



Florida State University SGA

Executive Branch

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HISTORY

Adopted by Res. [B76-046](#) on 3/27/2024

2024-02 - Section 1: Authority And Purpose

- A. These rules of procedure shall lay forth the processes and procedures in which the Student Body President and Executive Branch as empowered through the President shall exert their constitutionally-granted power of appointment and dismissal. This document is empowered by the Senate through 304.1 of Student Body Statutes.

2024-02 - Section 2: Revision Procedure

- A. Revisions to this document may be initiated by the Student Body President or their designee, and shall be written in the form of a consent resolution sent to Senate to be placed on their consent calendar. Senate shall then have the authority to approve, deny, or amend any changes rendered, if the revision is objected to on the floor. Revisions shall be enacted immediately upon approval by the Senate.
- B. Any revisions made shall be sent to the Webmaster within one business day, who shall then post these revisions on the website. This document must be kept up-to-date at all times.

2024-02 - Section 3: Candidate Search

- A. No position requiring Student Senate confirmation may be filled until the position has been advertised properly.
- B. The Chief of Staff, assisted by one designee from the Executive Branch, will conduct all candidate searches.

1. This designee from the Executive Branch shall be chosen by the Chief of Staff.
 2. In the absence of a designee, the Chief of Staff retains all responsibility for conducting the work of the Candidate Search Process.
- C. All positions shall be advertised for at least one week on the SGA Website.

2024-02 - Section 4: Candidate Screening Process

- A. Upon the receipt of applications for a vacant position in Student Government Association, a screening process shall be overseen by the Student Body President to determine the most qualified candidate.
- B. The Candidate Screening Process shall take no longer than ten (10) school days from the end of the candidate search period.
- C. The Candidate Screening Process, conducted by the Chief of Staff, or designee as stipulated in Section Three of this document, shall include the following:
 1. The Chief of Staff, or designee as stipulated in Chapter 304.2 shall interview all candidates.
 2. All candidates shall provide the appropriate application as defined in Chapter 307.3, in completed format, demonstrating their qualifications for the position.
 3. The interview shall be conducted in a standardized and professional form for all candidates, and shall draw at least five interview questions from the forwarding interview questions published on the SGA Website.
 4. The interview shall consist of a basic questionnaire outlining the candidate's experience, qualifications, and goals for the respective position.
 5. After all candidates have been interviewed, the Student Body President shall forward the candidate deemed most qualified to the Student Senate for confirmation.
- D. The Student Body President may forego the candidate screening process with the exception of subsection 4.3, subsection c, in cases where the candidate is forwarded to the Student Body President, with a written notice of a proper interview being conducted, by the Student Government Entity to which the candidate is applying for a position.
- E. It is the responsibility of the Student Body President, the Chief of Staff, or designee to ensure that this process is carried out in a fair and constitutional manner. To that end, any person(s) conducting the interviews shall recuse themselves from the Candidate Screening Process and the processes of

determining the most qualified candidate in situations where a candidate for any position has a conflict of interest with the President, Chief of Staff, or designee. They shall select, for that particular set of candidates, a non-biased actor or actors to interview candidates for said office and deem the most qualified of those candidates to then be forwarded by the President.

1. The forwarding letter sent to the Senate must include a notice when any recusal occurs for any selection of Officers, stating that there was a recusal and a signed statement from the non-biased actor(s) of their lack of conflict of interest.
- F. If during the candidate screening process, the Student Body President finds that a candidate is better suited for another position within the same Student Government entity to which the candidate applied, the Student Body President may reserve the right to forward the candidate, with their consent, for another position for which they meet all Constitutional and statutory requirements.
1. If a candidate is forwarded to the Student Body President by an agency, bureau, or other SGA entity for confirmation pursuant to Section 4.4, any changes to the position for which a candidate is being forwarded to Senate shall also require the consent of the head of the respective SGA entity.
 2. Agency, Bureau, and SGA entity heads may also reserve the right to change the position that a candidate is being forwarded for with the consent of the applicant before forwarding the candidate to the Student Body President pursuant to Section 4.4.
 3. The forwarding letter sent to the Senate must include a notice in all cases when candidates are forwarded to the Senate for positions that are different from those which they applied for.

2024-02 - Section 5: Executive Office Positions

- A. The Student Body President shall appoint all Executive Cabinet Officers as defined in Section 4.1.
- B. The Chief of Staff shall, upon recommendation by the appropriate Executive Cabinet Director, appoint all Deputy Directors and administrative support office staff.
- C. The Student Body President may create any office or position deemed necessary and proper provided that the Student Senate is notified of the action in writing.
- D. Any individual appointed to a Cabinet position as indicated in the Student Body Statutes shall require confirmation by the Student Senate.

- E. The Student Body President may appoint an Acting Executive Cabinet Officer who shall serve in the role, but shall not receive compensation, until a nominee can be forwarded to the Student Senate.
- F. No individual may serve as an Acting Executive Cabinet Director for longer than six (6) weeks.
- G. The Student Body President-elect, as defined in Chapter 704, shall have the power to designate and forward to the Student Senate for confirmation, the Cabinet nominees for their administration after all appeals and violations have been exhausted or ruled on.
 - 1. The nominees must be confirmed by a majority vote of the Student Senate.
 - 2. The confirmed nominee shall be referred to as the "designee" (i.e. Chief of Staff designee).
 - 3. Upon installation of the Student Body President-elect, all Cabinet Officer designees shall assume the positions for which they were confirmed and all duties, responsibilities, rights, and compensation vested with their position.
- H. The terms of all Executive Office appointees shall end when they are dismissed, impeached, or upon installation of their successors.
- I. The Student Body President may dismiss any appointee to the Executive Office at their discretion.

2024-02 - Section 6: Executive Bureau And Agency Positions

- A. The selection process for Executive Bureau Directors shall occur as follows:
 - 1. The Student Body President shall conduct a candidate search as outlined in Section Four beginning the first week of the new administration.
 - 2. The Chief of Staff shall conduct a screening process as defined in Section 4.
 - 3. The outgoing Director shall submit a written recommendation to the Student Body President on the replacement Director.
 - 4. The Student Body President shall choose a Director and submit the name to the Student Senate for confirmation.
 - 5. A majority vote of the Student Senate, with a quorum being present, is necessary for confirmation.

6. The terms of all Executive Bureau Directors shall end when they are dismissed, impeached, or upon installation of their successor.
7. Should a directorship become vacant, the Student Body President may appoint an Acting Director, who shall not receive compensation, to serve in the position until a nominee can be forwarded to the Senate.
8. No individual may serve as Acting Director for longer than six (6) weeks.
9. If the Student Body President wishes the existing Director to remain in office, the individual must be forwarded to the Student Senate for reconfirmation.
10. In accordance with the Article III, Section 3 (H), of the Student Body Constitution, the Student Body President may remove the Director at President's discretion.

B. The selection process for Executive Bureau Assistant Directors shall occur as follows:

1. The Director shall conduct a candidate search.
2. The Director shall interview the applicants and make a recommendation to the Student Body President.
3. The Student Body President may choose to either reject the nominee or forward the name to the Student Senate for confirmation.
4. Student Senate confirmation requires a majority vote of the Student Senate with a quorum being present.
5. If the Student Body President rejects the nominee, then the Director must submit another name.
6. The term of the Assistant Director shall be the same as the Director of that Bureau. This term length shall not be affected by the early dismissal, resignation, or impeachment of said Director.
7. In accordance with Article III, Section 3 (I) of the Student Body Constitution, the Student Body President may remove the Assistant Director from office at President's discretion.

C. The selection process for other Executive Bureau personnel shall occur as follows:

1. The selection process and appointment of all Bureau personnel below the Assistant Director shall be delineated by their individual Chapters in Title XI of Student Body Statutes.

- D. The selection process for Executive Agency Directors shall occur in accordance with Section Four unless otherwise stipulated in their individual rules of procedure, as outlined in Title X of Student Body Statutes.
- E. For all non-elected Agency Director positions, the outgoing Executive Board of Directors of each respective agency may shall choose one (1) nomination by a majority vote for Agency Director and forward said applicant to the Student Body President. The Student Body President will then choose a candidate from the applications forwarded from the Agency Executive Board of Directors and forward said candidate to the Student Senate within ten (10) school days for confirmation.
- F. In the event that the Student Body President feels that any of the candidates are unqualified, an additional candidate search period may be conducted.
- G. Within two (2) weeks of the Director's confirmation, that Director will appoint any non-elected Assistant Director. This appointment shall be ratified by majority vote of the Board and then forwarded to the Student Senate.
 - 1. In the event that the Agency Directorship is vacated, the Assistant Director shall assume the Directorship and proceed with filling the Assistant Directorship as outlined in Chapter 304.6.
 - 2. Agency Directors and Assistant Directors who are appointed shall remain in office until they are dismissed, impeached, or upon the installation of their successors.
- H. The selection process for Executive Agency Assistant Directors shall occur as follows:
 - 1. The Assistant Directors shall be chosen in the same manner as Executive Agency Directors.
 - 2. The Student Body President may dismiss the Assistant Director. The dismissal may be appealed through the same process as the agency director's termination.
- I. The selection process for Executive Agency personnel shall occur as follows:
 - 1. Staff appointments shall be made in the manner mandated by the agency's individual Rules of Procedure statute.
 - 2. The Student Body President may not dismiss any agency staff person below the Assistant Directors that the President have not directly appointed.
- J. The selection process for all other Executive Agency's Board of Directors shall occur as follows:

1. Members of the Executive Board of Directors, not including the treasurer and secretary, shall be appointed following the process outlined in each agency's respective Rules of Procedure statutes.
2. The terms of all Executive Board members shall last one (1) year.
3. In accordance with Article III, Section 3 (H) of the Student Body Constitution, the Student Body President may dismiss any Agency Executive Board member, at the President's discretion, that the President directly appointed.

2024-02 - Section 7: Vacancies In Elected Positions

- A. Vacancies in Elected Positions shall be filled as other positions are, but shall require 2/3 of a Senate quorum for confirmation.