

# The Bylaws of the Appointments Committee

George Hang  
*Swarthmore College Student Council Appointments Chair*  
(Dated: May 3, 2006)

The Student Council Appointments Committee is responsible for the appointments of various college and student committees. By appointing appropriate students to serve on these college and student committees, the Appointments Committee strives to improve student life, to facilitate operations of the College, and to represent student interests.

On May 3, 2006, these bylaws were proposed by two-thirds of the entire Appointments Committee and approved by a majority of the entire Student Council.

## I. PROCEDURES

1 The Appointments Committee is composed of the Appointments Chair and four or five other members of Student Council.

2 Three members will constitute quorum.

3 These bylaws can be edited by a two-thirds vote of the Appointments Committee and majority approval of the Student Council. These bylaws serve as guidelines for the Appointments Committee as outlined in the Constitution and may not supercede the Constitution.

4.a The Appointments Chair chairs the Appointments Committee.

4.b In the case that the Appointments Chair will be absent, the Appointments Chair may designate a member of the Appointments Committee to be the acting chair beforehand for a specific period of time.

4.c No appointments decision may be made without the Appointments Chair or an acting chair present.

5.a If a member of the Appointments Committee feels that his or her objectivity is compromised concerning the appointments of any particular applicant, then such a member *must* recuse himself or herself from participating in any part of the appointments process for committees which that applicant has applied for.

5.b While recused members shall not participate in the appointments process, they are still considered as members present for purposes of meeting quorum.

5.c In the event of a tie and the Appointments Chair has recused himself or herself, the Appointments Committee remands the decision to the acting chair.

6.a A committee consisting only of student members and acts under the provision of Student Council is a student committee.

6.b A committee established by the administration of Swarthmore College that includes student membership and requests for student representatives from the Appointments Committee is a college committee.

## II. REGULAR APPOINTMENTS

7 At the end of each semester, the Appointments Committee will hold appointments for vacancies in the coming semester. The appointments at the end of the Fall semester is the Fall Appointments, and the appointments at the end of Spring semester is the Spring Appointments. Both Fall and Spring Appointments are regular appointments.

8 The deadline for applications of any regular appointments will be announced to the student body no later than two weeks prior to that deadline, excepting special appointments in 16.

9.a The Appointments Chair shall accept only applications properly submitted by the deadline set when open committee positions are first announced, unless applicant tardiness is due to unforeseeable circumstances, which the Appointments Chair may accept or reject the application at his or her discretion.

9.b If a late application has been accepted by the Appointments Chair, the Appointments Chair must make note of the tardiness during deliberations.

10 The Appointments Chair shall forward to the Appointments Committee any accepted application within three days after the application deadline.

11.a The Appointments Chair shall review each application and makes a recommendation of accept, reject, interview, or undecided with proper justification for each application. Recommendations of the Appointments Chair are to be presented before the entire Appointments Committee. These recommendations serve to facilitate and shorten the deliberation process.

11.b When reviewing applications for a committee, the Appointments Chair may consult with a representative of that committee to facilitate the process of making recommendations.

12 The Appointments Chair must notify each applicant of his or her application status (appointment, rejection, or interview) within two weeks after the application deadline.

### III. SPECIAL APPOINTMENTS

13 Rounds of appointments not part of the regular appointments processes are considered special appointments. Guidelines for special appointments are identical to those for regular appointments unless specified otherwise.

14.a If vacancies remain on college or student committees, the Appointments Committee may hold special appointments.

14.b The Appointments Committee may hold special appointments for a short-term college or student committee that addresses specific needs of the College and Student Council.

15 All special appointments processes (including notification of appointments) must be concluded prior to Fall Break during the Fall semester and prior to Spring Break during the Spring semester.

16 The deadline for applications of any special appointments round will be announced to the student body no later than one week prior to that deadline.

17.a If no interviews are to be held for a special appointments round, the Appointments Chair must notify each applicant of his or her application status (appointment or rejection) within one week after the application deadline.

17.b If interviews are to be held for a special appointments round, the Appointments Chair must notify each applicant of his or her application status (appointment or rejection) within two days after the final interview.

### IV. INTERVIEWS

18 No interview may occur without three members of the Appointments Committee present to conduct the interviews.

19 Interview times must be set by the announcement for open committee positions.

20 If interviews are to be held for any special appointments, they must occur no later than one week after the application deadline.

21.a Interviews must be held for appointments of focus funding student committees.

21.b Interviews must be held for appointments of student committees with life long terms.

22 When conducting interviews for focus funding student committees, a representative from that committee must be present to facilitate the interview process.