issues, to HSU and will be speaking to the Northern California

representative of the program after the thanksgiving break. Martinez will be attending a meeting of the Food Insecurity Task Force on December 9, from 4:00 – 5:00 p.m.

Sanchez – College of Arts, Humanities and Social Sciences

Sanchez reported that the Arts, Humanities and Social Science Mixer was successful. Sanchez has heard from students regarding some issues using the Politics and History computer lab and will be speaking to the Dean of the College to resolve the issues.

May – College of Arts, Humanities and Social Sciences

May reported that the play *Humboldt Unbound* closed this weekend and that funding is not available for the play to go to Chile and the department will be looking for other ways to travel with the show. May is interested in ways that the Associated Students can email the entire student body. The Sexual Assault Prevention Committee is seeking ways to make Title IX more accessible. Members of the Sexual Assault Prevention Committee will be presenting at the Chancellor's Office on how to make campuses survivor centered. The Sexual Assault Prevention Committee is gathering a team of student leaders to become involved in peer programming in the spring semester.

Krupp – College of Natural Resources and Sciences

Krupp reported that she is assisting a student who is seeking changes to the curriculum to assist students who have injuries that affect their memorization skills. Krupp stated that the Humboldt Energy Independence Fund (HEIF) Committee approved nearly all of the submitted proposals, the largest proposal to receive funding was for bi-level lighting for parking lots. The committee will be receiving a new chair and a new voting staff member. The Waste Reduction Resource Awareness Program (WRRAP) is hiring a new Education Director, Education Coordinator and Office Manager for the spring semester. WRRAP will be hosting a clothing swap on December 4-5 from 10 a.m. – 4 p.m.

At this time the AS Council moved onto Appointments to Committees and Council at a time certain of 5:00 p.m. After appointments to Committees and Council the AS Council resumed reports.

Colbrunn – College of Natural Resources and Sciences

Colbrunn reported that one of the Youth Educational Services (YES) program directors spoke to him about the lack of compensation that program directors at YES receive. Colbrunn also noted that YES students will also be losing their ability to receive a unit for participating in the program.

Holtz – College of Natural Resources and Sciences

Holtz reported that the Campus Center for Appropriate Technology (CCAT) is currently hiring the CCAT Co-Directors for the following year.

Mitchell – College of Professional Studies

Mitchell reported that he and Cortes met with staff from the Dean's office to begin planning the spring mixer at the Plaza Grill. The Dean's office is working to make internships more accessible by department and major. Mitchell attended the Intercollegiate Athletic Advisory Committee (IAAC) meeting where the budget for each sport was discussed. Mitchell noted that a proxy is needed for the Fields Oversight Committee meeting on Thursday.

Cortes – College of Professional Studies

Cortes reported that she and Mitchell met with the Dean's Assistant for the spring mixer. Cortes attended the Diversity Program Funding meeting and the Board of Finance meeting on November 6.

Cortes thanked Nevin for attending the meeting and stated that it is important that the student appointed to the AS External Affairs Representative position is consistently attending the meetings and is reminded of the responsibilities. Cortes stated that she has arranged her schedule to allow her to attend AS meetings at the scheduled times for next semester. Cortes attended the WRC's Consent Project and reported that the keynote speaker did a fantastic job. Cortes stated that the FREE club worked with university administration to get a painting hung in the University Center South Lounge that was created during UndocuWeek. Cortes also reported that there was confusion today because clubs were unable to table on the quad, Cortes will be working with Dinzes on this issue. Cortes is interested in pursuing the ability for students to have ID Cards with birth dates included on them to assist undocumented students who may not have another form of id. Cortes thanked Bloom for providing his AS Office as a space where FREE can meet with students. Cortes asked the AS Executives how many vacant committee positions each of them have to fill.

Quiroz – College of Professional Studies
Absent.

Berkley – At Large
Berkley requested information regarding the meetings times of the Diversity and Inclusion Advisory Committee.

Dinzes – At Large
Dinzes reported that no clubs could table in the quad today because a reservation was made for International Week of Education. Dinzes stated that many clubs who wanted to table were supportive of international education. Dinzes reported that the California Student Sustainability Convergence thanked the Associated Students for funding their event. Dinzes expressed that he would like the Committees of the University Center (UC) to meet more frequently and noted that the UC Programs and Facilities Committee has not yet met this semester and an opportunity to provide feedback on programming has not been able to occur. The Programs and Facilities Committee will be meeting on Thursday, November 21 at 5:00 p.m. Dinzes also stated that it would be beneficial if a student were able to attend the UC Managers Meeting.

External Affairs (Benjamin Cox)

Cox reported that he attended the UC Board of Directors meeting on Thursday, November 19 and posed the question if the University Center is a Student Union. Cox stated that the only reference to being a Student Union is in the governing documents of the organization. Cox noted that the University Center should consider an advisory committee for each department of the University Center to provide input in decisions. Cox stated that the Lobby Corps met with Miles Nevin to receive an introductory training on Lobbying and will begin its lobbying in the spring. Cox attended the CAHSS Mixer. Cox reported that the Executive Committee has forwarded language changes regarding ranked choice voting to the AS Council for a future meeting, the new voting system would send students a ballot to their email. Cox attended the CSSC and reported that it was a good opportunity to network. Cox questioned the CenterArts Manager at the UC Board meeting regarding how students provide input for performances. Cox learned that the CenterArts manager has the final say in shows that are chosen. Cox stated that he strives to be accountable and transparent.

AS Presents (Kobe Thompson)

Teeter reported in Thompson's absence. Naomi Klein will be coming to HSU and is being sponsored by AS Presents. There are three Arts in the Quad events scheduled for the Spring Semester. The AS Presents committee meets in Nelson Hall East at 11:15 on Fridays. .

President (Jacob Bloom)

Bloom reported that he would like reports to be written and put on a blog. Bloom stated that currently the only way to access information from reports is in the minutes. Bloom stated that it is hard to hold the programs of the University Center accountable and that there is not an opportunity for the Board of Directors to brainstorm on programs and services. Bloom commented that there is a weekly managers meeting and he asked if he could attend as a Board member; Bloom further commented that the managers meeting seems to be where most of the decisions are being made. Bloom asked the Council how everyone's goals, as outline in their candidate statement are coming along or if they feel like they are being tied down doing College mixers. Bloom stated that it is hard to fulfill his candidate statement when he has to complete the prescribed duties of the position. Bloom asked if anyone wanted to complete some of his duties for him and apologized that he was not able to meet with everyone one-on-one and has reported that he has been attending meetings of the California Faculty Association and Labor Council. Bloom is working to intertwine his goals of a blog, interclub council and a restructure of the Associated Students.

Vice President of Enrollment Management and Student Affairs (Peg Blake)

Dr. Blake invited that Council to an opportunity to meet Dr. Larry Roper, the Vice Provost of Oregon State on Friday, December 6 at 1:30 p.m. Roper will be meeting with student leaders to discuss intercultural communication. Roper will also be holding a keynote address called "Who Owns Community?" The Housing Department is discussing the opportunity to remodel some housing units to create a faculty residence programs. The Student Health Center and Counseling Services has received a three year reaccreditation. The new Associate Vice President for Enrollment Management, Vikash Lakhani, began work on Tuesday, November 12. The University Senate has approved a policy that would place a hold on students who have completed 90 units, but have not applied for graduation.

General Manager (Joan Tyson)

Tyson reported that the Council will have the opportunity to approve changes to the governing documents to implement instant run off voting at the December 2, 2013 meeting. Tyson will be reaching out to new Instructionally Related Activities (IRA) Committee members to provide them an orientation. The IRA meeting is scheduled for Monday, December 9 at 5:00 p.m.

MOTION: KRUPP/CORTES move to Table General Council Discussion

FAILS
(1) ABSTENTION
(2) AYES

General Council Discussion

Bloom stated that he wants to solidify his ideas on decentralizing the power on the Associated Students Council by amending the AS Codes and Constitution. Bloom asked Ercole if a public forum would be included as part of the outreach effort for the fee increase. Ercole responded that there would be opportunities for Public Forums in the spring. Bloom agreed with Teeter that an AS YouTube account would be of good use and would allow the Associated Students to post candidate forums on the internet. Dr. Blake clarified that the Academic Policies Committee is meeting to discuss changes to the academic probation and disqualification policy to be in CSU Executive Order 1038. May asked the Council to consider the gender makeup of the AS Executive Committee. Cortes offered to assist Bloom with his responsibilities. Arredondo asked Bloom to prioritize his Committee appointments.

MOTION: HOLTZ/COLBRUNN move to extend the AS Council meeting until 6:05 p.m. to discuss General Council Work Session items APPROVED

Items below in italics were not reached on the agenda. These items will be included on the December 2, 2013 agenda.

Old Business

- A. *Creation of a Constitution and Code Revision Committee – Action Item*
The A.S. President has requested the creation of a Constitution and Code Revision Committee. AS Constitution Article V Section C #15: Powers and Duties of the Associated Students Council include the power to create committees and ad-hoc committees, and to empower those committees to accomplish goals set by the Council.

General Council Work Session

- A. A.S. Retreat December 7-8, 2013, Far North Climbing Gym – Discussion Item (Jessie Holtz and Jackie Martinez)

Holtz stated that she and Martinez have met with Tyson and Christensen to plan an A.S. Retreat. The Council will participate in a recreational activity on December 7 before an overnight at the FarNorth Climbing Gym. Holtz stated that more information will be provided to the AS Council by e-mail. Tay Triggs, the Associate Dean of Student Engagement and Leadership, will facilitate a leadership training. Martinez stated that the retreat is a University activity and that the Council must act in accordance with the University Code of Conduct.

- B. *A.S. Study Lounge: Sunday, December 15 – Wednesday, December 18 – Discussion Item (Victor Arredondo)*
- C. A.S. Council Meeting Time Spring Semester – Discussion Item (Jessie Holtz)

Holtz noted that the AS Meeting time conflicts with her and others required class schedule for Spring 2014. Other Council members noted that they may have potential conflicts as well. It was requested that Council turn in their spring course schedule to the AS Office by the end of the week.

Announcements

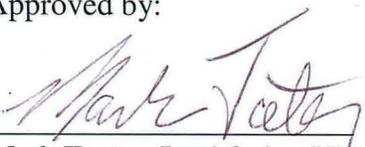
There were no announcements.

Adjournment

Teeter adjourned the meeting without objection at 6:05 p.m.

Recorded by:
Rob Christensen
AS Council Assistant

Approved by:


Mark Teeter, Legislative Vice President

Associated Students Board of Finance
Humboldt State University
Wednesday, November 20, 2013
Nelson Hall East, 120
Minutes #5

Call to Order

Forust Ercole, Administrative Vice President, called the Board of Finance meeting to order at 3:02 p.m. on Wednesday, November 20, 2013 in the Nelson Hall East 120.

Roll Call

Members Present: Forust Ercole, Rosie Austin, Ana Cortes, Jerry Dinzes

Members Austin: Jacob Bloom (excused)

Advisor Present: Joan Tyson

Approval of the Agenda

MOTION: CORTES/AUSTIN move to approve Agenda #5 dated November 20, 2013

APPROVED

Chair's Report

Ercole stated that all items on the agenda are action items.

Public Comments

Kristin Nimmers, a student employee from the Campus Center for Appropriate Technology (CCAT), commented that she was in attendance because she is interested in sustaining the hourly wages at CCAT and is interested in the discussion regarding a potential fee increase.

Approval of the Minutes

MOTION: AUSTIN/CORTES move to approve the Board of Finance Minutes #4 dated November 6, 2013

APPROVED

(1) ABSTENTION

Old Business

- A. Request from AS External Affairs to seek exception from the AS Travel Policy to be reimbursed \$337.89 on a per-mile basis for travel to the CSSA meet at CSU East Bay on October 11-13, 2013 – Action Item

The AS External Affairs Representative is seeking to be reimbursed on a per mile basis for use of a private vehicle for travel. The Associated Students Travel Policy states that Personal vehicles will only be reimbursed for actual gas expenses supported by receipts.

Ercole opened the floor to Public Comment.

Juan Cervantes, a student at large, requested that the Board of Finance keep in mind process and consistency when considering the business item.

There was no further Public Comment.

MOTION: DINZES/CORTES move to approve the request from AS External Affairs to seek exception from the AS Travel Policy to be reimbursed \$337.89 on a per-mile basis for travel to the CSSA meet at CSU East Bay on October 11-13, 2013

APPROVED
AS AMMENDED
(1) ABSTENTION

Benjamin Cox, the AS External Affairs Representative, was present on behalf of the request. Cox stated that a narrative was included in the agenda packet and that he is requesting reimbursement for using his car on a per mile basis. Cox stated that he sought permission from the AS President to be reimbursed on a per mile basis when using his own car and was not aware of the policy. A handout was provided that showed the differences in costs between renting a university vehicle and traveling on a per mile basis reimbursed at the state rate of \$.565 per mile. That difference is \$82. Cox stated that he is seeking exception to the Associated Students travel policy which outlines that drivers of personal vehicles are to be reimbursed based on gas receipts. Cox would like to be reimbursed at the rate of 56.5 cents per mile which is equal to the CSU reimbursement amount. Cox noted that a per mile reimbursement allows compensation for insurance, wear and tear and keeping the car in good working order. Cox stated that he chose to take a personal vehicle because he did not feel comfortable driving a vehicle that he did not own. Dinzes asked if the travel policy was available. Tyson stated that the travel policy is available online and was also available in the AS Office. Dinzes stated that he spoke to Cox and Cox was unaware of the policy and that it appeared that a lack of communication caused a misunderstanding for Cox. Tyson stated that both she the Office Coordinator informed Cox that reimbursements were made on gasoline receipts. Tyson stated that some information in the narrative regarding her words is inaccurate. Ercole yielded to Cervantes; Cervantes stated that governing policy documents are available so that miscommunication will not be an issue. Cortes noted that an External Affairs Representative should be aware that their position includes traveling and that it comes with the responsibility of understanding the policies related to travel. Ercole explained that Cox could be reimbursed using a form, the lost or unusual receipt memo, for the cost of refueling his vehicle at \$120. Tyson noted that if the Board of Finance wanted to suspend the policy to reimburse Cox in an amount greater than \$120 then the request would be forwarded on to the AS Council as they originally approved the policy. Dinzes suggested that the Board of Finance consider also recommending a reimbursement to Cox in an amount equal to the cost of renting a car from the University.

MOTION: DINZES/CORTES move to amend the main motion to recommend that the AS Council suspend the travel policy to reimburse Cox for the cost of wear and tear of his vehicle for traveling to the CSSA Meeting on October 11-13 for \$135, with the option of reimbursing in an amount not to exceed \$217.89 which is in addition to the \$120 Cox will receive after completing the appropriate paperwork.

APPROVED
(2) AYE
(1) ABSTENTION

B. Approval of a recommendation to increase the Associated Students annual fee from the

current \$101 (\$51 Fall semester, \$50 Spring Semester) per year fee to \$111 (\$56 Fall semester, \$55 Spring semester) per year in 2014-15 and \$115 (\$58 Fall semester, \$57 Spring semester) per year in 2015-16. The fee would remain at \$115 thereafter until adjusted by a future referendum – Action Item

Action recommended to the AS Council for approval will also need to be recommended to the Student Fee Advisory Committee, presented by referendum in Spring 2014 to the Association membership and approved by the University President if the fee is approved by a majority voting in the referendum. The proposal would increase the Associated Students fee by \$5 per semester for the 2014-15 year and an additional \$2 per semester for the 2015-16 year.

Ercole opened the floor to Public Comment.

Juan Cervantes, a student at large, suggested that the Board of Finance consider an amount higher than what is proposed so that an increase in programming could be included.

Kristin Nimmers, a CCAT employee, asked for clarification on the proposed fee increase, specifically if it would increase the budget for CCAT. Tyson stated that CCAT currently receives approximately a \$49,000 allocation of the AS Budget and that if a fee increase did not pass programs would need to absorb the costs associated with the increase in minimum wage and if the fee increase did pass those funds could be incorporated into the programs budget to mitigate the impacts.

There was no further Public Comment.

MOTION: CORTES/DINZES move to approve the recommendation to increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring semester) per year fee to \$111 (\$56 Fall semester, \$55 spring semester) per year in 2014-15 and \$115 (\$58 Fall semester, \$57 Spring semester) per year in 2015-16. The fee would remain at \$115 thereafter until adjusted by a future referendum

APPROVED
AS AMMENDED
(1) OPPOSED

The Administrative Vice President did not take an action to affect the outcome of the vote.

Tyson gave an overview of the materials provided to the Board of Finance for consideration of a proposed fee increase. Tyson stated that she provided historical and prospective data of the AS Fee revenue and expenditures, a requirement of the Student Fee Advisory Committee for a fee increase. Tyson also went over the assumptions as listed on page two of the handouts. Tyson also stated that projected costs of General Operations increases were unknown at this time and could include increases in audit services, insurance and services provided by the University and the University Center. Tyson noted that programs would be directed to propose two budgets this year; one for scenarios related to a fee increase and another if the fee increase does not pass. Tyson reviewed the timeline if a fee increase were recommended by the AS Council. The AS Council would vote on the recommendation at the December 2, 2013 meeting, the Board of Finance would approve budget application materials at the next Board of Finance meeting. The fee increase would be referred to the Student Fee Advisory Committee and the Association's membership would vote upon the fee in the AS Elections in April. Tyson stated that the fee may only be adjusted if it is approved by a majority of voters.

Dinzes stated that he is interested in pursuing a larger fee increase for additional programs or program augmentation. Austin asked if cuts were considered as part of the mitigation of the minimum wage increase. Ercole stated that he spoke to multiple programs and received feedback that none were in favor of cuts. Austin stated that she is hesitant about a further increase then proposed.

MOTION: DINZES/CORTES move to amend the recommendation to increase the Associated Students annual fee from the current \$101 (\$51 Fall semester, \$50 Spring Semester) per year fee to \$113 (\$57 Fall semester, \$56 Spring semester) per year in 2014-15 and \$117 (\$59 Fall semester, \$58 Spring semester) per year in 2015-16. The fee would remain at \$117 thereafter until adjusted by a future referendum

APPROVED
(2) AYE
(1) OPPOSED

The Administrative Vice President did not take an action to affect the outcome of the vote.

Announcements

There were no announcements.

Adjournment

Ercole adjourned the meeting at 4:43 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:



Forust Ercole
Administrative Vice President

Section: **Policy Statement - Fiscal**

Subject: **Travel Policy**

Purpose: To establish guidelines for travel on Associated Students business.

New/Revised: January 22, 2007

Council Adoption Date: December 11, 2000

See following Travel Policy document.

Name of Procedure/Policy: TRAVEL POLICY

Purpose of Policy: This policy provides guidelines for travel on Associated Students business. This policy is in conformity with federal IRS regulations.

Date of Effectiveness: 7/1/2007

Procedures:

A. **Travel and Travel Advance:** Information related to the trip dates, purpose, itinerary, etc. must be provided. A copy of the conference agenda, or a detailed schedule of your business plans, must also be attached to your request for reimbursement and per diem. Per diem advances will not be provided more than 10 days prior to a trip unless there are special circumstances. In no case will a per diem advance be provided more than 30 days prior to a trip.

B. **Reimbursement Rates**

1. Subsistence Allowances (Per Diem for Meals and Incidentals)

Subsistence allowances will be allowed only when travel related expenses are incurred for a trip 25 miles or more from Arcata. For each complete 24 hour period, the maximum subsistence allowance for meals will be \$41.00:

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$20.00
Total	\$41.00

For travel, which is less than 24 hours in duration or is the first fractional parts of a period of travel or more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel begins before 7:00 a.m.
For Lunch	Travel begins before 12:00 p.m.
For Dinner	Travel begins before 6:00 p.m.

For travel, which is the last fractional parts of a period of travel of more than 24 hours, the allowances listed above will be allowed provided that:

For Breakfast	Travel extends past 9:00 a.m.
For Lunch	Travel extends past 2:00 p.m.
For Dinner	Travel extends past 6:00 p.m.

If a conference fee is used to cover any of the above meals, an equivalent amount will be deducted from the maximum allowances. The person traveling may be reimbursed for parking and transportation costs, taxi fares, and business phone calls in addition to per diem providing they have receipts or other documentation.

2. Lodging

Actual **original** receipts must be submitted for all lodging reimbursements. The actual cost will be reimbursed only if the amount is indicative of a reasonable selection of accommodations where several rates are available.

The Travel Expense Report is used to report actual trip cost, to submit all required receipts, and to receive any needed reimbursement. The Travel Expense Report, along with all required receipts and documentation, shall be submitted to the Business Office within 30 days after the trip.

3. Travel Advances

Travel advances may be made with approval by the General Manager. Substantiation for all special advances shall be submitted to the Business Office within 30 days after the trip. In no case may this substantiation occur after 60 days. If this substantiation is not completed within 60 days, any unaccounted for and unreturned advance monies will become taxable income to the employee, and be included on a Form W-2.

4. Mileage Reimbursement

Personal vehicles will only be reimbursed for actual gas expenses supported by receipts. Prior approval by the General Manager is required in order to use a personal vehicle.



November 21, 2013

TO: Members of the Associated Students Council

FROM: Forust Ercole, Administrative Vice President

RE: A. S. Recommended Fee Increase

As you should be aware, the Board of Finance have been having on-going discussions at our meetings regarding the AS fee and the potential need to increase it. The need for the fee increase is largely a result of Assembly Bill 10 that increases the California minimum wage from \$8/hour to \$9/hour on July 1, 2014, and from \$9/hour to \$10/hour on January 1, 2016. Another factor is that we have been withdrawing funds from our reserves over to past four years to balance our budget, and a fee increase would enable us to discontinue this practice.

Included in your agenda packet, in the November 20, 2013 Board of Finance minutes, is a recommendation to increase the Associated Students fee from the current \$101 (\$51 Fall semester, \$50 Spring semester) per year fee to \$113 (\$57 Fall semester, \$56 Spring semester) per year in 2014-15 and \$117 (\$59 Fall semester, \$58 Spring semester) per year in 2015-16. In summary, the proposal would increase the AS fee by \$6 per semester in 2014-15 and an additional \$2 per semester for the 2015-16 year. The fee would remain at \$117 thereafter until adjusted by a future referendum.

The Board of Finance reviewed a lot of information in great detail but the spreadsheet and timeline attached provides a summary of highlights. If this fee increase recommendation is approved by Council it will also be voted on by the Associated Students membership in our General Elections in April. A majority approval of students voting in this referendum is required.

Thank you for your consideration of this recommendation. I encourage you to review this information (as well as the Board of Finance meeting minutes) carefully in advance of our meeting on Monday, December 2, 2013 as this will be an **“Action Item”**. In the meantime, if you have any questions or comments, please feel free to talk to me, Joan, or any of the members of the Board of Finance.

Name of Fee: Associated Students of Humboldt State University, Student Body Organization Fee

Annual Per semester	Actual Fee	Actual Fee	Current Fee	Proposed Fee	Proposed Fee
				Year 1	Year 2
	\$101	\$101	\$101	\$113	\$117
	\$51/\$50	\$51/\$50	\$51/\$50	\$57/\$56	\$59/\$58

Fee Headcount	Fee Headcount	Annualized	Annualized	Annualized
2011-12	2012-13	2013-14	2014-15	2015-16
7,700	7,750	8,000	8,000	8,000

Revenue Type	Historical Data			Prospective Data	
AS Fee	\$ 787,800	\$ 802,950	\$ 805,750	\$ 805,750	\$ 805,750

Expenditure Type

PROGRAM NAME					
A. S. PROGRAMMING GRANTS	18,000	18,000	41,000	41,000	41,000
A.S. GENERAL OPERATIONS	217,625	220,840	237,240	237,240	237,240
A.S. INSURANCE	9,955	9,955	9,475	9,475	9,475
A.S. PRESENTS	92,395	97,305	92,245	92,245	92,245
ARTS AND MUSIC FESTIVAL (SLAM)	4,538	4,518	-	-	-
ASSOCIATED STUDENTS GOV'T	76,366	76,575	84,310	84,310	84,310
CSSA/EXTERNAL AFFAIRS	28,206	23,460	23,600	23,600	23,600
CAMPUS CENTER APPROPRIATE TECH.	44,898	49,084	48,863	48,863	48,863
CHILDRENS CENTER	35,766	36,454	36,454	36,454	36,454
CLUB AND PROGRAM SUPPORT	18,100	20,735	23,235	23,235	23,235
DROP IN RECREATION	22,063	22,063	22,063	22,063	22,063
ERIC ROFES QUEER RESOURCE CTR	5,320	5,280	5,700	5,700	5,700
HUMBOLDT FILM FESTIVAL	9,320	8,720	9,320	9,320	9,320
GRADUATE PLEDGE ALLIANCE	2,495	3,240	3,270	3,270	3,270
LEARNING CENTER TUTORIAL PROG	16,626	16,626	16,626	16,626	16,626
MARCHING LUMBERJACKS	5,800	5,800	5,800	5,800	5,800
MULTICULTURAL CENTER	55,541	56,537	33,120	33,120	33,120
SPORTS CLUBS	28,500	30,000	30,000	30,000	30,000
STUDENT ACCESS GALLERY	8,630	9,130	8,755	8,755	8,755
WOMEN'S CENTER	28,246	32,620	29,797	29,797	29,797
WRRAP	32,730	28,141	26,409	26,409	26,409
YOUTH EDUCATIONAL SERVICES	57,780	56,989	55,457	55,457	55,457
STUDENT LIFE SUPPORT	5,500	5,500	7,500	7,500	7,500
UNALLOCATED/	8,400	8,378	5,511	8,500	8,500
CONTINGENCIES/ADDITIONAL ACTIVITIES				20,000	25,000
Total Expenditures	\$ 832,800	\$ 845,950	\$ 855,750	\$ 878,739	\$ 883,739
Net (Revenue minus Expenditures)	\$ (45,000)	\$ (43,000)	\$ (50,000)		

Projected financial impact of increasing minimum wage for Associated Student employees \$ 27,000 \$ 53,500
 Total Expenditures with minimum wage increase. \$ 905,739 \$ 937,239

Shortfall \$ (99,989) \$ (131,489)

Projected annual fee increase needed to offset cost of wage increase and discontinue spending down of reserves. \$ 12.50 \$ 16.44
 \$12 per year/ \$16 per year/
 \$6 per semester \$8 per semester

General Assumptions:

- 1 Fee increases \$12 per year/\$6 per semester in 2014-15. Fee increases another \$4 per year/\$2 per semester in 2015-16.
- 2 Associated Students budget remain fairly status quo based on what is known at this time.
- 3 Increase minimum wage from \$8/hour to \$9/hour on July 1, 2014, and from \$9/hour to \$10/hour on January 1, 2016....or sooner as noted in #6 below.
- 4 Payroll taxes (Unemployment & Worker's Comp.) increase calculated with 4% increase.
- 5 Projected costs of General Operations increases for items such as audit, insurance, services provided by the University & UC are unknown at this time.
- 6 Programs would be directed propose two budgets. One with an approved fee increase that would incorporate minimum wage increase costs and a second budget that would decrease budget by 4-5% that would recoup minimum wage increase cost. Allocation from Reserves at approximately \$50,000 would need to continue. General Operations and AS Insurance budgets could remain status quo in both scenarios due to fixed costs.
- 7 Full impact of phase 2 of the minimum wage increase to \$10 per hour will not be until January 1, 2016. Included in these projections increase to be effective July 1, 2015 in case the Council chooses to implement sooner than the law requires.

A.S. FEE REVENUE ASSUMPTIONS: \$6 > per

8,000 Students @ \$57 (Fall Semester , \$ 456,000

8,000 Students @ \$56 (Spring Semest \$ 448,000

TOTAL REVENUE \$ 904,000

A.S. FEE REVENUE ASSUMPTIONS: \$8 > per

8,000 Students @ \$59 (Fall Semester , \$ 472,000

8,000 Students @ \$58 (Spring Semest \$ 464,000

TOTAL REVENUE \$ 936,000

Proposal to Board of Finance	November 20, 2013
Proposal to AS Council	December 2, 2013
B of F Approves Budget Application Materials	December 9, 2013
AS Budget Applications Materials distributed to AS Programs requesting two fee outcomes	Early January 2014
AS Admin VP & ASGM meet Program Directors to review application materials	January 22, 2014--Pending
Proposal to SFAC Initial Review by SFAC SFAC Review of voter pamphlet providing objective analysis of the proposed fee action and statements for and against the proposed fee action.	Week of February 3, 2014 or later
Budget Requests due (2 scenarios) (assuming fee increase approved) (ask for preference in reductions if fee > is not approved in application)	February 12, 2014
Public hearings??	
AS Budget Hearings and Budget Development	Saturday, March 1, 2014
Copies of the voter pamphlet and ballot information regarding dates, times, and polling locations shall be available to students and published in the campus newspaper and in other campus locations around campus at least thirty days prior to the referendum.	Wednesday, March 10, 2014
Open Forum Dates: What is known at this point.	
Associated Student Elections	April 22, 23 & 24, 2014
SFAC meets to determine recommendation to be made to President Richmond	Week of April 28, 2014
B of F develops an amended budget is fee > is not approved/Could also do sooner	
President Richmond receives budget for approval (prior to May 1, 2014)	TBD



RESOLUTION No. 2013-14-5

AUTHORED BY: *Benjamin Cox, Student At-Large

**SIGNED BY: *Victor Arredondo, Student Affairs Vice President
*Mary May, Arts, Humanities and Social Sciences Representative**

**REFERRED TO: AS COUNCIL
AMENDED AND REFERED BY AS EXECUTIVE COMMITTEE
ACTION SCHEDULED: December 2, 2013**

SUBJECT: Resolution for Semesterly Parliamentary Procedure Trainings and Leadership Conferences

1. **WHEREAS**, the Associated Students hold a position of leadership on the HSU campus, representing the interest of the students generally,
2. **WHEREAS**, one main outlet for voicing the opinions and interests of students is the many decision-making groups on the HSU campus, such as the AS Council, University Senate, and University Center Board of Directors
3. **WHEREAS**, these meetings are conducted with adopted Parliamentary Procedure, including but not limited to Robert's Rules of Order, and the Standard Code of Parliamentary Procedure (Sturgis Rules of Order),
4. **WHEREAS**, student leaders stand to benefit from fostering their leadership and parliamentary procedure skills,
5. **WHEREAS**, \$3000 of the 2013-14 budget has been allocated under Club and Program Support for Leadership Development, to be implemented by the Student Engagement and Leadership Department of HSU,
6. **BE IT RESOLVED** by the members of the Associated Students Council that the Associated Students Council take advantage of this Leadership Development, and attend at least one leadership conference and parliamentary procedure workshop during the course of the school year, that shall include, at the minimum, the services of one professional in the above fields who is not a student, faculty, or staff member of Humboldt State University.

7. **BE IT FURTHER RESOLVED** that the parliamentary procedure workshop dedicate a portion of its time to the presentation and discussion of Open Meetings Laws, such as the Gloria A. Romero Open Meetings Act, and how students can best follow the law that applies to the various decision making groups on campus.
8. **BE IT FURTHER RESOLVED** that the AS Executive Committee shall be given the authority and responsibility necessary to carry out this resolution.
9. **BE IT FURTHER RESOLVED** that the AS General Manager shall assist the Executive Committee in carrying out its duties as written above.
10. **BE IT FURTHER RESOLVED** that this resolution shall take effect August 1st, 2014.

* Original signatures are on file in the Associated Students Business Office.



RESOLUTION No. 2013-14-12

AUTHORED BY: AS Executive Committee

REFERRED TO: AS COUNCIL

ACTION SCHEDULED: December 2, 2013

SUBJECT: An Act to Amend the Associated Students Constitution and Elections Code

BE IT ENACTED, by the Associated Students Council that the following amendments be made to the Associated Students Constitution and Election Code:

The AS Elections Code works in support of the AS Constitution, providing additional direction to the AS Council and Staff for the day-to-day governance and operation of the organization.

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY ELECTIONS CODE

ELECTIONS CODE INDEX

SECTION 1)	Purpose & Authority
SECTION 2)	Amendments
SECTION 3)	Elections Commission Powers and Duties
SECTION 4)	Election Staff
SECTION 5)	Minimum Qualifications for Office Holders
SECTION 6)	General Elections - Filing for Candidacy
SECTION 7)	Write-In Candidates – Filing for Candidacy
SECTION 8)	General Elections - Performance Bond
SECTION 9)	General Elections - Withdrawal
SECTION 10)	Campaign Conduct and Responsibility - General Policies
SECTION 11)	Campaign Conduct and Responsibility - Publicity
SECTION 12)	Campaign Finances
SECTION 13)	General Elections and Run-off Elections
SECTION 14)	Special Elections
SECTION 15)	Ballot
SECTION 16)	Policies and Procedures on Elections Code Violations
SECTION 17)	Initiatives
SECTION 18)	Recalls

| **DRAFT**

SECTION 19) Constitution Enabling and Amendments

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
ELECTIONS CODE**

Section 1 Purpose and Authority

1.01 Pursuant to the requirements of Article X of the Constitution of the Associated Students of Humboldt State University, there shall be an Elections Commission established to handle all elections of the Associated Students. (12/11)

1.02 The purpose of this Code shall be to define and outline the procedures governing the Associated Students elections and the Elections Commission which will assure the broadest possible participation of students in the actual election process of this corporation and to insure fair elections. (12/11)

1.03 The Elections Code shall be administered by the Elections Commissioner. The Elections Commissioner shall be nominated by the AS President and approved by the AS Council. It will be the duty of the Elections Commission to enforce the Elections Code. The Elections Commissioner shall carry out procedures as set forth in the A.S. Constitution and the A.S. Code. (12/11)

1.04 All elections (~~excluding run-offs~~) must be held no sooner than three weeks into the semester and no later than two weeks prior to the end of the semester. Elections may only be held when regularly scheduled classes are in session. (12/11)

1.05 The results of the Associated Students elections shall be unofficial until ratified by the out-going A. S. Council at their last regularly scheduled A. S. Council meeting of the year. (12/11)

Section 2 Amendments

2.01 The Elections Code may be amended by a two-thirds (2/3) majority of A.S.Council. (12/11)

Section 3 Elections Commission Powers and Duties

3.01 The Elections Commission shall consist of the Elections Commissioner; three members appointed by the A.S. President and two members appointed by the Legislative Vice President. The A.S. General Manager, or designee, shall serve as an advisor to the Commission. (12/11)

3.02 No member of the Elections Commission shall be a candidate in the A.S. Elections. (12/11)

- 3.03 The Elections Commission shall maintain an impartial attitude towards the elections and the election issues. (12/11)
- 3.04 The Commission shall not campaign in any election nor publicly support any candidate or cause in any election they are administering. (12/11)
- 3.05 The Commissioner shall coordinate and direct all A.S. elections and shall encourage voter participation through legal and acceptable means. (12/11)
- 3.06 The Commissioner shall make information packets available to the candidates containing at a minimum: a copy of the Constitution, Elections Code, “HSU Executive Memorandum P13-01, Minimum Qualifications For Student Office Holders” dated January 2013, and existing publicity regulations. (4/13)
- 3.07 The Commissioner shall oversee coordination of the Voter’s Guide. (12/11)
- 3.08 The Commissioner shall supervise placement of all required advertisements in the Lumberjack publicizing all available positions as well as the times, dates, and voting instructions for on-line voting. (12/11)
- 3.09 The Commissioner shall coordinate the candidate forums at times and places in such a manner to allow for maximum student participation. (12/11)
- 3.10 The Commissioner shall supervise the voting process and may require a campaign to temporarily cease an activity that affects the orderly voting process of the election until it can be resolved. (12/11)
- 3.11 The Commissioner shall immediately hear all infractions, quarrels, disputes and disagreements involving campaigns and elections and refer them as deemed necessary to the Elections Commission for a ruling. 12/11)
- 3.12 The Commissioner shall oversee the prompt and accurate posting of the unofficial results. (12/11)

Section 4 Election Staff

- 4.01 The Elections Commissioner shall be responsible for hiring and

training election workers. (12/11)

4.02 The election workers, volunteers, and employees on the election staff shall not campaign in any election. (12/11)

4.03 The Commissioner may remove any election worker, volunteer, or employee on election staff whose actions may improperly affect the outcome of the election. (12/11)

Section 5 Minimum Qualifications for Office Holders

5.01 Given the representative, fiduciary, legal, and other long-range policy-making responsibilities and influence of student office holders, it is the policy of the California State University (CSU) and HSU that student office holders have an obligation to demonstrate a reasonable degree of the academic involvement, achievement and progress for which HSU exists. (12/11)

5.02 The Associated Students of Humboldt State University shall follow the guidelines from the “HSU Executive Memorandum P13-01, Minimum Qualifications For Student Office Holders” dated January 2013”. (4/13)

Section 6 General Elections - Filing for Candidacy

6.01 Candidates must appear in person to obtain nomination materials at the A.S. Business Office. Candidates must declare what Office they are running for when they obtain their materials. (12/11)

6.02 At the time nomination materials are filed, the Candidate shall also file a signed statement indicating candidates’ understanding of the Constitution, Elections Code and other election materials of the Associated Students of Humboldt State University. Candidate shall also file a performance bond as described in Section 8, General Elections Performance Bond. (12/11)

6.03 Executive Officers shall file a Petition for Candidacy form signed by one-hundred and fifty (150) members of the Association. (12/11)

6.04 A.S. Council Representatives shall file a Petition for Candidacy form signed by fifty (50) members of the Association within the college he/she is representing. (12/11)

- 6.05 A.S. Graduate Student Representative shall file a Petition for Candidacy form signed by twenty (20) members of the Association within the graduate programs. (12/11)
- 6.06 A. S. At-Large Representatives shall file a Petition for Candidacy form signed by fifty (50) members of the Association. (12/11)
- 6.07 The period for filing Petitions for Candidacy forms will be from 8:00 a.m. not more than forty-two (42) calendar days prior to the first day of the regular elections through 5:00 p.m. not less than fourteen (14) calendar days prior to the first day of the regular elections. (12/11)
- 6.08 No candidate may file for more than one Office. (12/11)
- 6.09 Candidates for College Representatives must be declared within that major for at least the semester prior to filing for candidacy. Candidates for graduate student representative need not meet this requirement. (12/11)
- 6.10 Candidates for At-Large Representatives must be a registered student for at least the semester prior to filing for candidacy and may be of any major or undeclared. (12/11)
- 6.11 If a student is elected as a representative from a particular major and, during his/her term of office, the student elects to change his/her major to one that lies within a different college, then that representative's position on the A.S. Council shall be declared vacant. (12/11)
- 6.12 There shall be a candidates' orientation meeting called by the Elections Commissioner within two (2) instructional days following the close of the filing period. (12/11)
- 6.13 All candidates must attend the mandatory candidates' orientation meeting. At the conclusion of the orientation meeting, the candidate shall sign a statement that he/she has read and fully understands all provisions of the Elections Code materials issued with the nomination materials, and confirm his/her intentions to run. (12/11)
- 6.14 Under unusual circumstances candidates may request an alternative meeting time with the Elections Commissioner. A

request must be submitted in writing at least 24 hours in advance of the mandatory meeting. (12/11)

6.15 Candidates who fail to appear for the meeting or properly submit a request for an alternative meeting will be automatically disqualified from the election unless extreme extenuating circumstance for failure to attend can be documented by the candidate as determined by the Elections Commission. (12/11)

6.16 Coalitions must be recognized as temporary political organizations at the time of filing Petitions for Candidacy form. A standard form is available in the A.S. Office. Coalitions must have a minimum of four candidates in the election. Any group of four or more candidates campaigning as a group is to be considered a coalition and must register. (12/11)

Section 7 Write-in Candidates-Filing for Candidacy

7.01 All persons conducting a “write-in” campaign shall file completed nomination materials ~~(including candidate statement in case of a run-off)~~ by 5 p.m. on the Friday before the General Election. (12/11)

7.02 At the time nomination materials are filed, the “write-in” candidate shall also file a signed statement indicating candidate’s understanding of the Constitution, Elections Code and other election materials of the Associated Students of Humboldt State University. Candidate shall also file a performance bond as described in Section 8, General Elections Performance Bond. (12/11)

7.03 The Elections Commissioner shall certify that the candidate meets the minimum qualifications for that office. All sections of the Constitution and the Code shall apply to write-in candidates. (12/11)

7.04 The “write-in” candidates name shall not appear on the ballot. (12/11)

7.05 A “write-in” vote for a candidate who has not filed a write-in campaign intent petition shall be invalidated. (12/11)

~~7.06 No “write in” candidates shall be eligible to run in a run-off election unless they have qualified thru the general election~~

~~process. (12/11)~~

~~7.07 A “write-in” candidate from the General Election who qualifies for a run-off election shall have their name appear on the run-off election ballot along with their candidate statement submitted with their nomination materials. (12/11)~~

Section 8 ~~General Elections - Performance Bond~~

8.01 A performance bond of fifteen (\$15) for each candidate shall be required. This bond must be paid at the A.S. Business Office at the time of filing (turning in materials). (12/11)

8.02 The performance bond is a security deposit which the candidates place on account in the Associated Students to ensure that candidates follow all University and Associated Students rules and regulations which directly or indirectly apply to Associated Students elections. (12/11)

8.03 If at any time during the elections a candidate forfeits any portion of the bond, a candidate must file a subsequent bond equal to the amount of the original bond within 24 hours; failure to comply will result in forfeiture of bond deposit. (12/11)

8.04 The performance bond of a candidate may be refunded after an A.S. election upon the recommendation of the Elections Commissioner. (12/11)

Section 9 ~~General Elections - Withdrawal~~

9.01 All qualified candidates who choose not to participate in the General Elections shall notify the Elections Commissioner in writing. Failure to do so shall result in the forfeiture of the entire performance bond. (12/11)

Section 10 ~~Campaign Conduct and Responsibility - General Policies~~

10.01 Campaigning shall not begin until after the nomination materials are available. (12/11)

10.02 Candidates may not begin campaigning until after the time he/she files nomination materials in person. (12/11)

10.03 Campaigning shall be defined as posting or distribution of campaign material. Campaign material is defined as anything distributed or posted that seeks to influence the vote of any student. Campaigning shall also be defined as any material

distributed electronically. (12/11)

- 10.04 Campaign materials may be removed only by the candidate, his/her designated representative, or the Elections Commission. Campaigners may not destroy or remove other campaign materials. Complaints of violations of destroying or removing campaign material will be referred to the Elections Commissioner. (12/11)
- 10.05 Candidates are responsible for the actions of their campaign committee, whether authorized by the candidate or not. For the purpose of the election, campaign committee shall be defined as persons actively campaigning for the candidate, whether authorized directly or indirectly by the candidate. (12/11)
- 10.06 No candidate, nor persons campaigning for the candidate, shall physically approach a voter with an electronic voting capable device in an attempt to encourage them to vote (e.g. smart phone, Ipad, laptop computer, PDA's, etc.) Candidates found participating in such activities will be subject to sanctions as outlined in Section 16 by the Elections Commission. (12/11)
- 10.07 No support may be solicited for candidates or special issues from faculty, staff, administration, or non-student employees of the University. This does not prohibit asking permission to speak in front of class. (12/11)
- 10.08 University staff shall not coerce, manipulate, or attempt to influence students in the voting process. This also includes referendums, initiatives, recalls, and amendments to the Constitution. (12/11)
- 10.09 Associated Students funded programs may not expend A.S. funds to endorse a candidate (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited. (12/11)
- 10.10 Associated Students funds shall not be used to endorse referenda, initiatives, or recalls during the elections. (12/11)
- 10.11 Associated Students funded organizations are prohibited from endorsing candidates, coalitions or recalls during the elections (this does not include University recognized Clubs). (12/11)

Section 11 Campaign Conduct and Responsibility - Publicity

- 11.01 The Commission will advise candidates on current rules upon receipt of nomination materials and at the mandatory candidates' orientation meeting. (12/11)
- 11.02 The University Posting Policy, including Housing and Dining, must be followed when posting campaign materials. (12/11)
- 11.03 Candidates campaign materials shall not be placed in a way that they block any portion of signs placed by the Associated Students Elections Commission advertising the elections. At least a two-foot distance between AS elections materials and candidate materials, with the exception of bulletin boards, must be maintained. See Section 11.02 for appropriate placement of campaign materials. (12/11)
- 11.04 All campaign materials, etc. must be removed within forty-eight (48) hours after the close of the elections or the performance bond is forfeited. (12/11)
- 11.05 A candidate may use all official HSU media in his/her campaign. Media shall be defined as a publication or broadcast that does not exist for the sole support of a candidate's campaign. (12/11)
- 11.06 Publicity in violation of any HSU regulations will be removed by the Elections Commission. (12/11)

Section 12 Campaign Finances

- 12.01 Each candidate will file with the Elections Commissioner a statement of finance related to their elections efforts. (12/11)
- 12.02 The campaign expenses per individual candidate for any executive office shall not exceed \$300.00. The campaign expenses per individual candidate for representative position shall not exceed \$150.00. (12/11)

~~12.03 In case of a run-off election, candidates for Executive Office and Representative shall be allowed to spend 1/2 (one half) the maximum amount of money designated to that candidate's position. There will be no carry-over regarding the limitations on expenditures. (12/11)~~

- 12.04 If a candidate is a member of a coalition, his/her individual

expenditures limitation shall be one-half the amount stated in Section 12.02. Campaign funds may be jointly pooled by coalition members. (12/11)

12.05 Campaign expenses shall be defined as the retail value of all materials and/or services purchased by the candidate himself/herself. No funds or materials contributed by outside persons shall be excluded from this total. (12/11)

12.06 All candidates (including coalitions) must turn in a statement to the Commissioner listing all expenses and donations. Donated material will be reported at fair market value for the items or services. (12/11)

12.07 Expense reports will be due by 4:45 p.m. on the Friday following the last day of ~~general and run-off~~ the election. Failure to file a statement will result in the forfeiture of a maximum of one-half (1/2) of the candidate's performance bond. Failure to file statement of finance within seven (7) days of the initial filing deadline will result in the forfeiture of the remainder of the performance bond. Subsequent failure to submit a financial statement will result in the Elections Commissioner having the option to take action as prescribed Section 16 of this Code. (12/11)

Section 13 **General Elections ~~and Run-off Elections~~**

13.01 As per Article X of the Associated Student Constitution, Council Representatives shall be elected on a plurality basis. Executive Officers must receive a majority of the ballots cast for that office. ~~In the event of a tie, or if a candidate for Executive Office fails to receive the required majority, a run-off election shall be held for the two candidates with the highest vote total.~~ The Associated Students shall use the method of Ranked Choice Voting to establish the plurality necessary to elect Council Representatives and majority necessary to elect Executive Officers. (12/11)

13.02 An election to select Association Executive Officers and Council Representative shall be held annually at a time specified by the A. S. Council during Spring semester. (12/11)

13.03 The voting period shall be Tuesday, Wednesday, and Thursday for each general election ~~and Wednesday and Thursday for each run-off election.~~ (12/11)

- 13.04 Dates for the general elections shall be recommended by the Elections Commission with the approval of the Associated Students Council. It is recommended that the general elections be held no later than four (4) weeks prior to the end of the Spring semester. ~~Run-off elections shall be held within five (5) instructional days after the general election.~~ (12/11)
- 13.05 ~~General and run-off elections voting~~ Ballots shall be accessed ~~take place~~ on-line via the Humboldt State University web page_ or through official HSU e-mail. (12/11)
- 13.06 Hours of voting shall be from 12:00 a.m. on the first day of voting thru 11:59 p.m. on the final day of voting. (12/11)
- 13.07 All regularly matriculated students of the Association are eligible to vote in all student body elections. (12/11)
- 13.08 ~~Each member of the Association shall vote for no more than one candidate for each office~~ The Association shall use Ranked Choice Voting to elect candidates for each office. (12/11)
- 13.09 Members of the Association shall vote for candidate(s) for representatives of the college in which that member is enrolled. Graduate student members shall also vote for a graduate student representative candidate. All members of the Association may vote for the At-Large representative candidates. (12/11)
- 13.10 In the case of persons with more than one major, the person shall have the right to choose from amongst colleges in which that person is enrolled to vote for college representative candidate(s). (12/11)
- 13.11 If there is no candidate for an A. S. Council Office in an election, the vacancy shall be filled by an individual nominated by the President and approved by a two-thirds (2/3) vote of the newly elected Council. To be eligible for appointment to any vacant office, the candidate must meet the same qualifications as set forth in the Elections Code. (12/11)
- 13.12 All executive officers and representatives shall assume office at the last regularly scheduled A. S. Council meeting of the Academic year. (12/11)

Section 14 Special Elections

- 14.01 A Special Election shall be defined as an election that occurs outside of the General Election for the purposes of an Initiative, Recall, or Constitutional Amendment. (12/11)

- 14.02 Special Elections may be called as outlined in Article V or Article XI and XII of the Associated Students Constitution. (12/11)

- 14.03 In the absence of an Elections Commissioner for a Special Election, the Legislative Vice President shall serve as an Interim Elections Commissioner. (12/11)

- 14.04 Special Elections will only be held as needed. They will be held during a general election whenever possible. (12/11)

- 14.05 A Special Election shall be conducted in the same manner as a general election as outlined in this Elections Code. (12/11)

- 14.06 The voting period shall be Wednesday and Thursday for each Special Election. (12/11)

- 14.07 The Elections Commissioner will make available copies of the voter pamphlet and ballot and information regarding the dates, times, and voting instructions for on-line voting to students and published in the Lumberjack Newspaper prior to the elections. (12/11)

Section XX Ranked Choice Voting Policies and Procedures

- XX.01** The ballot shall allow voters to rank candidates in order of preference equal to the total number of candidates for each office. The ballot shall not interfere with a voter's ability to cast a vote for a qualified write-in candidate.

- XX.02** If an Executive candidate receives a majority (50%+1) of the first choices, that candidate shall be declared elected. If no candidate receives a majority, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next ranked candidate on that voter's ballot. This process of eliminating candidates and transferring their votes to the next ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots.

XX.03 Council representative positions shall be elected by ranked choice voting. The candidate who received the fewest first choices shall be eliminated and each vote cast for the candidate shall be transferred to the next ranked candidate on that voter's ballot. This process of eliminating candidates and transferring their votes to the next ranked continuing candidates shall be repeated until the number of continuing candidates is equal to the number of vacant seats.

XX.04 *In the event of a tie the candidate, from among those tied, with fewest first choices is eliminated. If this cannot break the tie, then the candidate with the fewest second choices is eliminated. If a candidate cannot be eliminated by evaluating the second rank subsequent ranks shall be used.*

XX.05 In the first or any round, in the event that any ballot reaches a ranking with no candidate indicated, that ballot shall immediately be advanced to the net ranking.

XX.06 After each round any ballot that is not continuing is an undervote, overvote, or exhausted ballot, as follows: Any ballot that has no candidate indicated at any ranking shall be declared an "undervote." In the event that any ballot reaches a ranking with more than one candidate indicated, that ballot shall immediately be declared an "overvote." In the event that any ballot cannot be advanced because no further candidates are ranked on that ballot, that ballot shall be declared "exhausted." Any ballot that has been declared an undervote, overvote, or exhausted shall remain so and shall not count towards any candidate in that round or in subsequent rounds.

XX.07 A voter shall not be required to rank all candidates on a ballot.

XX.08 Each time a candidate is eliminated it is consider to be a round.

Section 15 **Ballot**

15.01 A sample ballot must be printed in the campus newspaper no later than the issue immediately preceding the general, run-off or special election. (12/11)

15.02 A sample ballot must be printed in the campus newspaper at least thirty days prior to the election if it includes a student fee referendum. (12/11)

- 15.03 Each Spring semester candidates from the University Center (UC) Board of Directors will be placed on the A.S. Elections ballot. The UC is responsible for submitting candidates materials to the Elections Commission immediately following the AS filing deadline for inclusion in the Voter's Guide and on the A.S. Ballot. (12/11)

Section 16 Policies and Procedures Regarding Elections Code Violations

- 16.01 The Elections Commissioner shall be empowered to call special meetings of the Elections Commission in accordance with the Gloria Romero Open Meeting Act of 2000 in order to review alleged elections code violations. (12/11)
- 16.02 All complaints of violations of the Elections Code must be presented, in writing, to the Election Commissioner. Those making the complaints against candidates must be able to present proof at a meeting of the Elections Commission. (12/11)
- 16.03 The complaint must be signed and have contact information. Anonymous complaints will not be considered. (12/11)
- 16.04 Complaints must be submitted to the Elections Commissioner by 11:59 p.m. (via e-mail after 5:00 p.m.) the last day of voting. (12/11)
- 16.05 The Elections Commissioner may make an effort to resolve any and all complaints or disputes informally. (12/11)
- 16.06 Failing informal solution, the Elections Commission must make a ruling upon a complaint within two (2) instructional days of the submission of the complaint. (12/11)
- 16.07 Complaints must be proven at a special meeting of the Elections Commission, with the burden of proof being on the complainant. (12/11)
- 16.08 A quorum of the Elections Commission shall be a simple majority of the filled voting seats. (12/11)
- 16.09 A simple majority vote of Elections Commission members present shall be required for a complaint of a violation to be upheld. (12/11)

- 16.10 If a candidate has been proven to have violated any provision of this election code, the Elections Commission will determine the penalty. Violations could result in, but not limited to, any or all of the following actions: formal written warning; formal public letter of reprimand; forfeiture of all or part of a performance bond; limitation of ability to campaign; disqualification of candidacy; declaring the elections null and void. Disqualification is a last resort; other disciplinary action should be considered first. (12/11)
- 16.11 A simple majority vote of Elections Commission members present shall be required for approval of the recommended penalty to be upheld except as noted below. (12/11)
- 16.12 A two-thirds (2/3) vote of Elections Commission members present may disqualify a candidate or invalidate all or any portion of an election within its jurisdiction when a hearing by the Election Commission has shown that sufficient evidence exists that violations of the Election Code may have significantly affected the outcome of the election. (12/11)
- 16.13 Decisions of the Elections Commission regarding “Policies and Procedures Regarding Elections Code Violations” shall constitute the final authority of the Associated Students. (12/11)
- 16.14 The results of the Associated Students elections shall be unofficial until ratified by the out-going A. S. Council at their last regularly scheduled A. S. Council meeting of the year. (12/11)

Section 17 Initiatives

- 17.01 For the purposes of Associated Students elections, initiatives are defined as questions placed on the ballot regarding legislative acts, student fee referendums, or appropriations. (12/11)
- 17.02 As outlined under the powers and duties of the Executive Officers and A.S. Council Representatives, the A.S. Council can initiate measures for the ballot. (12/11)
- 17.03 The Association membership shall also have the power to initiate legislation by means of a written petition, which has been signed by ten percent (10%) of the current members of the Association. (12/11)

- 17.04 Initiatives to be qualified by the petition process shall be submitted to the Associated Students Elections Commissioner prior to collection of signatures. Within five (5) instructional days the Elections Commissioner shall provide the sponsor(s) of the initiative the petition format for signature collection and the minimum number of signatures to be collected to meet the 10% minimum. The Elections Commissioner shall work with the Vice President of Enrollment Management and Student Affairs to determine this number. (12/11)
- 17.05 Collection of signatures shall be completed within fifteen (15) instructional days after petition format is provided. (12/11)
- 17.06 Petitions will be verified by the Elections Commissioner. (12/11)
- 17.07 The Elections Commissioner shall render a decision in writing within five instructional days after a petition has been filed. (12/11)
- 17.08 When such petition is certified as legal, the A. S. Council shall call a special election or determine such vote shall be held in conjunction with the General Election as allowed for in Section 17.09 below. (12/11)
- 17.09 All initiatives shall be brought before the electorate no less than fifteen (15) instructional days and no more than thirty (30) instructional days after the date such petition was certified as legal. (12/11)
- 17.10 For passage, the legislation must receive a majority of those voting on the issue. (12/11)
- 17.11 Any initiative passed shall override any legislative acts or appropriations. (12/11)
- 17.12 All alterations to the Associated Students fee shall follow all guidelines set forth in the California Education Code and the California Code of Regulations, Title 5 and any policy adopted by the CSU Trustees, University President and the Associated Students of HSU. A referendum is required before adjusting the Associated Students fee as per Education Code Section 89300. (12/11)

- 17.13 Constitutional Amendments that are placed on the ballot shall be approved by two-thirds (2/3) of the total votes cast on the issue. (12/11)

Section 18 Recalls

- 18.01 For the purposes of Associated Students Elections, Recalls are defined as questions placed on the ballot that would remove a member from the Associated Students Council that is answered in the affirmative or negative. (12/11)
- 18.02 Any elected officer or representative of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal. (12/11)
- 18.03 Such petition must be signed by at least ten (10%) percent of the membership of the Association which that officer represents, and then presented to the Elections Commission. (12/11)
- 18.04 Recall(s) to be qualified by the petition process shall be submitted to the Associated Students Elections Commissioner prior to collection of signatures. Within five (5) instructional days, the Elections Commissioner shall provide the sponsor(s) of the recall the petition format for signature collection and the minimum number of signatures to be collected to meet the 10% minimum within. The Elections Commissioner shall work with the Vice President of Enrollment Management and Student Affairs to determine this number. (12/11)
- 18.05 Collections of signatures shall be completed within fifteen (15) instructional days after the petition format is provided. (12/11)
- 18.06 Petitions will be verified by the Elections Commissioner. (12/11)
- 18.07 The Elections Commissioner shall render a decision in writing within five (5) instructional days after a petition has been filed. (12/11)
- 18.08 All recalls shall be brought before the electorate no less than fifteen (15) instructional days and no more than thirty (30) instructional days after the date such petition was certified as legal by the Elections Commissioner. (12/11)
- 18.09 The person(s) subject to recall may request the Legislative Vice-President to call a special meeting, in compliance with Open

Meeting Law, of the Association within five (5) days of the date that the recall election has been called scheduled to be brought before the electorate. At said meeting, the officer shall be allowed to speak in his/her own defense. (12/11)

18.10 If two-thirds (2/3) votes are cast for recall, the officer shall be removed from office. (12/11)

Section 19

Constitution Enabling and Amendments

19.01 Enabling and amendments to the Constitution shall be administered as per Article XIII of the A.S. Constitution. (12/11)