I. APPOINTMENT, TENURE, AND RESPONSIBILITY:
   A. The Chair of Legislative Affairs shall be appointed by the A.S. President with the approval of the Senate.
   B. The tenure of office for the Chair of Legislative Affairs shall be one year, to be concurrent with the term of the President who appoints him/her. Should the office be vacated during the school year, the new appointee's tenure of office shall end when the term of the A.S. President who appointed him/her ends.
   C. The Chair of Legislative Affairs shall be immediately responsible for the discharge of their duties to the Associated Students President.
   D. The Chair of Legislative Affairs shall be a student in good standing as defined in Article VIII, Section 2 of the A.S. Bylaws.

II. DUTIES OF THE CHAIR OF LEGISLATIVE AFFAIRS:
   A. The Chair of Legislative Affairs shall serve as a member of the A.S. President’s Cabinet.
   B. The Chair of Legislative Affairs shall be a non-voting, ex-officio member of the External Affairs Committee.
   C. The Chair of Legislative Affairs is responsible for assisting in higher education advocacy efforts on the campus, local, state, and nationwide levels. Advocacy efforts include, but are not limited to:
      i. Phone Banking Efforts
(Amended)

ii. Mailgram Campaigns

iii. Visits with Legislators and Staff

iv. Undertaking studies, surveys, and research necessary to advance the positions of the various student associations at CSUN and the CSU.

D. The Chair of Legislative Affairs is responsible for researching pending legislation that will affect the CSUN student population and preparing reports for the A.S. President and Vice President.

E. The Chair of Legislative Affairs works in collaboration with the CSUN Government and Community Relations Department, the Legislative Aides Association, and the Northridge East Neighborhood Council to further legislative advocacy efforts.

F. The Chair of Legislative Affairs organizes and creates student awareness of midterm and regular elections utilizing, but not limited to, the following methods:

   i. Working with Productions to create Big Politics Event(s)
   ii. Organizing Voter Registration Drives
   iii. Creating a CSUN Voter Guide to assist students in the voting process

G. The Chair of Legislative Affairs will establish and maintain working relationships with city, county, special district, state, and federal elected and appointed officials.

H. The Chair of Legislative Affairs is responsible for representing CSUN at California State Student Association (CSSA) meetings and doing the necessary preparation for those meetings along with the A.S. President and Vice President.

I. The Chair of Legislative Affairs organizes the CSUN delegation to attend the California Higher Education Student Summit (CHESS) in Sacramento.

J. The Chair of Legislative Affairs will work across all segments of higher education, the California State University, University of California, and Community Colleges for greater legislative advocacy efforts.

K. The Chair of Legislative Affairs is responsible for raising student awareness about the CSU Board of Trustees and the issues being discussed on the board.

L. The Chair of Legislative Affairs is responsible in recruiting CSUN students to apply for the CSU Student Trustee position on the CSU Board of Trustees.
REGULATION: The Chair of Legislative Affairs shall, in the execution of his/her responsibilities, conform to and abide by the policies of:
- The United States Constitution
- The State of California
- California State University, Northridge
- Associated Students

PARLIAMENTARY AUTHORITY: All meetings called by the Chair of Legislative Affairs shall be conducted according to parliamentary law as set forth in Roberts Rules of Order, Newly Revised.

ENABLING CAUSE: This Code shall supersede all Codes on the A.S. Chair of Legislative Affairs passed prior to August 11, 2014.

Approved on: August 11, 2014