



Associated Student Government Standing Rules

ASG's Standing Rules may be revised or suspended by 2/3 majority vote by ASG Officers.

1. Meeting Etiquette

1.1 Members are expected to arrive and be prepared for business at the meeting start time, and stay for the duration of the meeting.

1.2 At minimum, ASG meetings shall be held on the first and third week of every month. Additional meetings may be scheduled by the ASG Advisor in coordination with the ASG President.

1.3 Missing more than half the meeting--whether via late arrival or early departure of a meeting--without advance notice to the Advisor, equals an absence.

1.4 If quorum is not reached within 30 min of the meeting agenda start time, the meeting may be deemed canceled. The late officer(s) will be counted as an absence for the meeting.

1.5 While in-person meeting attendance is recommended, ASG officers do not have to physically attend an ASG meeting to be counted toward quorum or vote throughout the meeting. When calling in, officers are encouraged to use video, as available. Officers who choose to call into the meeting must provide their call-in address to the ASG advisor one week in advance so that it may be included on the agenda (Brown Act Section 54953(B)).

1.6 Accumulation of three (3) meeting absences within a semester by any ASG Officer may cause for dismissal from ASG, with a 2/3 majority vote of the ASG membership.

2. Dress Code

2.1 Service to student government and college is professional, therefore business casual is required at ASG meetings.

2.2 Exceptions include: clothing with school logo, themed events, any events requiring specific clothing, or any other exceptions voted on by the ASG Officers.

3. Food/Snacks at ASG Meetings

3.1 Members are invited to bring their own snacks and refreshments for their own consumption, or to share with others.

4. Committee Meetings

4.1 ASG Members, Committee Representatives, and or designated substitutes are expected to attend and stay for the entire committee meeting; create a report and submit within five (5) business days from committee meeting. Failure to submit three committee reports in a semester may be grounds for removal from the committee or officer position.

5. Meeting Attendance - College District Committee and Constituency Groups

5.1 If an ASG Officer is unable to attend an assigned committee or constituency group meeting, they shall take appropriate steps to find a substitute for the meeting. Should a substitute not be available, the student is expected to contact the committee chair(s)/support with the ASG Advisor cc'd on the email a minimum of three (3) days in advance, unless in the event of an emergency.

5.3 Both the ASG President and Vice President will assist members in seeking substitute attendee(s) and/or covering the meeting, if available.

6. ASG Materials for New Members

6.1 Materials for new ASG officers may include, but not limited to, business cards, and an ASG/Coastline shirt.

Approved by ASG on March 26, 2020.