



**Associated Students of
Western Washington University
Legislative Affairs Council Charter**

Expires December 2025

I. CHARGE

The purpose of the Legislative Affairs Council is to increase student representation 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.
- Reviewing funding request proposals, making financial decisions, and monitoring the expenditures of student funds paid to the Legislative Action Fund.
- Approving a budget for the Legislative Action Fund in areas designed to more directly represent Western Students at the local, state and federal level, which follows the LAF budget policy.

II. MEMBERSHIP

Section 1

Committee membership shall begin on the date of appointment until the last day of Spring Quarter of the specified academic year. Student Staff Representatives shall be appointed by relevant program or department, permanent staff leaders. The purpose of non-voting members is to assist and advise the council to fulfill its charge and charter, they shall not participate in the decision-making process of the council's affairs.

Section 2

Voting:

- AS Vice President for Governmental Affairs or designee (Chair)
- AS Director of Legislative Affairs (Vice Chair)
- AS Local Issues Coordinator
- AS Senator, appointed by the AS Senate President
- 1-3- Students At-Large, including one or more Graduate students, appointed by the AS Executive Board
- 1 ESC Student Staff Representative
- 1 LGBTQ+ Western Student Staff Representative
- 1 Disability Outreach Center Student Staff Representative
- 1 Black Student Coalition Student Staff Representative
- 1 Blue Resource Center Student Staff Representative
- 1 Sustainability Engagement Institute Student Staff Representative

Non-voting:

- AS Voter Recruitment and Engagement Coordinator
- AS Civics Involvement Coordinator
- AS Vice President for Diversity
- Student Government Assistant (Secretary)
- Office of Civic Engagement Advisor (Advisor to the Council)

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 AS Director of Legislative Affairs shall serve as the Vice Chairperson and act 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 the 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 shall not count as a legal vote cast.

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 AS Director of Legislative Affairs. The council shall be in session when a majority of voting membership is seated(7) . The session shall conclude on the last day of Spring Quarter of the specified academic year.

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. RULES OF OPERATIONS

The council may adopt and amend the rules of operations governing its operation by a majority vote of the council. Substantial changes shall be subject to review and approval by the AS Executive Board.

IX. AMENDMENTS

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

X. REPORTAGE

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