

*Fifty Ninth Legislative Council*  
*of the*  
*Associated Students*

*Begun and held at the University of California at Santa Barbara, in the City of Santa Barbara on the eighteenth day of November, two thousand nine, in the fifty ninth year of our association.*

*A Bill*

To  
Restructure the Duties of the Executive Department

**Whereas:** The specific duties of executive officers should be under their perspective “Additional Duties & Powers Of The...” section, not under the “Collective Duties & Powers Of All A.S. Executive Officers” section.

**Whereas:** There a number of boards and committees that the executives now sit on that are not listed in the legal code due to previous legislative council members not updating it.

**Therefore let it be enacted by the Associated Students in the Legislative Council assembled:**

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**ARTICLE VII- EXECUTIVE DEPARTMENT**

**SECTION 1. DUTIES AND POWERS OF ALL A.S. EXECUTIVE OFFICERS**  
*(See also Article IV of the A.S. Constitution)*

- A) Provide leadership to Legislative Council members.
- B) Act as official A.S. Representative(s) to the UCSB Administration and Academic Senate on all policy, personnel, and financial matters.
- C) Meet weekly with the Executive Director to discuss current business.
- D) Coordinate policy and committee issues among all A.S. Boards, Committees, and Commissions.
- E) Attend at least one (1) staff meeting per quarter.
  - 1) The first meeting of every month shall include the complete A.S. Staff, the A.S. President, and the A.S. Executive Director.
  - 2) Other staff meetings should be instigated by the A.S. President on a regular basis to ensure constant, open communication.

## SECTION 2. COLLECTIVE DUTIES & POWERS OF ALL A.S. EXECUTIVE OFFICERS

By consensus of their membership, the A.S. Executive Officers (or proxy) shall attend all meetings of the following A.S. or University committees and affiliate groups:

- A) Academic Affairs Board (One Executive Officer)
- ~~B) A.S. Committee on Honoraria (Internal Vice President)~~
- ~~C) Environmental Affairs Board (External Vice President for Local Affairs)~~
- ~~D) A.S. Finance Board (President and Internal Vice President)~~
- ~~E) Isla Vista Community Relations Committee (External Vice President for Local Affairs)~~
- ~~F) Student Fee Advisory Committee (All Executive Officers)~~
- ~~G) Graduate Students' Association (One Executive Officer)~~
- ~~H) UCSB Foundation (President)~~
- ~~I) Alumni Association (President)~~
- B) Graduate Students' Association (One Executive Officer)
- C) Major Events Committee (One Executive Officer)
- D) Student fee Advisory Committee (One Executive Officer)

## SECTION 3. ADDITIONAL DUTIES & POWERS OF THE PRESIDENT

- A) Supervises the Executive Director and conducts necessary or required personnel evaluations.
- B) *The A.S. President shall sit as the undergraduate representative and attend all meetings of the following A.S. or University committees and affiliated groups:*

- 1) Alumni Association
- 2) A.S. Finance Board
- 3) Campus Planning Commission
- 4) Chancellor's Coordinating Committee on Budget and Strategy
- 5) Events Center Governance Board (Ex-Officio Member)
- 6) Faculty Legislature
- 7) Getman & Villa Selection Awards Committee
- 8) Intercollegiate Athletics Policy Board
- 9) Parking Ratepayers Board
- 10) UCEN Governance Board (Ex-Officio Member)
- 11) UCSB Foundation
- 12) *Should the A.S. President wish to sit on any additional university administration, faculty, staff, or other advisory bodies for the year, she/he must nominate her/himself and be approved by a majority vote (50% + 1) of the Legislative Council.*

- C) The President is empowered to veto legislation of the Legislative Council within two (2) business days of its adoption. The President is then responsible for submitting a statement explaining the reason(s) for the veto within three (3) business days of the passed legislation.

- 1) Distribution of the statement shall be as follows:
  - a) One (1) copy to each member of the Legislative Council, twenty-four (24) copies total.
  - b) One (1) copy to each Executive Officer and the Executive Director, five (5) copies total.
  - c) One (1) copy to the *Daily Nexus*.
  - d) One (1) copy to be placed in the minutes of the next Legislative Council meeting.
  - e) The President shall have the option of charging the secretary(ies) to inform all of the aforementioned persons via e-mail regarding the availability of the hardcopy that states the reason(s) for the veto.

- 2) The vetoed legislation shall automatically be placed on the next Legislative Council agenda, under Old Business.
  - 3) Legislative Council may override a veto by a two-thirds (2/3s) vote of the voting membership.
- D) Appoint the chair people of all Associated Students Boards, Committees, and Commissions, as well as all representatives to university administration, faculty, staff, or other advisory bodies.
- ~~1) The A.S. President shall sit as the undergraduate representative on the Campus Planning Commission.~~
  - ~~2) The A.S. President shall sit as the undergraduate representative on the Parking Ratepayers Board~~
  - ~~3) The A.S. President shall sit as the undergraduate representative on the Faculty Legislature.~~
  - ~~4) The A.S. President shall sit as the undergraduate representative on the Chancellor's Coordinating Committee on Budget and Strategy.~~
  - ~~5) Should the A.S. President wish to sit on any additional university administration, faculty, staff, or other advisory bodies, s/he must nominate her/himself and be approved by a majority vote (50% + 1) of the Legislative Council.~~
- E) Shall hold a minimum of eight (8) office hours per week.
- F) Shall report to the Legislative Council no less than five (5) times per quarter on his/her actions.
- G) Shall have the power to appoint and direct all Office of the President staff including one (1) Chief of Staff, one (1) Administrative Assistant, and three (3) Issues Coordinators.
- 1) The Chief of Staff shall:
    - a) Supervise the Office of the President staff under the direction of the President.
    - b) Work with the President and other office staff on campus-wide issues.
    - c) Assume or delegate the responsibilities of any vacant positions within the Office of the President staff, until such position is filled.
    - d) Attend all Office of the President staff meetings.
    - e) Serve a term of one (1) academic year.
    - f) Serve at least five (5) office hours a week.
  - 2) Administrative Assistant shall:
    - a) Be responsible for the general administration and clerical functions of the Office of the President.

- b) Be knowledgeable and report to the President and staff on Legislative Council matters.
- c) Organize and facilitate weekly staff meetings.
- d) Schedule the President to attend club and organization meetings, and campus events.
- e) Keep a file of all reports submitted by the Issues Coordinators.
- f) Coordinate Office of the President quarterly retreats.
- e) Serve a term of one (1) academic year.
- g) Serve at least five (5) office hours a week.

3) Issues Coordinators shall:

- a) Work on issues pertinent to the Office of the President.
- b) Report on the progress of the issues they are working on at the weekly staff meetings.
- c) Write a detailed report on the progress of the issue they are working on, which is to be submitted to the administrative assistant.
- d) Coordinate the meetings of Cabinet of Advisors, if the President chooses to appoint a cabinet.
- e) Serve a term of one (1) academic year.
- f) Serve at least three (3) office hours a week.

SECTION 4. ADDITIONAL DUTIES & POWERS OF THE INTERNAL VICE-PRESIDENT

A) *The A.S. Internal Vice President shall sit as the undergraduate representative and attend all meetings of the following A.S. or University committees and affiliated groups:*

- 1) *A.S. Finance Board*
- 2) *Calendar Committee*
- 3) *Campus Elections Committee*
- 4) *Events Center Governance Board (Ex-Officio Member)*
- 5) *UCEN Governance Board (Ex-Officio Member)*

- B) Coordinates committee applications and screening process in conjunction with the President.
- C) Serves as the supervisor of the Committee on Committees Chair and Vice-Chair.
- D) Shall hold a minimum of six (6) office hours per week.
- E) Shall meet a minimum of once per quarter with the G.S.A. President to discuss coordination of activities.
- F) Coordinate and facilitate the completion of Legislative Council Group Projects.
- G) Shall preside as the Chair of the A.S. Committee on Honoraria.
- H) Shall nominate a First and Second presiding Representative Pro-Tempore after an application and interview process has been duly conducted under the following outlined responsibilities:

- 1) Shall inform the Legislative Council-Elect of the duties, powers, and application/interview process of the First and Second Pro-Tempores by the eighth week of Spring quarter, (the Inaugural Legislative Council Meeting).
  - 2) Shall determine the logistics of the application/interview process in consensus with the A.S. President.
  - 3) Shall initiate an application and interview process for the First and Second Pro-Tempore positions in accordance with the A.S. Constitution.
  - 4) Shall consider the candidate's familiarity with the A.S. Legal Code and Roberts's Rules of Order.
  - 5) Shall consider the candidate's dedication, enthusiasm, and time commitment.
  - 6) Shall keep and update a file of the application and interview process for future Internal Vice-Presidents to review for transition purposes.
- I) Shall nominate a parliamentarian after an application and interview process has been duly conducted under the following outlined responsibilities:
- 1) Shall initiate an application and interview process for the Parliamentarian by the second (2<sup>nd</sup>) regular meeting following the installation of officers.
  - 2) Shall select a Parliamentarian by the fourth (4<sup>th</sup>) regular meeting following the installation of officers.
  - 3) Shall strongly consider the candidate's familiarity with the A. S. Legal Code and Robert's Rules of Order.
  - 4) Shall consider the candidate's dedication, enthusiasm, and time commitment.
  - 5) Shall keep and update a file of the application and interview process for future Internal Vice-Presidents to review for transition purposes.
- J) The Internal Vice President shall make themselves available following every Legislative Council meeting for the purposes of clarification and discussion of the minutes and actions of the Legislative Council with any media in attendance.
- K) Shall coordinate the orientation of incoming and outgoing Legislative Council members and ensure that whenever possible they be paired up according to opposite campus political party affiliation. Re-elected representatives continuing in their positions shall take the place of outgoing members when they are not available to meet with newly elected members.
- L) Shall appoint an Internal Affairs Coordinator
- 1) Advise the Internal Vice President with concerns from the Boards, Committees, & Commissions within Associated Students.
  - 2) Assist the Internal Vice President, First & Second Pro Tempores with the organization and coordination of internal affairs
  - 3) Assist the Internal Vice President and Legislative Council with research on group projects.
  - 4) Shall meet with the Internal Vice President once (1) a week.
  - 5) Attend at least one (1) legislative council meeting per quarter.

SECTION 5. ADDITIONAL DUTIES & POWERS OF THE EXTERNAL VICE-PRESIDENT FOR LOCAL AFFAIRS

- A) The External Vice-President for Local Affairs acts as liaison and official Associated Students' representative to Isla Vista governmental agencies and the Santa Barbara County Board of Supervisors.
- B) Meet a minimum of once a quarter with the following entities:
  - 1) A.S. Isla Vista Community Relations Committee Chairperson
  - 1) A.S. Community Affairs Board Chairperson
  - 3) A.S. Environmental Affairs Board Chairperson
  - 2) Third District Supervisor and/or Aide
  - 3) Isla Vista Tenants Union (IVTU)
- C) Shall hold a minimum of six (6) office hours per week to be distributed between the A.S. and the IV Community Services Center offices.
- D) Shall attend (or designate a proxy to attend) the following meetings regularly:
  - 1) Isla Vista Recreation and Park District
  - 2) Isla Vista Property Owners Association
  - 3) Santa Barbara County Board of Supervisors (when issues affect students)
  - 4) Redevelopment Agency (when in effect)
  - 5) UCSB Isla Vista Youth and Family Network
  - 6) Goleta Water District (when issues affect students)
  - 7) UCSB Major Events Committee
  - 8) Isla Vista Commission
  - 9) Isla Vista Project Area Committee/General Project Area Committee
  - 10) *Environmental Affairs Board*
  - 11) *Isla Vista Community Relations Committee*
- E) Shall report to the Legislative Council a minimum of five (5) times per quarter regarding his/her actions.
- F) Shall work with the OSL Voter Registration Intern and the External Vice-President for Statewide Affairs to coordinate voter registration on campus and in Isla Vista.
- G) Shall be empowered to appoint and remove, with the approval (50% + 1) of Legislative Council, an office consisting of the following positions:
  - 1) Chief of Staff (Local Affairs Organizing Director)
  - 2) Isla Vista Community Liaison
  - 3) Community Safety Coordinator
  - 4) County Liaison
  - 5) Community Labor Coordinator
  - 6) Community Housing Coordinator
  - 7) Community Environmental Issues Coordinator
  - 8) Community Sustainability Coordinators
- H) All members referred to above (Article VII, Section 5 G) shall be required to attend the weekly staff meetings, as well as the quarterly retreats.
- I) Chief of Staff is responsible for organizing and running the External Vice-President of Local Affairs Office.
  - 1) The Chief of Staff shall:

- a) Work with the External Vice-President of Local Affairs (EVPLA) and other office staff on local issues.
  - b) Be responsible for the general administrative and clerical functions of the EVPLA office.
  - c) Organize and facilitate weekly staff meetings and quarterly retreats.
  - d) Publicize, outreach, and recruit interns to work on local campaigns with which the EVPLA office is involved.
  - e) Check in regularly with office staff (coordinators) to provide support and guidance in their work.
  - f) Serve four (4) office hours per week, devoted to management of a productive and effective EVPLA Office.
  - g) Report at least twice a quarter to Legislative Council.
- J) The Isla Vista Community Relations Coordinator will focus on projects in Isla Vista and general welfare of the Isla Vista Community.
- 1) The Isla Vista Community Relations Coordinator shall:
    - a) Act as a liaison to the A.S. Isla Vista Community Relations Committee and the A.S. Community Affairs Board.
    - b) Act as liaison to the Isla Vista Teen Center and the Isla Vista Health Clinic, and attend regular meetings of the Isla Vista Youth and Family Network.
    - c) Work to nurture the relationship between long-term and short-term residents in Isla Vista, which may entail the creation of public forums and/or special events/projects in Isla Vista.
    - d) Act as liaison to Chilla Vista.
    - e) Serve three (3) office hours per week, devoted to project planning and outreach for the Isla Vista community
    - f) It is strongly recommended that this position represent Associated Students on the Isla Vista Project Area Committee/General Plan Advisory Committee.
- K) The Community Safety Coordinator will focus on the physical and social safety and well-being of people on campus and in Isla Vista.
- 1) The Community Safety Coordinator shall:
    - a) Act as a liaison to A.S. Committee on Public Safety (A.S. COPS), A.S. Queer Commission, A.S. Take Back the Night and A.S. BIKES.
    - b) Meet regularly with Isla Vista Foot Patrol, University of California Police Department and the Santa Barbara Sheriffs Department.

- c) Coordinate a “Know Your Rights” campaign for the campus and Isla Vista Community at least once a year.
  - d) Coordinate an anti-oppression workshop at least once a year that addresses social climate issues on campus and in Isla Vista.
  - e) Shall serve three (3) office hours per week, devoted to project/campaign planning.
- L) The Community Labor Coordinator will coordinate labor issues on campus and in Isla Vista:
  - 1) The Community Labor Coordinator shall:
    - a) Act as liaison to AFSCME, CUE, UPTE, CNA, AFT, UAW unions and non-affiliated campus workers.
    - b) Act as liaison to Student Labor Action Project (SLAP) meetings through regular attendance of meetings and active support of the Project’s campaigns.
    - c) Serve two (2) office hours per week.
- M) The Community Housing Coordinator will focus on local residents’ issues and rights.
  - 1) The Community Housing Coordinator shall:
    - a) Act as liaison to A.S. Isla Vista Tenants’ Union meetings through regular attendance of meetings and active support of the Committee’s campaigns.
    - b) Act as a liaison between Associated Students and the Isla Vista Property Owners’ Association.
    - c) Act as a liaison to the Community Housing Office
    - d) Serve two (2) office hours per week.
- N) The Community Environmental Issues Coordinator shall work on environmental issues.
  - 1) The Community Environmental Issues Coordinator shall:
    - a) Act as liaison to Isla Vista Trash Management Committee through regular attendance of meetings and active participation in the Committee’s projects and the Blue I.V. campaign.
    - b) Act as liaison to Isla Vista Recreation and Parks District through regular attendance of meetings.
    - b) Act as liaison to A.S. Environmental Affairs Board and A.S. Coastal Fund.
    - d) Serve two (2) office hours per week.
- O) The County Liaison:
  - 1) The County Liaison shall:



- a) Serve as a legislative liaison to the External Vice President for Local Affairs office as well as to the County Board of Supervisors.
  - b) Work closely with Student Organizations on campus who currently work on political and/or education issues on a local level.
  - c) Stay informed of the actions and pending business of the Goleta Water District, Goleta City Council, Santa Barbara City Council, and the Santa Barbara County Board of Supervisors, and attend when they are discussing issues that affect students.
  - d) Shall play an active role in voter registration and voter turnout campaigns on campus and in Isla Vista.
  - e) Work in coordination with the Legislative Council representatives to formulate resolutions in response to county and municipal legislation.
  - f) To the best of their ability, build a rapport and working relationship with the office of public officials in our district through regular meetings.
  - g) Shall hold a minimum of three (3) office hours per week.
- P) The Community Sustainability Coordinator shall work on promoting sustainable goals and ideals throughout the campus and Isla Vista.

1) The Community Sustainability Coordinator shall:

- a) Attend all meetings of and act as a liaison to A.S. WORMS and A.S. Recycling.
- b) Attend the annual California Student Sustainability Coalition/Institute for Reverential Ecology retreat as funds permit.
- c) Act as a liaison to Chilla Vista.
- d) Be recommended as one of the Associated Students Representatives for the Campus Sustainability Committee.
- c) Serve two (2) office hours per week.

Q) The Halloween Issues Coordinator:

1) The Halloween Issues Coordinator shall:

- a) Coordinate efforts between Associated Students, the Office of Student Life, and the County of Santa Barbara.
- b) Work with Transportation and Parking Services, Isla Vista Commission, Santa Barbara Sheriff's Department, and Housing and Residential Services.
- c) Conduct a post-Halloween evaluation during Fall quarter.
- d) Work during winter quarter to solve any issues from the previous year's Halloween based on data found in the survey from that fall.
- e) Begin planning for the fall Halloween during the Spring quarter they are appointed.
- f) Serve two (2) office hours per week.

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**Charlie Arreola,**  
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