



VACANCY GUIDELINES FOR THE STUDENT REPRESENTATIVE BOARD

Embry-Riddle Aeronautical University
Daytona Beach, Florida
Student Government Association
Student Representative Board

These Vacancy Guidelines were last amended and ratified effective 5 April 2011.

Purpose:

As a representative body of the students of Embry-Riddle Aeronautical University Daytona Beach campus, it is the responsibility of all members to ensure that we have accurate representation of our constituents. As such, it is the responsibility of this body to fill any vacancies that occur in a timely and efficient manner. We, the members of the SRB, establish these guidelines to serve as a guide for filling any vacancies that should occur. We do this with an eye toward serving the student body, attempting to establish processes that will fill the vacancies quickly and efficiently while ensuring that no unqualified candidates obtain office.

Jurisdiction:

Under the authority of the SGA Constitution, the Student Representative Board (SRB) Bylaws and with guidance from these Vacancy Guidelines, the SRB has the mandate to fill any vacancies that occur as they see fit. At no time shall any interpretation of these Guidelines supersede or overrule the rules and authorities granted by the SGA Constitution and the SRB Bylaws. Should any future Body of the SRB establish a procedure that will accomplish the filling of vacancies in a more efficient and timely manner than any that are laid out in this document, it may be implemented by adding it to this document through a 2/3 vote of the SRB. It will then be considered a valid process immediately.

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Article I: The Application Process

Section 1. Advertising and Acceptance Period

- a. The SRB shall advertise all vacancies, making every effort to maximize the number of applicants.
 1. The advertising period shall be a minimum of five (5) days.
 2. The SRB Chairperson shall set a deadline that will be advertised to the student body.
 3. Active advertising of the positions shall continue until the deadline.
 4. The SRB shall place an ad in The Avion containing notification of vacancies, the requirements to serve office, and the deadline for applications.
- b. The SRB shall accept applications until the advertising deadline has been reached.
- c. All applications received after the deadline shall be marked with the date and time received and retained by the SRB Chairperson until the positions are filled so that they may be reviewed should none of the other candidates qualify.

Section 2. Required Number of Applicants

- a. After the conclusion of the advertising period, the SRB shall determine whether enough applications have been received through the following criteria:
 1. If only one (1) vacant position exists in the given college or any of the representative positions are vacant, a minimum of three (3) applications for that position must be received.
 2. If more than one (1) vacant position exists for the given college, a minimum of two (2) applications per vacancy must be received.
- b. If the required number of applicants has not been reached, the SRB shall begin a new advertising period as outlined in Section 1. All applicants that have already submitted their applications are to be notified that their application is still valid and will be reviewed at the end of the new advertising period.

Article II: The Selection Process

One of the following processes shall be selected by the SRB with a 2/3 vote:

Section 1. Option 1: Interview All Candidates

- a. The SRB shall interview all candidates that have turned in acceptable applications.
- b. The SRB shall vote and whichever candidate receive a plurality vote shall be appointed to fill the vacant seat until the next election period.

Section 2. Option 2: Application Review

- a. The SRB Chairperson shall make available all applications that were received during the advertising period. The SRB shall review these applications and leave comments for review by the SRB Chairperson. The SRB Chairperson shall then select the most qualified candidates for interview by the SRB.
 1. Three (3) candidates shall be selected for each representative position or college with only one vacancy and two (2) candidates per position shall be selected for each college with more than one (1) vacancy.
 2. Applications must be made available for review within a timely manner from the process selection vote by the SRB Chairperson.
 3. Applications must remain available for review for a minimum period of three (3) days.
- b. The SRB shall then interview all selected candidates.
- c. The SRB shall vote and whichever candidate receive a plurality vote shall be appointed to fill the vacant seat until the next election period
- d. This process may only be implemented if more than the required minimum of applicants has been received

Section 3. Option 3: Vacancy Committee

- a. The SRB Chairperson shall create an ad-hoc Vacancy Committee to review, select, and interview eligible applicants.
 1. The SRB Chairperson may chair the Vacancy Committee or may appoint a chairperson from the SRB.
 2. The Vacancy Committee Chairperson shall appoint at least three (3) members of the SRB to serve on the Committee.
 3. The committee meeting time and location will be set by the Vacancy Committee Chairperson and approved by a 2/3 vote of the Committee.
 4. Quorum for this committee shall be 3/4 of the members.

- b. The Vacancy Committee shall, at the conclusion of the interview process, make a presentation to the SRB with recommended candidates to fill the vacant seat. The committee shall answer any questions from SRB members pertaining to the interview process.
- c. The SRB shall vote and whichever candidate receive a plurality vote shall be appointed to fill the vacant seat until the next SGA general elections.
- d. This process may only be implemented if more than the required minimum number of applicants has been received.

Article III: The Interview Process

Section 1. Notification

- a. Applicants must be notified by the SRB Chairperson or Vacancy Committee Chairperson of their selection for an interview at least three (3) days prior to the scheduled interview time.
 - 1. Applicants must be informed of the time and place of their interview.
 - 2. Applicants must be informed that they must confirm their appointed interview time with the SRB Chairperson or Vacancy Committee Chairperson or forfeit their interview
 - 3. Applicants may interview for only one position with the SRB or SFB.
- b. Confirmation of the interview time from the candidate must be received by the SRB Chairperson or Vacancy Committee Chairperson twelve (12) hours prior to the interview time.
 - 1. If this confirmation is not received the Candidate will forfeit their interview.
 - 2. If an interview is forfeited, the SRB Chairperson or the Vacancy Committee Chairperson will select and notify an alternate as soon as practicable.

Section 2. Content

- a. All candidates selected for interviews shall answer three to five standardized questions approved by the SRB or Vacancy Committee Chairperson.
- b. All interviews shall be the same length of time to promote equal opportunity for all candidates.

Article IV: Amendments and Ratification

Section 1. Amendments

Any amendments to these guidelines may be proposed by members of the SRB or potential candidates, in writing, to the SRB Chairperson to be placed on the Agenda for discussion.

Section 2. Approval

The Vacancy Guidelines may be amended with a 2/3 vote of the SRB after which the new document shall be placed into effect immediately.

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