

Executive Appointments Procedures Bylaw

S-14-2025/26

Effective as of April 1st, 2026

The Senate of the Associated Students of UC San Diego enacts as follows:

I. Introductory Provisions

Bylaw Title

1 This Bylaw shall be referred to as the Executive Appointments Procedures Bylaw.

Effective Date

2 This Bylaw comes into force upon adoption by the Senate.

Definitions

3(1) The following definitions shall apply for the purpose of this Bylaw:

Association Executive* or *Executive

3(2) Means the executive branch of the Association.

Associate Vice President

3(3) Means a Cabinet Officer of the Association who is, at the time, responsible for directing and administering an Office.

Commission

3(4) Means the Executive Appointments Commission, and its members, as established in this Bylaw.

Commissioners

3(5) Means a member of the Executive Appointments Commission, including the Principal Commissioner as set out in this Bylaw.

Principal Commissioner

3(6) Means the presiding member and chair of the Executive Appointments Commission as set out in this Bylaw.

Executive Officer

3(7) Means one of the constitutionally established Executive Officers who are heads of departments.

Appointed Executive Officer

3(8) Means one of three constitutionally established appointed Executive Officers, such as Chief Operating Officer, Chief Communications and Marketing Officer, and Chief Financial Officer.

Cabinet Officer

3(9) Means the head of an office or department.

Chief Personnel Officer

3(10) Means whichever Executive Officer is, for the time being, holding responsibility over the handling of personnel affairs.

I. Preliminary Appointment Protocol

Logistical Duties of the Appointment Process

4(1) Prior to the Spring elections, the Chief Personnel Officer, Chief Communications and Marketing Officer, and the Director of Student Government, Auxiliaries, and Services (Director of SGAS) will work on developing the logistics for appointing the Cabinet Officer.

4(2) The Chief Personnel Officer shall assemble questions for the written application, private interviews, and public interviews in collaboration with the relevant outgoing Cabinet Officers.

- a.** The Chief Personnel Officer shall provide a clear method by which the proposed questions for written applications, private interviews, and public interviews, can be submitted by the relevant outgoing Cabinet Officers.
 - i.** The Chief Personnel Officer must accept the questions as proposed by the Cabinet Officers and pass them on for the Commission to view, in case they would like to veto questions.
 - 1.** If any questions are vetoed, they can either be rewritten or entirely changed by the Chief Personnel Officer and the respective outgoing Cabinet Officer for their hiring committee. Otherwise they may be appealed to the Judicial Board.
 - ii.** Changes at any point may be made to the wording of the questions, so long as they are not substantive changes or would significantly alter the meaning or interpretation of the question. The Commission shall be informed of any changes.
- b.** No person involved in formulating questions for a given role shall be eligible to apply for the role in question.
 - i.** In the case that the Chief Personnel Officer is unable to be involved in the formulation and assemblage of questions for a given position, the President pro tempore of the Senate, in the special role of Administrator of Appointments, shall be delegated the responsibility insofar as it is necessary and practicable, and may fulfill other such responsibilities and functions of the Chief Personnel Officer relating to executive appointments matters in order to satisfy ethics and propriety.
- c.** In the case that the relevant outgoing Cabinet Officer is unable to assist in the formulation of the questions for their role, the Chief Personnel Officer shall assemble the questions in consultation with the relevant professional staff Advisor.
- d.** The Chief Personnel Officer shall be responsible for redacting all personally identifiable information from all applications, so that Hiring Committees can score blindly for all Cabinet Officer positions.

- i. The Chief Personnel Officer must provide a report to each respective Hiring Committee, clarifying if anything was redacted from an application and why they chose to redact it.
 1. This must be done once scoring is finalized, for which candidates will be moving onto the private interviews, but before any candidates are notified that they will be moving to the private interview stage.
- ii. The Director of SGAS must oversee this process.

4(3) The Chief Communications and Marketing Officer shall be responsible for marketing Cabinet Officer hiring and planning public interview meetings, for at least the Chief Personnel Officer, Chief Financial Officer, and Chief Communications and Marketing Officer positions.

- a. The Chief Communications and Marketing Officer must create social media content on what Cabinet Officer positions are open and when Cabinet Officer position applications are open.
- b. The Chief Communications and Marketing Officer must create social media content on when and where the public interviews will take place, along with who the candidates being interviewed are.
- c. All marketing materials related to Cabinet Officer hiring should be ready before the end of week 1 of Spring Quarter.

4(4) The Director of SGAS shall be responsible for working with HR to provide the rubrics for scoring applications, private interviews, and public interviews.

- a. Rubric criteria must be the following, unless a hiring committee, by majority vote, agrees to create different criteria.

Hiring Committees for Cabinet and Executive Officers

5(1) No person who has been removed from office by the Senate shall be eligible to sit on a Hiring Committee, nor shall a person who departed from their office under clearly negative or otherwise reasonably dubious circumstances be eligible to sit on a Hiring Committee.

5(2) No person who is not a member of the Association shall be eligible to sit on a Hiring Committee without express, special dispensation from the Senate.

5(3) The Hiring Committee for each Cabinet Officer, shall convene to score applications, private interviews, and public interviews.

5(4) The Senate shall appoint a minimum of one Senator and a maximum of three Senators to sit on the Appointed Executive Officer Hiring Committees.

- a.** They shall be nominated and appointed by a majority vote of the Senate.
- b.** There shall be no limit to the number of Hiring Committees a Senator may sit on, provided that they have no conflict of interest.
 - i.** It shall be preferable that where there are multiple Senators appointed, the work shall be equitably distributed amongst them, and that the Senator evaluating a particular set of candidates for a specific Executive Officer position shall also evaluate the candidates for Cabinet Officers subordinate to the said Executive Officer position.

5(5) The Chief Financial Officer Hiring Committee shall be composed of:

- a.** The Principal Commissioner;
- b.** An additional Commissioner designated by the Principal Commissioner;
- c.** A Senator designated by the Senate;
- d.** Fund Manager from SLBO; and
- e.** The outgoing Chief Financial Officer.

5(6) The Chief Communications and Marketing Officer Hiring Committee shall be composed of:

- a.** The Principal Commissioner;
- b.** An additional Commissioner designated by the Principal Commissioner;
- c.** A Senator designated by the Senate;
- d.** Creative Manager from ASGS;
- e.** Senior Marketing Communications Specialist from ASMC;
- f.** Marketing Specialist from ASGS; and
- g.** The outgoing Chief Communications and Marketing Officer.

5(7) The Chief Personnel Officer Hiring Committee shall be composed of:

- a.** The Principal Commissioner;
- b.** An additional Commissioner designated by the Principal Commissioner;
- c.** A Senator designated by the Senate;
- d.** AS Advisor; and
- e.** The outgoing Chief Personnel Officer.

5(8) The Associate Vice President Hiring Committees shall be composed of:

- a.** The Principal Commissioner or a Commissioner designated by the Principal Commissioner;
- b.** The outgoing supervising Executive Officer;

- c. The outgoing Associate Vice President of that office; and
- d. A professional staff with close relation to and/or advising may also be appointed.
 - i. For the Associate Vice President of Concerts and Events, this shall be an advisor within Student Engagement/ Campus Performances and Events Office.
 - ii. For the Associate Vice President of College Affairs, instead of an advisor, an individual appointed by the Leadership of College Councils will sit on the hiring committee.

Hiring Committee Logistics

6 Outgoing Cabinet Officers, for their designated Hiring Committee, will be responsible for coordinating deliberation meeting times, documenting, facilitating conversations, and any other reasonable logistics involved in organizing logistics for a Hiring Committee.

- a. These duties shall be given to the Principal Commissioner if the outgoing Cabinet Officer is unable to sit on the Hiring Committee.
- b. The Chief Personnel Officer or President Pro Tempore will still be responsible for ensuring the Hiring Committee stays on track with the appointments timeline, as well as ensuring that each Hiring Committee has all the necessary materials, rubrics, folders, and information.
 - i. All Hiring Committee materials should be standardized across the Cabinet Officer positions, unless certain materials are needed or aren't needed for certain positions.

Recusal of Hiring Committee Members

7 Any Hiring Committee member listed previously in this bylaw must recuse themselves from sitting on the Hiring Committee if they are applying to the position they are designated to be on.

- a. Failure to do this will result in the individual being disqualified from any positions they applied for and is grounds for removal from any position they have within the Association.

Role of the Appointed Executive Officer responsible for personnel affairs

8 The Executive Officer who is responsible for administering personnel affairs shall provide advice and administrative support to Appointments Committees, but shall not interfere with deliberations or directly impact any of the appointments processes beyond the responsibilities set out herein.

Conflicts of Interest

9(1) Where a conflict of interest arises concerning any member of a Hiring Committee's ability to impartially partake in the evaluation process, it is the duty of the member who finds themselves in such a situation to inform the committee of the conflict and to recuse themselves from the process.

- a. In such an instance, the Principal Commissioner of the Executive Appointments Commission shall be informed, and they shall consult the Commission in order to assign one of the Commissioners to fulfill the vacated responsibilities following such a recusal.

9(2) No person who is, at the time appointments processes are under way, seeking appointment as a Cabinet Officer shall be involved in any appointments processes for Cabinet Officer positions in order to prevent the reality or appearance of an individual being given the opportunity to have an undue influence over the selection of their possible peers in the Cabinet Officer category.

- a. Any person finding themselves in such a position shall recuse themselves from the processes, and take whatever other necessary steps may be required by this Bylaw.

II. Executive Appointments Commission

Establishment of the Executive Appointments Commission

10 The Executive Appointments Commission is hereby established as an independent body, under the nominal supervision of the Senate, in order to regulate, and guarantee the impartial and merit-based appointments and hiring system of the Association Executive, independent of the Executive itself.

Purpose and Mandate

11 The Commission shall–

- a. Ensure that hiring and appointments are conducted on the basis of merit, reinforced by fair and open competition;
- b. Provide for hiring and appointments to be conducted in an efficient and reasonably transparent manner;
- c. Reviewing existing and proposed hiring and appointments policies and making recommendations to the Senate if changes should be appropriate;
- d. Safeguarding and upholding the independence and impartiality of appointed officials and staff of the Association;
- e. Investigate possible breaches of appointments and hiring standards, or other such breaches where the integrity of the appointments and hiring processes as merit-based, competitive, and impartial processes may be seriously called into question.

Composition of Commission

12(1) The Commission shall be constituted of five (5) Commissioners; one of whom shall be the Principal Commissioner. The Commissioners shall serve for a term of one year.

12(2) The Senate shall designate one of the Commissioners to serve as Principal Commissioner and to function as the chair of the Commission.

- a. The Principal Commissioner shall be responsible for distributing themselves and the rest of the Commissioners to every Cabinet Officer Hiring Committee.

Qualifications of Commissioners

13(1) All members of the Commission must have been, and still can be, Senators or Associate Vice Presidents, who have previously sat on Association hiring committees and cannot be a candidate in a campus-wide level election or an applicant for any Cabinet Officer position in the Association.

13(2) Before commencing in their duties, Commissioners shall complete all trainings that would, by University Policy and law, be required of them in order to fulfill their responsibilities in the course of their duties.

- a. Commissioners shall, at minimum, complete all training which must be completed by the Executive Officer responsible for personnel affairs.

Commission Vacancies

14(1) If a vacancy on the Commission should arise during the existing term, the Senate shall appoint a replacement to serve out the remainder of the term of the Commissioner whom they are replacing.

14(2) Once a Commissioner's one-year term expires, a replacement shall be appointed by the Senate and approved through a majority vote with expedience.

Disclosures requirement

15 Commissioners must disclose their involvement in student organizations, fraternities, sororities, student governmental bodies, and other affiliations that may raise questions of impartiality.

- a. This must be done during the Senate meeting of their appointment.

Review and investigatory initiative

16(1) The Commission shall automatically review all appointment processes for Associate Vice Presidents and Executive Officers, and should any improper actions be found, or otherwise reasonably suspected, it shall make a report to the Senate, or an appropriate committee thereof, regarding the matter.

16(2) The Commission shall have a duty to initiate an investigation or review of a hiring or appointment process where it is aware of, and determines there to be, a reasonably substantial appearance of impropriety.

16(3) The Executive Appointments Commission reviews and can veto questions on the applications, private interviews, and public interviews, given that they are irrelevant to the position or inappropriate, but can only do so by voting on each question individually and with at least two-thirds ($\frac{2}{3}$) of the members agreeing, but only before the applications are active on the A.S. Website.

- a. Any Hiring Committee member and any Senator can appeal this veto to the Judicial Board.

Decisions of the Commission to be reached by a two-thirds majority

17 The Commission shall make decisions only by a two-thirds majority of its members.

III. Appointments Timeline

Logistical Stage

18 Towards the end of Winter Quarter and at the start of Spring Quarter, the Chief Communications and Marketing Officer, Director of SGAS, and Chief Personnel Officer, or the President Pro Tempore, shall meet to coordinate logistics.

18(2) The Chief Personnel Officer, or the President Pro Tempore, must coordinate with the outgoing Cabinet Officers to organize application, private interview, and public interview questions. As well as, the job description, qualifications, and any other duties that the Cabinet Officers are responsible for.

- a. Refer to section 4(2)c if any Cabinet Officer is unable to provide questions for the application, private interview, and public interview stages.

Application Stage

19(1) Upon the start of Spring Quarter, but no later than the conclusion of the Spring elections, all Cabinet Officer applications shall be open to apply for and close 2 weeks from their original open date.

19(2) The respective Hiring Committees, outlined prior, for each position will be responsible for selecting at least three but a maximum of five applicants to move forward to the private interview phase, by voting amongst themselves.

Private Interview Stage

20 Prior to nomination and after the private interviews, two final applicants must be chosen for all the Cabinet Officer positions and therefore, shall be subject to a public interview, which all undergraduate students shall be eligible to attend, submit questions, and provide input to the committee via a closed form.

- a. Their input shall not be factored into the scoring of any candidates.

Public Interview Stage

21(1) Additionally, public interviews must take place during the earliest Senate meeting, which will supersede the Order of Business for that Senate meeting, and the public interviews must take place before resuming the regularly scheduled Order of Business.

- a. Public interviews for Appointed Executive Officers shall last 1 hour.
- b. Public interviews for Associate Vice Presidents shall last 30 minutes.

21(2) During public interviews, applicants will be asked up to five prepared questions by the Outgoing Executive Officer on the respective Hiring Committee, followed by questions that the Senate may ask, and then conclude with questions from members of the public through a Google form submission; questions shall be selected by the members of their hiring committee.

- a. Public interviews shall be recorded and broadcast live.
- b. Only members of the public physically present in the meeting space or digitally present on Zoom, shall be allowed to submit questions and input which applicant they think is more qualified.

Final Appointment Stage

22(1) Once all the Cabinet Officer public interviews have concluded, their respective hiring committees must meet one final time to nominate an applicant to the respective position or positions they applied for.

- a. All meetings shall be recorded for the Hiring Committees and Judicial Board to access.

22(2) Upon the conclusion of deliberations of the Hiring Committee, the decision of the majority of the Committee shall constitute its recommendation to the Senate. The outgoing incumbent Executive Officer shall be responsible for submitting the recommendation of their successor or subordinate Cabinet Officer for approval by the Senate by Week 10 of Spring Quarter.

22(3) Once each Cabinet Officer hiring committee has concluded their deliberations, the outgoing Executive Officer, for that position, shall submit the committee's nomination for the appointed

Cabinet Officer choice to the Order of Business, no later than Week 10 of Spring Quarter; nominations for Cabinet Officer shall only be confirmed by the Senate once the incoming Executive Officer-elects and Senate have officially assumed their positions.

IV. Cabinet Officer Vacancies

Appointing Replacement Cabinet Officers

23 In the event of a Cabinet Officer vacancy occurring before the end of the normal term, the process to traditionally appoint Cabinet Officers will be followed, excluding instances in which the vacancy occurs in the office of President.

V. Chief Personnel Officer & AVP Dissolution

Delayed Enforcement of Select Provisions

24(1) With the introduction of the new Constitution during the 2025-2026 academic term, the Chief Personnel Officer position will cease to exist and all their duties will transfer to the Chief Operations Officer.

- a.** As such, all mentions of the Chief Personnel Officer within this bylaw, must automatically change to Chief Operations Officer upon the conclusion of the term of the current executive officers.

24(2) With the introduction of the new Constitution during the 2025-2026 academic term, the Associate Vice President positions will cease to exist and all their duties will transfer to the Vice Presidents.

- a.** As such, all mentions of the Associate Vice President within this bylaw, must automatically change to Vice President upon the conclusion of the term of the current executive officers.

24(3) All mentions of President Pro Tempore will transition to Secretary of the Cabinet.

- a.** As such, all mentions of the President Pro Tempore within this bylaw, must automatically change to Secretary of the Cabinet upon the conclusion of the term of the current executive officers.

24(4) Notwithstanding any other provisions whatsoever contained herein, Title V in its entirety, shall cease to have effect and shall be erased and deleted from this bylaw at the end of Wednesday of Week 10 of the Spring Quarter of the 2025-2026 academic year.