



## **ASWWU Legislative Affairs Council Bylaws**

### **Article I: Mission and Purpose**

#### **1.1 Mission:**

The Legislative Affairs Council works to increase on and off campus student representation and civic engagement by formulating positions of the Associated Students as related to local, state, and federal legislative issues.

#### **1.2 Purpose**

Legislative Affairs Council serves to empower student representation by:

- Encouraging civic engagement and student participation in the political process.
- Creating, reviewing, and proposing the Local, State, and Federal Legislative Agendas to the Associated Students of Western Washington University (ASWWU) Board of Directors.
- Submitting recommendations to the Washington Student Association (WSA) regarding the 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.
- Reviewing funding request proposals, making financial decisions, and monitoring the expenditures of student funds donated through the Legislative Action Fund.
- Manage the operations of the Legislative Action Fund and appropriate funding to more directly represent WWU students in legislative matters.
- Approving a budget for the Legislative Action Fund based on projected revenue with estimated expenses in areas designed to more directly represent Western Students at the local, state and federal level.

### **Article II: Membership and Members Responsibilities**

#### **2.1 Members:**

The Legislative Affairs Council will consist of:

- AS Vice President for Governmental Affairs (Chair)
- AS Legislative Liaison (non-voting)
- 6-8 Students at-Large, appointed by the AS Board of Directors
  - 1-Western Votes! Representative
- AS Local Liaison (as needed, non-voting)
- Secretary (non-voting)
- Advisor (non-voting)

#### **2.2 Term of Office**



## Associated Students of Western Washington University

### Legislative Affairs Council

Following approval by the ASWWU Board of Directors, members will serve a term of office until the end of finals week Spring Quarter. Members may be appointed during Spring Quarter for the following year, but such appointments will not be more than one-fourth of the current membership.

### 2.3 Member Responsibilities

#### Chair

- The AS Vice President for Governmental Affairs is charged with chairing all Legislative Affairs Council meetings.
- Must make initial recommendations to the Council regarding the legislative agenda.
- Must provide the Council with accurate legislative information to make informed decisions about the legislative agenda.
- Must keep Council members up to date about ongoing legislative activities.
- Act as Budget Authority for the Legislative Action Fund.
- Present a Legislative Action Fund budget proposal to the Council

#### Vice-Chair

- The Vice-Chair will be elected by a majority vote of the LAC. In the case of more than two candidates, the Vice-Chair will be elected by an instant runoff vote.
  - o Elections for the Vice-Chair will begin the third meeting of Fall Quarter,
  - o Elections will be a two-week process. Nominations will be held the first week, and remain open until the next meeting. Voting will be held the second week,
  - o Each member may make one nomination.
  - o Elections will be held any time there is a vacancy in the position of Vice-Chair.
    - The two-week process will begin at the next regularly scheduled meeting of the Legislative Affairs Council.
- The Vice-Chair may not serve concurrently as member of the AS Board of Directors.
- The duties of the Vice-Chair will be to:
  - o Perform the duties of the Chair in the absence of the Chair. While serving as the Chair, the Vice-Chair will not have voting privileges. If neither the Chair nor Vice-Chair is present, the meeting will be adjourned,
  - o Coordinate forums and other student outreach activities as needed.

#### AS Legislative Liaison

- Act in an advisory role, reporting legislative facts and issues.
- Must provide legislative updates when necessary.
- Must keep Council members up to date about ongoing legislative activities.
- Discuss legislative items and strategic planning with the Council
- Serve as a non-voting member

#### AS Local Liaison

- Attend Council meetings as needed
- Report local legislative facts and issues
- Provide local legislative updates when necessary



## **Associated Students of Western Washington University**

### Legislative Affairs Council

- Keep Council members up to date about ongoing local issues and activities
- Serve as a non-voting member

#### Student-at- large

- Consistently attend LAC meetings.
- Provide feedback and input regarding legislative issues.
- Represent the student perspective and their respective backgrounds.
- Complete all outside committee work listed on agenda and attend meetings having prepared for discussion on agenda topics

#### Western Votes Representative

- Act as a liaison between ASWWU Western Votes and the Legislative Affairs Council.
- Update LAC on Western Votes activities.
- Bring feedback to LAC from Western Votes.

#### Secretary

- The Board Assistant for Representation shall serve as the Secretary to LAC
- The duties and responsibilities include:
  - o Take and publish the minutes of LAC
  - o Manage and organize LAC folders and binders
  - o Correspond with LAC members
  - o Perform other appropriate duties as designated by the Chair
- The Secretary of LAC is a non-voting member

### **2.4 Voting Rights:**

All members have the right to vote unless there is a clear personal conflict of interest, such as a voting member benefiting from or being a sponsor of a funding request from the Legislative Action Fund. Council Members whose voting privileges have been suspended due to attendance matters must have this privilege reinstated by a majority vote of the Council. Council members must be present to vote as proxy votes are not allowed.

### **2.5 Removal, Suspension and Reinstatement:**

#### Removal:

- Members may be removed from LAC for violating requirements as set forth in these Bylaws.
- Members may be recommended for removal by a two-thirds vote of the seated membership of LAC. The recommendation will be forwarded to the AS Board of Directors for a vote. Poor attendance may be grounds for removal.
- Members may resign if they no longer wish to serve on LAC
  - o All council members who are unable to serve on the Council must notify the VP for Governmental Affairs so that a replacement may be found.

#### Suspension:

- If a council member is unable to serve for an academic quarter or longer, their voting rights will be suspended from the Council by the VP for Governmental Affairs



## **Associated Students of Western Washington University**

### Legislative Affairs Council

- Each LAC member will be allowed two absences per quarter. Following a third absence, the member will have their voting rights suspended

#### Reinstatement

- In order for a Member to be reinstated, a motion for reinstatement must be passed by a simple majority of the seated Council
- The member must be present to be reinstated
- Discussions about reinstatement should be conducted in a closed session

## **Article III: Responsibilities**

### **3.1 Fiduciary Duty**

Legislative Affairs Council shall manage the Legislative Action Fund ensuring that monies donated by students are being used to increase student representation.

- The Legislative Affairs Council has authority over the Legislative Action Fund and its appropriation.
- A majority of the Council's seated membership is required to make funding decisions
- Appropriation of the Legislative Action Fund
  - o Requests for appropriation must be submitted to the AS VP for Governmental Affairs a minimum of three (3) business days in advance before the request may be presented as an information item to the Council,
  - o Requests for appropriation must be reviewed as an information item the first week; any subsequent action is up to the discretion of council members,
  - o In order for a proposal to be considered by the Council, a representative must present and answer any questions from Councilmembers.
  - o After a proposal is approved, the AS VP for Governmental Affairs must make the appropriate budgetary transactions

### **3.2 Policy Recommendations**

Legislative Affairs Council shall formulate the positions of the Associated Students as related to local, state, and federal legislative issues

- A majority of the Council's seated membership is required to make policy recommendations.
- All policy recommendations agreed upon in the Council will be presented to the AS Board of Directors for consideration by the AS VP for Governmental Affairs or a council member.
- Policy recommendations are not official positions of the Associated Students of Western Washington University until adopted by the Board of Directors.

## **Article IV: Review and Amendments**

These Bylaws shall be in effect until a revised version is passed. Bylaws should be reviewed annually. Bylaws may be amended or temporarily suspended by a 2/3 majority vote of the Legislative Affairs Council. The Legislative Affairs Council Charge and Charter supersede these rules of operation.