

EXECUTIVE ORDER POLICY

I. NAME

This document shall be called the Associated Students Executive Order Policy.

II. PURPOSE

This policy is, and will be in effect in order to set guidelines for the use of Executive Order privilege.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Board of Directors (BOD) of the Associated Students (AS) of California State University, Chico.

IV. AMENDMENTS

This policy may be amended by a 2/3 vote of the AS BOD.

V. GUIDELINES

- A. Upon issuance of an Executive Order by the AS President, electronic notice of such issuance, together with an electronic copy of the Executive Order, shall be delivered to all board members. Hard copies of the Executive Order will be provided if requested.
- B. Such Executive Order shall stand, unless any board member requests within five business days (weekdays, excluding holidays) a meeting of the Board of Directors to review such Executive Order.
- C. For purposes of determining the five business day period, counting will begin the day after the day on which such written notice of issuance of Executive Order is delivered to the board members, counting five full business days from such day.
- D. If a request is made by any board member within five business days for a review of the Executive Order by the Board of Directors, the Executive Order will be deemed to be staid until action is taken by the Board of Directors.
- E. Should a board member during the five business days call a meeting of the Board, a meeting of the Board of Directors will be scheduled as soon as practical to review such Executive Order.
- F. Any Executive Order so reviewed may be overturned by a simple majority of the Board of Directors, a quorum being present.
- G. Any board member scheduled to be absent or unavailable through normally established means of contact (i.e., absent from the campus) for any consecutive five business days must leave with the recording secretary an alternative method of contact which will allow the provisions of this policy to be in effect.

- H. Every Executive Order issued shall include the following language:
“This Executive Order will not guarantee any funding until either 1) 5 business days (excluding holidays) have passed without a request for review by a Board of Directors member, or 2) the Board of Directors approves the funding request where a review has been asked for by a member of the Board of Directors. There should be no reliance placed on this Executive Order until one of the two above events occurs.”

- I. The Confirmation of Receipt of Executive Order document will either be electronically delivered, or hard copy will be provided. Signing of this document acknowledges receipt of the Executive Order.

BOD Approved:	4/12/96
Clean-up Changes:	Summer 1999
Revision Approved BOD:	5/15/00
Revisions Approved BOD:	11/5/12
Reviewed:	11/14/17