



**Appalachian State University  
Student Government Association**

---

**The Committee on Rules  
Appointed Positions  
Confirmation Guidelines**

Preamble:

The Rules Committee is charged with screening and reviewing all nominations for office or related to the Student Government Association that required to be confirmed by the full Senate. These nominations include Executive and Legislative Cabinet members and any others that are appointed by the President and/or Vice President. The following guidelines are used as a resource in the nomination process, but carry the same legality as the Rules Committee Bylaws.

**Section 1: Nomination Process**

**1. Step One - Nomination**

The President and/or Vice President of the Student Government Association make their appointments to fill positions on the Cabinet. Only those appointments that are required to be approved by the Senate appear before the Rules Committee for Consideration.

**2. Step Two - Screening**

Appointees must be screened by the Rules Committee. Considerations should be given to several areas when evaluating the appointee (example questions are included below). *At no time may members of the Rules Committee use personal feelings towards the nominees to craft their overall recommendation of them.*

**3. Step Three - Recommendation**

Once nominees have been screened by the Rules Committee, recommendations must be made to the Senate in the Chair's Rules Report. Recommendations are not to be based on a subjective judgment of the individual. The committee does have the right and responsibility to report to the Senate a general or unfavorable recommendation *as long as there is a specific question of the qualification that cannot be satisfied.*

The Cabinet appointments are made by the President and/or Vice President in the spring in which they are elected. These appointments must be approved by the Student Senate. A list of example questions to be asked by the Committee is as follows:

1. Did you have any experience with SGA prior to being appointed? If yes, how do you think this will help you? If no, how do you feel this will be a disadvantage to you?
2. Please explain your position you have been nominated for
3. Compared to previous years, is there room for improvement within your office? If yes, what changes do you wish to make?
4. What qualifications do you possess which will help you in this position?
5. What weaknesses do you have which may hinder you in this position?
6. As an SGA official, how should you conduct yourself on campus?
7. What projects are you currently working on, if any?
8. What are your current time commitments?
9. In relation to the Presidential and Vice Presidential elections, how will you remain impartial?\*

\*Used for the nominee for SGA Director of Elections

## Section 2: Standing Committees

As outlined the SGA Constitution, the Standing Legislative Committees include, and will be chaired by:

1. **Director of Legislative Operations:** This position has primary responsibility for providing leadership to the Rules Committee. In this capacity, the Chair is responsible for developing a well-informed and highly motivated group of Senators who will screen and research legislation and appointments for Senate. The Chairman is responsible for leading the committee developing unbiased committee in its role and researching and developing recommendations on legislation and appointments. The Rules Committee is also charged with encouraging all Senators to draft legislation, and with aiding those Senators and fellow cabinet members in their endeavors. Other duties may be assigned to the Chairman of this committee by the sitting administration and/or other governing documents, including the Rules Committee Bylaws.

2. **Director of Academic Affairs:** This position is responsible for representing student needs and serving as an advocate to and for the students of Appalachian on issues, concerns, policies, services, programs, etc. of an academic nature. This position works in coordination with Faculty Senate and other University Committees, organizes the annual Faculty/Staff Appreciation Breakfast, Faculty/Staff Awards, all while working on issues such as textbook rentals, library services, registration services, course descriptions, etc. He or she also serves as the Chair of the Academic Affairs Committee. Other duties may be assigned to the Chairman of this committee by the sitting administration and/or other governing documents.

3. **Director of Student Affairs:** This position is responsible for representing all student needs and serving as an advocate for students in those areas related to student life and services under the Student Development Division of Appalachian State University. Under this division are: Housing and Residential Life, Health Services, University Recreation, Financial Aid, Campus Police, Parking and Traffic, Food Services, Design and Construction, the Physical Plant, and departments within the Office of Student Development. He or she also serves as the Chair of the Student Affairs Committee. Other duties may be assigned to the Chairman of this committee by the sitting administration and/or other governing documents. Other duties may be assigned to the Chairman of this committee by the sitting administration and/or other governing documents.

4. **Director of External Affairs:** This position is primarily responsible for keeping abreast of issues and concerns of interest to students at the local, state, and national levels. This position is responsible for enhancing the quality of life for students outside the realm of the campus.

Specific duties include attending Boone Town Council meetings on a monthly basis, chair the Committee on External Affairs and guide Senators in their endeavor to research and craft legislation, establish a relationship with the University's Director of External Affairs, Orchestrate Homecoming, plan and host the Hunger Banquet, Cosponsor and moderate the College Republicans and College Democrats debate, hold a forum in the event that municipal elections are taking place, and coordinate "Get Out the Vote" efforts. Other duties may be assigned to the Chairman of this committee by the sitting administration and/or other governing documents.

### **Section 3: Standing Executive Offices**

- 1. Chief of Staff:** The Chief of Staff serves as a resource to the Student Government President and Vice President. The office is primarily responsible for carrying out any duties of the President while also assisting the Vice President as necessary. The Chief of Staff is responsible for daily management of the office; serving as a link between the executive and legislative branches of the Association; organizing and distributing all cabinet reports; assisting other cabinet members as directed by the President and Vice President; scheduling and chairing all cabinet meetings; planning and coordinating all cabinet and senate retreats and training; and coordinating senator office hours and duties. Other duties may be assigned to Chief of Staff by the sitting administration and/or other governing documents.
- 2. Director of Public Relations (Or Marketing):** The Director of Public Relations is charged with the duty of promoting Student Government actions, initiatives, and events to the student body. The Director shall update and maintain the SGA website; film all Senate meetings; maintain and update the SGA kiosk boards; and coordinate SGA publicity through the use of newspapers, radio, internet, digital recordings, and other means. Other duties may be assigned to Director of Public Relations by the sitting administration and/or other governing documents.
- 3. Secretary:** The Secretary is responsible for keeping records of all Student Government meetings, correspondence, and special events. The Secretary shall complete and maintain accurate minutes of all Senate meetings; maintain official records; keep accurate records of Senate attendance and office hours; and shall be responsible for carrying out all clerical duties as assigned by the President and Vice President. This position is specifically stated in the Constitution.
- 4. Treasurer:** The Treasurer is responsible for overseeing all financial activities of the Student Government Association and ensuring that no SGA funds are misappropriated or misused. The Treasurer shall also serve as the official SGA representative on all University Committees and Councils pertaining to student Government funds and make sure no such funds are overdrawn or misappropriated; maintain permanent records of all financial transactions; serve as co-Chair of the Student Activities Budget Council; and evaluate the financial impact proposed by SGA and campus initiatives would have on the student body. This position is specifically stated in the Constitution.

**5. Director of Elections:** The Director of Elections is responsible for heading the elections of Homecoming King and Queen, Student Government Senators, and the Student Body President and Vice President Election. This position must keep accurate records, and an unbiased opinion. Due to the nature of the position, the Director of Elections cannot run for any office sponsored by the SGA. Other duties may be assigned to Chief of Staff by the sitting administration and/or other governing documents.

**While these positions are codified in the SGA Constitution, the sitting administration has the ability to create additional committees and appoint chairmen to them.**

