

## **ASI Student Government Vacant Position Appointment Policy**

### **PURPOSE**

The purpose of this policy is to articulate a fair, transparent, and impartial process and procedure for ASI personnel affairs in regards to ASI Student Government positions (e.g. Board of Director positions, Senate positions, Committee positions). This policy will ensure consistency, and will merge and supersede the following policies:

- ASI Student Government Vacant Positions Appointment Process Policy
- ASI Policy on Senate Appointment
- Policy on Nomination and Selection for ASI Chair to the Board of Directors

This policy also aims to aid the ASI Executive Vice President/Chief of Staff and the ASI Personnel Committee for the procedure and process for recruiting, interviewing, and appointing vacant ASI Student Government positions.

### **DEFINITIONS**

<i>ASI Student Government</i>	Term primarily used when referring to both the ASI Board of Directors and Senate
<i>ASI Student Government Officers</i>	Refers to members of the ASI Student Government
<i>ASI Student Government positions</i>	Refers to positions within the Board of Directors, Senate, and standing or ad-hoc committees

### **GENERAL GUIDELINES, REQUIREMENTS & PROCEDURES**

#### **Applicant Eligibility:**

- Students applying must be a regularly matriculated student and enrolled at CSUEB.
- Must be a member<sup>1</sup> of ASI

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<sup>1</sup> “Member of ASI” is defined as a student that pays the student fee to ASI (i.e. Open University Students do not pay a fee, therefore cannot apply for positions)



- Students must have completed a minimum of one academic term at CSUEB, and shall adhere to the *Minimum Qualifications For Student Office Holders*<sup>2</sup> as specified by the CSU Chancellor’s Office.
- Must be in good standing with the university (e.g. academic, financial, and judicial).
- Must not be a previously voted off or sanctioned member, who was eligible for removal, of the ASI Student Government or a committee.
  - This would apply for members during the previous or current academic year.
- Must complete an application via BaySync (see ATTACHMENT I), or other determined online software platform (e.g. Google Forms), and submit it by the deadline set by the ASI Executive Vice President/Chief of Staff.
  - The position application(s) shall remain open until filled with priority given to applications completed by the deadline determined by the ASI Executive Vice President/Chief of Staff.

#### **Guidelines & Requirements:**

- Application(s) for the ASI Student Government positions must be publicized via social media, tabling, direct outreach, or by whatever means the ASI Vice President of Communications or the ASI Communications department deems reasonable.
- Applicants must submit a completed application via BaySync.
- Eligibility check must be completed before being called for an interview (refer to [Interview Guidelines](#)).

#### **Interview Guidelines**

- Applicants must be available for an in-person interview. A phone or video call interview may be permitted if requested by the candidate or the interview committee.
  - During the summer term, all interviews shall take place over a video call.
- The interview must feature a transparent interview question script, and all candidates must be treated equally.
- The interview committee for applicants within the same vacant position must remain the same throughout the interview process to provide consistent scoring and feedback.
- The Interview Committee is primarily composed of members of the ASI Personnel Committee: the ASI President/CEO, ASI Executive Vice President/Chief of Staff, ASI

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<sup>2</sup> The California State University Office of the Chancellor. *Minimum Qualifications For Student Office Holders*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/csu-minimum-quals-for-student-office-holders.pdf>



Vice President of Finance/CFO, ASI Vice President of University Affairs, and ASI Vice President of Communications, ASI Chair.

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- The Interview Committee will conduct interviews, and maintain the transparent interview question script (see ATTACHMENT II)
- Designees for the Interview Committee may be utilized as needed.
- Per the ASI Senate Constitution, Article II, Section 2<sup>3</sup>, the Interview Committee for interviews regarding positions of the ASI Senate shall be composed of the ASI President/CEO, ASI Executive Vice President/Chief of Staff, and ASI Vice President of University Affairs.
- Members of the Interview Committee may not disclose any information pertaining to any candidate, or the interview question scripts to any member outside of the Interviewing Committee prior to a recommendation.

### **Disqualification:**

Eligible candidates may not contact members of the Interview Committee before or after the interview for any insight on the interview itself or details about other candidates, as this may lead to an automatic disqualification from the position. However, a candidate can send a thank you email or ask for feedback about their performance after the interview.

## **ASI CHAIR**

### **Background**

Following the referendum held December 3-4, 2015, the position of ASI Chair to the Board of Directors was established<sup>4</sup>.

### **Specific Guidelines & Requirements**

- Application for ASI Chair must be released after the General Elections conclude.
- Interviews will be conducted after noon on May 31<sup>st</sup>, once the incoming ASI Board of Directors begins their term in office.

<sup>3</sup> California State University, East Bay Associated Students, Incorporated. *Senate Constitution*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/senate-constitution.pdf>

<sup>4</sup> California State University, East Bay Associated Students, Incorporated. *BOD 2015-16 - 5R Resolution on the Establishment of a Chair*. Retrieved from:

<https://www.csueastbay.edu/asi/files/docs/asi-government/resolutions/2015-2016/BOD%2015%205R-%20Resolutio n%20on%20Establishment%20of%20a%20Chair.pdf>



### **Procedures**

The incoming ASI Executive Committee, as the acting ASI Board of Directors over the Summer term, will conduct interviews for the Chair position.

The ASI Executive Vice President/Chief of Staff will provide interview results to the Personnel Committee. The ASI Personnel Committee will discuss candidates, and make a recommendation to the ASI Executive Committee. The ASI Executive Vice President/Chief of Staff will then present the ASI Personnel Committees' recommendation to the Board of Directors. The ASI Chair will be elected by a two-thirds majority vote (Article VI, Section 2)<sup>5</sup> of the ASI Executive Committee during the summer term.

## **SENATE APPOINTMENT**

### **Background**

Following the referendum held December 3-4, 2015, the Associated Students, Inc. (ASI) Board of Directors shall have positions contained in the ASI Senate<sup>6</sup>.

### **Guidelines and Requirements**

- Application for the ASI Senate may be opened the week following the conclusion of the Spring semester
- Per the Senate Constitution<sup>7</sup>, the interview shall have an Interview Committee that features the ASI President/CEO, ASI Executive Vice President/Chief of Staff, ASI Vice President of University Affairs, and ASI Executive Director or designee

### **Procedures**

The ASI Executive Vice President/Chief of Staff will provide interview results to the ASI Personnel Committee. The ASI Personnel Committee will discuss candidates, and make a recommendation to the ASI Board of Directors. The ASI Executive Vice President/Chief of Staff will then present the ASI Personnel Committees' recommendation to the ASI Board of Directors.

<sup>5</sup> California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

<sup>6</sup> California State University, East Bay Associated Students, Incorporated. *BOD 2015-16 - 4R Resolution on the Establishment of an ASI Senate*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/resolutions/2015-2016/BOD%202015-16-4R%20Resolution%20on%20the%20establishment%20of%20an%20ASI%20senate.pdf>

<sup>7</sup> California State University, East Bay Associated Students, Incorporated. *Senate Constitution*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/senate-constitution.pdf>



The Senators will be appointed by a two-thirds majority vote (Article II, Section 2f)<sup>8</sup> of the ASI Board of Directors.

## VACANCIES

### Background

Per the ASI Bylaws, Article VI, Section 5b<sup>9</sup>, appointments for vacant positions shall be made in accordance with the ASI Personnel Committee's interview process.

### Guidelines & Requirements:

- Application for the vacant position should be released as soon as the position becomes vacant, but no later than 5 business days after the vacancy.

### Process

Following the vacancy of any ASI Student Government position, ASI shall publicize the vacant position to all eligible students for a minimum of one week, or seven business days, prior to conducting interviews to fill the vacant position. The vacant position application shall remain open until the application deadline determined by the ASI Executive Vice President/Chief of Staff, or until the position is filled.

### Procedures:

The ASI Executive Vice President/Chief of Staff will provide interview results to the ASI Personnel Committee. The ASI Personnel Committee will discuss candidates, and make a recommendation to the ASI Board of Directors. The ASI Executive Vice President/Chief of Staff will then present the ASI Personnel Committee's recommendation to the ASI Board of Directors. The replacements will be appointed by a majority vote of the ASI Board of Directors.

## STANDING & AD-HOC COMMITTEES

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<sup>8</sup> California State University, East Bay Associated Students, Incorporated. *Senate Constitution*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/senate-constitution.pdf>

<sup>9</sup> California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>



## Background

Per the ASI Bylaws, Article IX<sup>10</sup>, articulates the standing committees of ASI. The *Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*<sup>11</sup>, defers and authorizes the ASI Personnel Committee the “power to appoint at-large students to ASI committees, Academic Senate committees, and all other campus-wide committees.”

## Guidelines and Requirements

- The application for ASI standing committees may be opened the week following the conclusion of the Spring semester
- Applications for ASI Ad-Hoc committees may be opened after approval by ASI Board of Directors of the resolution and committee code for the said ad-hoc committee
- Committees members shall be appointed on a rolling basis until the committee is fully seated, or achieves quorum to meet.

## Procedure

Applications and contact information for committee applicants will be provided to the chair of the relative ASI committee for that committee chair to conduct interviews. A transparent interview question script must be maintained.

The committee chair will submit a Committee Recommendation Form (see ATTACHMENT III) to the ASI Executive Vice President/Chief of Staff. The ASI Executive Vice President/Chief of Staff will provide the recommended applicants to the ASI Personnel Committee. The ASI Personnel Committee will discuss the recommendation(s). The committee chair may attend the ASI Personnel Committee to provide clarification and answer any questions in regards to their recommendation(s) to the ASI Personnel Committee. The committee candidates will be appointed by a majority vote of the ASI Personnel Committee.

The ASI Executive Vice President/Chief of Staff, in collaboration with the ASI Student Government Executive Assistants and Board Assistants, shall maintain a committee roster for all ASI committees.

## ELECTIONS COMMITTEE

<sup>10</sup> California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

<sup>11</sup> California State University, East Bay Associated Students, Incorporated. *BOD 2018-19 - 10R Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*. Retrieved from:



### **Background**

Per the ASI Bylaws, Article IX<sup>12</sup>, articulates the standing committees of ASI. The *Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*<sup>13</sup>, defers and authorizes the ASI Personnel Committee the “power to appoint at-large students to ASI committees, Academic Senate committees, and all other campus-wide committees.”

### **Guidelines and Requirements**

- Applications will be at the beginning of the Fall semester, and will close at the deadline determined by the ASI Elections Committee Advisors<sup>14</sup>

### **Procedure**

Applications will be reviewed by the ASI Elections Committee Advisors. Applicants will be selected for interviews held by the ASI Elections Committee Advisors. Recommendations will be forwarded via memorandum to the ASI Personnel Committee and the ASI Board of Directors no later than the beginning month of the Spring semester.

The ASI Board of Directors will discuss the recommendations, and the recommendees may address the ASI Board of Directors to present additional information or to expand on information previously submitted. The ASI Board of Directors may question the recommendees, if necessary or for clarification. The Elections Committee candidates will be appointed by a majority vote of the ASI Board of Directors.

## **UNIVERSITY WIDE**

### **Background**

The ASI Administrative Manual states that the ASI Executive Vice President/Chief of Staff “shall coordinate appointments to University Wide Committees.”<sup>15</sup>

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<sup>12</sup> California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

<sup>13</sup> California State University, East Bay Associated Students, Incorporated. *BOD 2018-19 - 10R Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*. Retrieved from:

<sup>14</sup> California State University, East Bay Associated Students, Incorporated. *Elections Code*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/elections/csueb-asi-elections-code-2019-2020.pdf>

<sup>15</sup> California State University, East Bay Associated Students, Incorporated. *Administrative Manual*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/administrative-manual-of-asi.pdf>



### **Guidelines and Requirements**

- ASI Student Government Officers, as delegated by the ASI Executive Vice President/Chief of Staff, shall serve on university wide committees as their class and work availability allows them to
- Some ASI Student Government Officers may already be delegated to a university wide committee by the ASI Bylaws, Senate Constitution, or Administrative Manual
- The number of university wide committees each ASI Government Officer serves on shall be equitable and fair
  - Any concerns shall be addressed to the ASI Personnel Committee

### **Procedure**

The ASI Executive Vice President/Chief of Staff shall maintain a committee roster for university-wide committee delegations.

The ASI Executive Vice President/Chief of Staff shall inform the chair of a given university wide committee via email as to who the student representative from ASI will be.

Authored by: Kabir Dhillon, ASI Executive Vice President/Chief of Staff 2019-2020

Approved On: Wednesday, April 8, 2020

ASI President/CEO does hereby [  ] *approves* / [  ] *refuses to approve* this policy.



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Daisy Maxion  
*ASI President/CEO*



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Kabir Dhillon (Apr 21, 2020)

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Kabir Dhillon  
*ASI Executive Vice President/Chief  
of Staff*

Approved by: ASI Board of Directors 2019-2020



**ATTACHMENT I**  
Sample Position Application

We are excited for your interest in student leadership at the Associated Students, Incorporated (ASI). In order to serve as an ASI student representative for the 20XX-20XX academic year, please read through the attached information, and complete the following application.

If you have any questions please visit the ASI Office, located in the Old University Union Suite 314. You can also call (510) 885-4160 or email the ASI Executive Vice President/Chief of Staff at [asiexecvp@csueastbay.edu](mailto:asiexecvp@csueastbay.edu)

These applications shall be reviewed on a rolling basis until the position is appointed [or by deadline - date included].

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**Eligibility**

In addition to being a transfer student at CSU East Bay, please refer to the *CSU Minimum Quals for Student Office Holders*

(<http://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/csu-minimum-quals-for-student-office-holders.pdf>)

**Description of Position/Role**

**Commitments**

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**First Name:**

**Last Name:**

**Email Address:**

**Phone Number:**

**NetID:**

**Major:**

**Class Standing:**

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Student



[Application Questions]

**Any last comments?** [optional response]

**By selecting this, I understand that all of the information above is accurate.**

- Yes, I understand and acknowledge that all of the information I have provided above is accurate.

**By selecting this, I understand and acknowledge there is no guarantee of receiving this position nor interview for this position.**

- Yes, I understand and acknowledge there is no guarantee of receiving this position nor interview for this position.

### **Next Steps**

Please give your application at least five business days to be processed and reviewed.

If you have more questions, please feel free to contact the ASI Executive Vice President/Chief-of-Staff ([asiexecvp@csueastbay.edu](mailto:asiexecvp@csueastbay.edu)).



**ATTACHMENT II**  
Sample Interview Question Script Form

*Instructions: Take notes as you interview the candidate. Rate the questions 1-5 and add up the total at the end.*

**Candidate** \_\_\_\_\_ **Interviewer** \_\_\_\_\_

**POSITION(S) Applied:**

[Interview Questions]

**Comments:**

**Strengths**

**Weaknesses**

**RECOMMENDATION:**

Recommend \_\_\_\_\_ Recommend With Reservation \_\_\_\_\_ Do Not Recommend \_\_\_\_\_

**Total Score** \_\_\_\_\_ / **Maximum Points Possible**



**ATTACHMENT III**

Sample Standing Committee - Candidate Recommendation Form

**ASI Committee Chair Information**

Name of Chair:

Date of Submission:

Name of Committee:

**Applicant Information**

Name of Applicant:

Major/Minor/Option:

**Recommendation Questions**

What differentiates the applicant from other applicants?

What unique qualities/skills does the applicant possess?

How will the applicant's qualities/skills make the committee successful?

