Student Finance Board

Vacancy Guidelines

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

These Vacancy Guidelines were ratified effective 15 March 2012
**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 SFB, 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 Finance Board (SFB) Bylaws and with guidance from these Vacancy Guidelines, the SFB 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 SFB Bylaws. Should any future body of the SFB establish a procedure that will accomplish the filling of vacancies in a more efficient and timely manner then 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 SFB. It will then be considered a valid process immediately.
<table>
<thead>
<tr>
<th>Contents:</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article I: The Application Process</strong></td>
<td>4</td>
</tr>
<tr>
<td>Section 1 Advertising and Acceptance Period</td>
<td>4</td>
</tr>
<tr>
<td>Section 2 Required Number of Applicants</td>
<td>4</td>
</tr>
<tr>
<td><strong>Article II: The Selection Process</strong></td>
<td>5</td>
</tr>
<tr>
<td>Section 1 Application Review</td>
<td>5</td>
</tr>
<tr>
<td><strong>Article III: The Interview Process</strong></td>
<td>5</td>
</tr>
<tr>
<td>Section 1 Notification</td>
<td>5</td>
</tr>
<tr>
<td>Section 2 Content</td>
<td>5</td>
</tr>
<tr>
<td><strong>Article IV: Amendments and Ratification</strong></td>
<td>5</td>
</tr>
<tr>
<td>Section 1 Amendments</td>
<td>5</td>
</tr>
<tr>
<td>Section 2 Ratification</td>
<td>6</td>
</tr>
</tbody>
</table>
Article I: The Application Process

Section 1. Advertising and Acceptance Period

a. The SFB 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 SFB 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 SFB shall place an ad in The Avion containing notification of vacancies, the requirements to serve office, and the deadline for applications.

b. The SFB 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 SFB 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 SFB shall determine whether enough applications have been received through the following criteria:

1. If only one (1) vacant position exists, a minimum of three (3) applications for that position must be received.

2. If more than one (1) vacant position exists, a minimum of two (2) applications per vacancy must be received.

b. If the required number of applicants has not been reached, the SFB 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

Section 1. Application Review

a. The SFB Chairperson shall make available all applications that were received during the advertising period to the SFB. The SFB shall review these applications and then select the most qualified candidates for interview by the SFB.

1. Three (3) candidates shall be selected for the position unless two (2) vacancies exist. If there is more than one (1) position available, two (2) candidates per position shall be selected.

2. Applications must remain available for review for a minimum period of twenty-four (24) hours.

b. The SFB shall then interview all selected candidates.

c. The SFB shall vote and whichever candidate(s) receive a plurality vote shall be appointed to fill the vacant seat(s) until the next election period.

1. If a tie should exist and a plurality cannot be reached, the SFB Chairperson shall break the tie.

Article III: The Interview Process

Section 1. Notification

a. Applicants must be notified by the SFB Chairperson or of their selection for an interview at least two (2) days prior to the scheduled interview time.

1. Applicants must be informed of the time and place of their interview.

2. Applicants must confirm their appointed interview time with the SFB Chairperson or forfeit their interview
   a. If an interview is forfeited, the SFB Chairperson will select and notify an alternate as soon as practicable.

3. Applicants may interview for only one position with the SRB or SFB.

Section 2. Content

a. All candidates selected for interviews shall answer questions deemed appropriate by the SFB.

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 SFB, in writing, to the SFB 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 SFB after which the new document shall be placed into effect immediately.

These Vacancy Guidelines were ratified effective 15 March 2012