



The State University of New York  
Student Assembly

**Resolution #NUMBER**  
Rules Committee  
Director Jefferson Dedrick

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## **RESOLUTION # Executive Committee Policies and Procedures**

**TO:** Members of the Executive Committee

**FROM:** SUNY Student Assembly Rules Committee

**DATE:** 10 October 2015

**TITLE:** Executive Committee Policies and Procedures

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### **Action Requested**

The proposed resolutions adopts the attached documents as the official policies and procedures of the SUNY Student Assembly Executive Committee, effective immediately.

### **Resolution**

Whereas, the Executive Committee has no policies or procedures governing their action beyond Article XVII and the Bylaws of the SUNY Student Assembly; and,

Whereas, the Executive Committee is responsible for offering a predictable, respectful, and professional venue for students' concerns when the SUNY Student Assembly is not in session; there let it be,

Resolved, that the Executive Committee adopt the Executive Committee Policies and Procedures attached to this resolutions with appropriate amendments to be made only by proper legislative action of the Executive Committee or SUNY Student Assembly.

Appendix: Executive Committee Policies and Procedures, adopted by Rules Committee on 18 September 2015.



Student Assembly of  
The State University of New York  
EXECUTIVE COMMITTEE  
Policies and Procedures

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**Summary**

To provide attendance guidelines and expectations of the Executive Board, Executive Cabinet, Caucus Representatives, Committee Chairs, and other Executive Committee members.

**Policy**

I. Absenteeism

- a. Executive Board: Any member of the SUNYSA Executive Board who is absent from two consecutive Executive Board meetings or two Executive Committee meetings within one academic year shall be subject to [[removal from office]]. For the purpose of this policy, no more than one absence will be counted within one weekend.
- b. Executive Cabinet: Any Executive Cabinet member who is absent from two consecutive Executive Committee meetings within one academic year shall be subject to [[removal from office]]. For the purpose of this policy, no more than one absence will be counted within one weekend.
- c. Caucus Representatives and Committee Chairs: Any member who is absent from two of their respective committee meetings or Executive Committee meetings within one academic year shall be subject to [[removal from office]]. For the purpose of this policy, no more than one absence will be counted within one weekend.

II. Tardiness

- a. Any voting member or officer of SUNYSA who arrives after the meeting is called to order will be considered tardy. ~~Upon being declared tardy, the member or officer must request to be recognized on the record by the Chair prior to participating in discussion or voting. Once declared tardy, any member or officer arriving must be recognized on record by the Chair prior to participating in any business.~~

- b. If a voting member or officer is tardy three times within one academic year, the member shall receive one absence.

### **Background**

In order to effectively represent the interests of the State University of New York's students as an elected official of the Student Assembly of the State University of New York, the above attendance policy will be followed.

 <p data-bbox="472 359 797 415">The State University of New York Student Assembly</p>	<p data-bbox="829 254 992 310"><b>Policy Title:</b> Ethics</p> <p data-bbox="829 348 1073 405">Document Number: 002</p> <p data-bbox="829 443 1052 506">Effective Date: [[Date Approved]]</p>
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**Summary**

The purpose of the Ethics code is to provide guidelines for Executive Committee members on appropriate ethical decision-making and actions.

**Policy**

The following Code of Ethics shall be adopted for all elected officials, officers, and appointees of the Student Assembly of the State University of New York.

- I. No elected official, officer, or appointee shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of higher official duties or that would tend to impair his/her independence or judgment or action in the performance of such duties.
- II. No elected official, officer, or appointee shall engage in any enterprise or activity that will result in any of the following:
  - a. Using the prestige or influence of SUNYSA office for private gain or advantage of himself/herself or another.
  - b. Using time, facilities, equipment or supplies of the Student Assembly of the State University of New York for the private gain or advantage of himself/herself or another.
  - c. Using official information not available to the general public for his/her private gain or advantage or that of another.
  - d. Receiving or accepting money or other consideration from anyone other than the Student Assembly of the State University of New York for the performance of acts done in the regular course of duties.

- e. Receiving or accepting, directly or indirectly, any gift or favor from anyone doing business with the Student Assembly of the State University of New York under circumstances from which it could be reasonably inferred that such was intended to influence him/her in his/her official duties, or as a reward for official action.
  - f. Engaging in or accepting private employment or rendering services for private interests when such is incompatible with the proper discharge of his/her official duties.
- III. Every official, officer, and appointee of the Student Assembly of the State University of New York shall act in good faith, in the best interests of SUNYSA, and with the care of the ordinarily prudent person under similar circumstances. Every official, officer, and appointee of SUNYSA shall disclose completely the nature and extent of any interest, direct or indirect, which conflicts with his/her responsibilities or duties.
- IV. Policy Against Harassment
- a. The Student Assembly of the State University of New York is committed to providing a work environment free of discrimination. Therefore, SUNYSA maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy applies to all employees and prohibits harassment in any form, including verbal, physical and visual harassment.
  - b. Any incidents of harassment should be immediately reported to the Advisor or the President of the Student Assembly, as appropriate.
- V. Rules of Conduct
- a. The Student Assembly of the State University of New York has formed rules of conduct to ensure a pleasant working environment. Violation of any of these rules could result in disciplinary action, ranging from verbal and/or written warnings to reprimand and possible removal.
  - b. Although it is impossible to provide a complete list, examples of these violations include, but are not limited to:
    - i. Refusing to follow the direction of a supervisor or designated authority of the Assembly or its Executive Committee.
    - ii. Unacceptable or unsatisfactory performance.
    - iii. Abuse or misuse of SUNY property or equipment.
    - iv. Smoking in non-smoking areas.
    - v. Excessive absenteeism or patterned absences on a recurring basis.
    - vi. Excessive tardiness.
    - vii. Unauthorized removal or possession of SUNY's property or the property of other members.
    - viii. Displaying behavior that could endanger oneself or others.
    - ix. Working under the influence of alcohol or a controlled substance while conducting official business.
    - x. Failure to perform normal and reasonable duties as assigned.
    - xi. Conviction of a misdemeanor or felony involving immoral behavior.
    - xii. Insubordination.

## **Background and Purpose**

The students of the State University of New York, as members of the Student Assembly of the State University of New York (SUNYSA), are entitled to have complete confidence in the integrity of the student government. Each elected official, officer, and appointee of the Student Assembly of the State University of New York must help to earn that confidence by his/her own integrity and conduct.

This Code is to establish standards of conduct for all elected officials, officers, and appointees of the Student Assembly of the State University of New York. This policy is not intended to supersede, negate or otherwise invalidate any applicable SUNY policy, established bylaws, or any other applicable law or regulation.

 <p data-bbox="472 359 797 415">The State University of New York Student Assembly</p>	<p data-bbox="829 254 1382 310"><b>Policy Title:</b> Appointment Procedure</p> <p data-bbox="829 348 1382 405">Document Number: 003</p> <p data-bbox="829 443 1382 506">Effective Date: [[Date Approved]]</p>
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**Summary**

To establish a consistent and fair process for SUNY students who seek appointments to Executive Cabinet positions and systemwide committees and other activities.

**Policy**

The President shall publicly post vacancies of Executive Cabinet positions and system-wide committees and notify the Assembly of said vacancies no later than the September SUNYSA Executive Committee meeting or upon confirmation of vacancies.

The President will work with the Advisor of SUNYSA to coordinate the SUNY student seat availability, as needed.

The President will ensure the SUNYSA has accurate information on the SUNYSA website; including but not limited to the application, deadlines and description of roles and responsibilities for the applicable positions.

The President shall make recommendations to the Assembly for appointment confirmation(s); unless the Assembly, or the Executive Committee in its behalf, authorizes him/her to appoint students when the Assembly is not in session and there is time sensitivity.

**Background and Purpose**

Pursuant to Board of Trustees Policy, SUNYSA serves as the official recognized organization to conduct the search and appointment of SUNY students to appointed SUNYSA positions, system-wide committees and task forces. The President has the responsibility according to the SUNYSA Articles of Organization and Bylaws to conduct these searches and ensure there is student representation present a system-wide committees, task forces, and other decision-making bodies.

 <p data-bbox="472 359 797 415">The State University of New York Student Assembly</p>	<p data-bbox="829 254 1382 310"><b>Policy Title:</b> Standing Rules of Procedure</p> <p data-bbox="829 348 1382 405">Document Number: 004</p> <p data-bbox="829 443 1382 506">Effective Date: [[Date Approved]]</p>
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## Summary

To establish policy and procedures that outline the standing rules for the Student Assembly of the State University of New York.

## Policy

SUNYSA has outlined its standing rules policy into three (3) sections: Meetings, Agenda, and Attendance and Voting.

### I. Meetings

- a. Regularly scheduled meetings of the SUNYSA Executive Committee shall be held once a month.
- b. There shall be a meeting of the SUNYSA Executive Committee immediately prior to each regularly scheduled meeting of the SUNY Board of Trustees. Campuses bidding for hosting meetings should be made aware of these dates.
- c. Special meetings may be called by the President or may be called by a majority vote of the SUNYSA Executive Committee.
- d. A majority of voting members, as defined in the SUNYSA Bylaws, shall constitute quorum at all regular and special Executive Committee meetings.
- e. In the absence of any specific rule, regulation, policy, or procedure, the **most recently revised version** of Robert's Rules of Order shall govern the proceedings of the SUNYSA Executive Committee.

- f. Only voting members of the SUNYSA Executive Committee can move or second an item for discussion.
- g. The presiding chair of the committee (or designee) shall ensure that voting members of the SUNYSA Executive Committee are afforded precedence when other members wish to speak to a motion.
- h. ~~No non-voting members of SUNYSA shall be entitled to vote in any committee, subcommittee, or ad-hoc committee of the Executive Committee.~~
- i. All advisors to the Executive Committee shall sit at the Committee table.
- j. Each resolution and action before the Executive Committee must be sponsored by a campus delegate, a committee of SUNYSA, or a voting member of the Executive Committee.
- k. Proposed resolutions from campuses may, and are recommended, to be provided on the campus' Student Government Association letterhead. All approved resolutions shall be distributed on SUNYSA letterhead.

## II. Agenda

- a. The agenda shall be as follows, subject to change by the Executive Board:
  - i. Friday
    - 1. Executive Board Meeting
  - ii. Saturday
    - 1. Committee Meetings / Sessions
    - 2. Executive Committee Meeting
      - a. Call to Order
      - b. Roll Call
      - c. Approval of the Agenda
      - d. Approval of the Minutes
      - e. Public Comment
      - f. Special Presentations
      - g. Executive Board Reports
      - h. Advisor/Liaison Reports
      - i. Committee/Task Force Reports
      - j. Unfinished Business
      - k. New Business
      - l. Open Discussion
      - m. Closing Comments
      - n. Adjournment
- b. A member of the Executive Committee or Cabinet may forward business to the chair of the Executive Committee.
  - i. The Chair shall forward the business to the appropriate committee. A member of the Executive Committee or Cabinet may forward business directly to the chair of a committee.

- c. Committees shall review and submit such business to be considered before the next Executive Committee Agenda Deadline. Committees may provide recommendations, but may not directly amend or alter the language of the business without permission from the original forwarding member.
    - i. A committee of the SUNY Student Assembly may forward business to the Executive Committee.
    - ii. Should a committee forward business to the Executive Committee, the Chair of the Rules committee will at that time assign a resolution number to it.
  - d. Committees may only submit business to the Executive Committee if they have followed the proper procedure in forwarding the motion.
- ~~b. All items requested by a SUNYSA Executive Committee member shall be posted to the agenda following this procedure:~~
- ~~i. Item(s) shall be submitted to the SUNYSA rules committee or equivalent by the sponsor 10 days prior to a regularly scheduled SUNYSA meeting. The committee chair or equivalent will contact the President and/or presiding chair of the Executive Committee (or designee) with the item information.~~
  - ~~ii. Once the President and/or presiding chair of the Executive Committee (or designee) has approved the item, he/she will contact the Executive Board and the item will be considered "information" at the next regularly scheduled meeting.~~
  - ~~iii. The item will be reviewed by the appropriate committee.~~
  - ~~iv. The item will be considered for action at the next SUNYSA regularly scheduled meeting.~~
  - ~~v. The Executive Committee will consider an item for action only if it has followed this proper procedure.~~
  - ~~vi.i. The presiding chair of the Executive Committee (or designee) may recommend rules that, if approved by a majority of the Executive Committee, shall be followed at each meeting.~~
  - ~~vii.ii. Special consideration for time sensitive items:~~
    - ~~1. Per the direction of the sponsoring committee, the presiding chair of the Executive Committee (or designee) will place the item on the agenda as an action item if the item is added meets the mission of the assembly as determined by a majority vote of the Executive Board.~~
    - ~~2. The item requires a sponsor.~~
    - ~~3.2. The SUNYSA Executive Committee, by majority vote, may remove any item from the agenda.~~

### III. Attendance and Voting

- a. Membership of the SUNYSA Executive Committee shall comprise the elected officers of the assembly and the elected sector Caucus Representatives selected through the procedures outlined in the Bylaws.

- b. Caucus voting representation will be determined by population size as defined by the Articles of Organization and Bylaws.

### **Violation of Policy**

Any individual who violates this policy may be disciplined pursuant to the applicable SUNYSA policies and procedures, in addition to any potential legal consequences.

### **Background and Purpose**

The Student Assembly of the State University of New York maintains standing rules to ensure its members and constituents have an understanding and guide as to how the assembly operates; as well as to ensure efficiency, organization and inclusiveness within the assembly.

The standing rules ensure there is ample time for dialogue and process on issues and items presented to the assembly.

 <p data-bbox="472 359 797 415">The State University of New York Student Assembly</p>	<p data-bbox="829 254 1008 310"><b>Policy Title:</b> Transparency</p> <p data-bbox="829 348 1073 405">Document Number: 005</p> <p data-bbox="829 443 1052 506">Effective Date: [[Date Approved]]</p>
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The transparency policy outlines the procedures followed by the Executive Committee to ensure it remains accountable to the general assembly, its constituents and the public.

**Policy**

I. Open Meetings and Practices

Unless otherwise stated, all SUNYSA meetings pursuant to SUNYSA Bylaws shall conduct their business in public sessions. All Executive Committee meetings shall be open and public, and all persons shall be permitted to attend any meeting, unless otherwise provided by the procedures and policies of the assembly.

a. Meeting Schedules

The SUNYSA Executive Committee shall establish locations for monthly meetings during the May/June Transition meeting. In case the locations for monthly meetings have not been determined at the May/June Transition meeting, this shall be accomplished no later than the second meeting of the academic year.

b. Notice of Meetings

At least 72 hours before a regular meeting, an agenda shall be posted containing a brief general description of each item of business to be transacted or discussed at the meeting, including the names of candidates appearing for election, confirmation, or appointment and any items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

c. Action of the Executive Committee

Executive Committee members are not permitted to take action or begin discussion on any item not appearing on the posted agenda, except that an Executive Committee member may briefly respond to statements made or questions posed by an individual.

In addition, on his/her own initiative or in response to questions posed by the public, an Executive Committee member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. Furthermore, an Executive Committee member, or the Executive Committee itself may refer to cabinet members or other resources for factual information, request cabinet members to report back to the Executive Committee at a subsequent meeting, or direct cabinet members to place a matter of business on a future agenda.

~~The Executive Committee may, however, take action on items of business that do not appear on the posted agenda, but are publicly identified under any of the following conditions:~~

- ~~i. An emergency situation exists as defined and determined by the Executive Committee membership.~~
- ~~ii. Upon determination by a two-thirds vote of the Executive Committee members present at the meeting (or, if less than two-thirds of the members are present, a unanimous vote of those members present) that there is a need to take immediate action and that the need for action came to the attention of the Executive Committee subsequent to the agenda being posted. All items so added to the agenda shall be for discussion purposes only. However, action may be taken on such item(s) provided there is a unanimous affirmative vote of the Executive Committee members present. This vote shall be recorded in the minutes of the Executive Committee meeting.~~
- ~~iii. The item was posted on the agenda of a prior meeting of the Executive Committee occurring not more than five calendar days prior to the present meeting.~~

d. Access to Agenda and Minutes

A copy of the agenda and/or copies of all documents constituting the agenda packet of any Executive Committee meeting will be available on the SUNYSA website for any person requesting details of a meeting. Copies may also be mailed upon request. Any request for copies of agendas or agenda packets shall be valid for the academic year in which it is filed, and shall have to be renewed following June 1 of each year. Failure of the requesting party to receive the agenda or agenda packet shall not constitute grounds for invalidation of the actions of the Executive Committee at the meeting for which the agenda or agenda packet was not received.

Every agenda for regular meetings shall provide an opportunity for members of the student body to directly address the Executive Committee on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized as provided above.

e. Special Meetings

A special meeting may be called at any time by the presiding chair of the Executive Committee, or by a majority of the Executive Committee membership, by providing written notice to each member of the Executive Committee. The written notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at these meetings. The agenda shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the student body.

No Executive Committee shall meet in closed session during a special meeting.

Every notice for a special meeting shall provide an opportunity for members of the public to directly address the Executive Committee concerning any item that has been described in the agenda before or during consideration of that item.

f. Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary, an Executive Committee member may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. For purposes of this section, "emergency situation" means either of the following:

- i. Work stoppage or other activity that severely impairs public health, safety, or both, as determined by a majority of the Executive Committee membership.
- ii. Crippling disaster that severely impairs public health, safety, or both, as determined by a majority of the Executive Committee membership.

The Executive Committee shall post in a public place, as soon after the meeting as possible and for a minimum of ten days, the minutes of the emergency meeting, a list of persons who the presiding chair of the Executive Committee (or designee) notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting.

g. Closed Sessions

Prior to holding any closed session, the Executive Committee shall disclose in an open meeting the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the body may consider only those matters covered in its statement. Nothing in this regulation shall require or authorize disclosure of information prohibited by state or federal law.

After any closed session, the Executive Committee shall reconvene into open session prior to adjournment, and shall make any required disclosures of action taken in the closed session. The disclosure shall be made at the location announced on the agenda. The public shall be allowed to be present at the location for the purpose of hearing the announcements.

h. Disruption of Meetings

In the event that a meeting is willfully interrupted by a group or groups of persons to the extent that orderly conduct of the meeting is unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the Executive Committee members conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in that session. Representatives of the press or other media, except those participating in the disturbance, shall be allowed to attend the session. The Executive Committee may at its discretion establish a procedure for readmitting an individual or individuals not responsibly for willfully disturbing the meeting.

i. Accessibility to Meetings

The SUNYSA Executive Committee, Officers, or Cabinet Officers may not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, or sex, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

## **II. Archives**

SUNYSA shall maintain an official archives consisting of historical records, as well as those vital records the organization is recommended to maintain in perpetuity. The purpose of the archives is to preserve materials that document the history of the organization and decision-making processes and to make these materials available to interested students and other researchers.

### **a. Access to SUNYSA archives**

Limitations on access to the records by archives users will be enforced consistent with this policy. Records transferred to archives remain the property of SUNYSA and are administrative records, not general library materials. Records become part of the archive's holdings upon their transfer.



The State University of New York  
Student Assembly

**Policy Title:**

Vacancies of the Executive Board

Document Number:  
006

Effective Date:  
[[Date Approved]]

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[To prescribe a set procedure that the Executive Committee shall utilize in the event of a vacancy of an Executive Board position, in conjunction with Article IV, Section 5, of the SUNY SA bylaws.](#)

[Policy](#)

- [I. Vacancies for any reason listed in the SA Bylaws of any Executive Board position other than the President shall be replaced with the following procedures:](#)
  - [a. The Executive Committee Appointment Procedure \(ECAP\) to fill the vacancy shall occur at the next Executive Committee meeting, unless there are less than fourteen \(14\) business days between the date of the resignation and the next scheduled Executive Committee meeting, in which case the ECAP shall be held at the Executive Committee meeting following the next meeting.](#)
    - [i. Should the next regularly scheduled meeting of the SUNY Student Assembly be before the next regularly scheduled meeting of the Executive Committee, the ECAP shall not take place.](#)
  - [b. The President of the SUNY Student Assembly or their official designee shall give proper media notice at least fourteen \(14\) business days before the Executive Committee meeting where the ECAP shall take place.](#)

- c. Candidates for the vacancy must be eligible to run and be present at the Executive Committee meeting where the ECAP is being held.
  - i. Each candidate shall be allowed to make a brief speech, and the Executive Committee shall have an opportunity to question each candidate.
  - ii. Candidates will be asked the same questions
  - iii. Candidates will be asked the same amount of questions.
  - iv. Time limits shall be determined for candidates' speeches and questioning periods shall be uniformly applied to all candidates for all positions.
- d. The ballot shall be secret. Votes shall be cast only by voting members of the Executive Committee. If no person receives a majority of votes cast, a run-off election shall be conducted immediately to choose from the two candidates receiving the largest number of votes cast.
- e. The votes shall be counted by and within the presence of the President, Director of Rules, the SUNY SA adviser, and at least one other Director not voting or running in the ECAP. If one of the aforementioned persons is a candidate in the election they shall be excused from validating that set of ballots, and shall be replaced by a Director, a Rules Committee Member, or an otherwise appropriate appointment at the discretion of the President. Each person certifying or signing-off on the results shall sign the same and matching affidavit attesting to the results under penalty of perjury.
- f. Certified ECAP results will be submitted to SUNY Central Administration, Office of Student Affairs, and the Chancellor for confirmation that the elections were conducted in compliance with the Articles of Organization, the SUNY SA Bylaws, and these Policies and Procedures.
- a.g. All ECAP disputes will be forwarded to the Rules Committee and addressed immediately by that committee.