



# Associated Students of Western Washington University

Legislative Affairs Council Charter

Approved 10-8-2024

## I. CHARGE

The purpose of the Legislative Affairs Council is to increase student engagement in legislative processes that may impact ASWWU members by:

- Encouraging civic engagement and student participation in the political process.
- Creating, reviewing, and proposing Local, State, Federal, and other proposed Legislative and Administrative Agendas to the Associated Students of Western Washington University (ASWWU) Executive Board.
- Submitting recommendations to the Washington Student Association (WSA) statewide Legislative Agenda.
- Establishing contact with elected officials to ensure that student perspectives are being considered at all levels of government.
- Formulating policy positions for all matters concerning students in higher education for approval by the AS Executive Board of Directors.
- Allocate funding from the Legislative Action Fund in accordance with the Fund's stated purpose and all University Policies and Procedures on behalf of ASWWU Government. (*Administrative Note: As such, LAC is required to comply with WA State OPMA regulations.*)

## II. MEMBERSHIP

### **Voting:**

ASWWU Vice President for Governmental Affairs or designee  
(Chair)

OCE Coordinator of Legislative Affairs (Vice Chair)

OCE Local Issues Coordinator

1 ASWWU Senator At-Large (Appointed by ASWWU Senate)

1 Graduate Student (Appointed by ASWWU Executive Board)

2 Students At-Large (Appointed by ASWWU Executive Board)

3 students selected by the Centers (1 each from DAC, LGBTQ+ and MSS)

1 Student Staff member from the Sustainability Engagement Institute (Selected by SEI)

### **Non-voting:**

Designated AS Government Permanent Staff Advisor

Student Government Assistant (Secretary)

### III. CHAIR

The Chairperson shall be the AS Vice President for Governmental Affairs. They shall convene the meetings, draft agendas, and preside over all meetings. The OCE Coordinator of Legislative Affairs shall serve as the Vice Chair and act as Chair in the absence of the AS Vice President for Governmental Affairs.

### IV. MEETINGS

Meetings shall be called by the Chair. The committee shall meet weekly with a minimum of twenty-four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

### V. VOTING

In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention by a Legislative Affairs Council member will not count as a vote cast in favor or against the action item or resolution being voted upon.

### VI. QUORUM

A majority of the seated, voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour. During the summer, or when the council is not in session, the council's responsibilities fall to the AS Vice President for Governmental Affairs and OCE Coordinator of Legislative Affairs.

### VII. SUBCOMMITTEES

In order to provide for coordination and direction, the council may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the council with respect to procedure.

### VIII. By-Laws

The Council may adopt and amend bylaws governing its operation by a 2/3 majority vote of the Council, any updates made to the By-laws requires notifying the ASWWU Executive Board.

### IX. AMENDMENTS

This Charter may be amended by a majority vote of the ASWWU Executive Board.

### X. REVIEW PROCESS

This charter shall be formally reviewed by the Legislative Affairs Council and ASWWU Executive Board at least every 3 years.

## XI. REPORTAGE

This committee shall report to the AS Executive Board through the AS Vice President for Governmental Affairs.