



**MEMORANDUM 1617-53**

**January 8th, 2017**

**TO: Members of the Executive Committee**

**FROM: Marc J. Cohen, President**

**SUBJECT: Appointment of Bryana Snyder as Director of Rules**

**Action Requested**

The proposed resolution appoints Bryana Snyder as Director of Rules.

**Resolution**

I recommend that the Executive Committee adopt the following resolution:

Resolved that Bryana be, and hereby is appointed Director of Rules effective immediately. This appointment shall continue from the date of appointment until May 31, 2017.

**Background**

Appointed by the Executive Committee, the Director of Rules will report to the Chief of Staff for Internal Affairs and be a part of the President's Cabinet.

The Director of Rules will be responsible to the Executive Board, the Executive Committee, and the Student Assembly on matters related to the internal operations of the Student Assembly including rules.

The Director of Rules will be responsible to:

- Work with the Secretary for the purpose of disseminating information to members regarding the SUNYSA's policies and procedures.

- Ensure policy compliance, including but not limited to the attendance policy, as needed.
- Have the authority to review, develop, and recommend changes to the bylaws, policies and procedures, budget, and all governing documents of the Student Assembly.
- Have the authority to audit financial revenues and expenditures of the Student Assembly, as directed by the Executive Committee.
- Shall give advisory opinions to the President, Executive Committee, and the Student Assembly on matters regarding the bylaws, SUNY policies and procedures regarding the Student Assembly, and other such organizational and operational matters.
- Shall act as the Parliamentarian for the Executive Committee and the Student Assembly when one is not appointed by the President.
- Serve as an advisor to the Executive Board.
- Assist the President with other relevant tasks as requested.

Bryana's resume may be found through Google Drive or upon request.