

Executive Branch Bylaws

Article 6. Policies and Procedures

Section 3. Impeachment

- A. The Assembly may impeach, if necessary, any of the Executive Officers. If impeachment charges are filed, the process shall be handled in accordance with the Student Government Association Constitution and the Operations Manual.

Section 4. Disciplinary Process for Executive Cabinet Members

- A. A complaint concerning an Executive Cabinet Member may be filed in writing citing specific examples of misconduct with the Executive Officers by any Senator or member of the Executive Branch.
- B. Upon receipt of complaint, the Executive Officers have one week to convene the Executive Branch Performance Review Committee to consider the matter.
 - i. The performance review committee will be made up of the Student Body President, the Student Body Vice President, the Student Body Executive Director, the President of the Assembly and the SGA Advisor; being chaired by the Student Body President.
- C. The Executive Branch Performance Review Committee shall use a three tiered process to investigate and determine a reasonable outcome for all parties involved.
 - i. Informal discussion: The individual who filed the complaint, complainant, shall meet with the respondent of said complaint, to discuss and resolve the matter in an informal environment
 - ii. Facilitation: If the complainant and the respondent cannot reach a resolution, the two parties must meet with a non-biased third party facilitator, who shall be a member of the Executive Branch Performance Review Committee, and the SGA Advisor or his/ her designee to further understand and resolve the conflict.
 - iii. Formal Performance Review Committee Hearing: If facilitation is unsuccessful, the Executive Branch Performance Review Committee shall convene to resolve the conflict. They must allow both the complainant and the respondent to speak to and answer questions from the Committee and from one another regarding the filled complaint. After the complainant and respondent have spoken the Committee may perform a further investigation that can include, but is not limited to: interviewing SGA Members, general students, University Staff, Faculty, and Administrators; going over constituent feedback, payroll records, and other pertinent documents. The Committee can recall both the Complainant and Respondent once more to discuss and ask questions regarding their findings. The Committee must then meet to decide the course of action that will be taken. *All hearings and deliberations of the*

Committee are to be conducted according to procedures established by the SGA Advisor.

Actions that can be taken by the Committee include:

1. No action. The Committee can determine that there is no cause for complaint and dismiss the complaint. The Committee is then immediately disbanded.
2. Formal Action – Reprimand. The Committee can determine that there is cause for complaint and that the respondent has acted in a manner that is inconsistent with the expectations of being a member of the Student Government Association. A formal, written reprimand shall then be issued to the respondent, noting future expectations. The Committee is then immediately disbanded.
3. Formal Action – Probation. The Committee can determine that there is cause for complaint and that the respondent should be placed on probation and given a designated interval of time in which the respondent is required to a specified course of action with which to regain good standing within the Association. The Committee shall then meet designated times to review the progress made by the respondent. At the conclusion of the probationary period the Committee shall either release the respondent from probationary status or take additional disciplinary action. The Committee is then immediately disbanded.
4. Formal Action – Dismissal. The Committee can determine that there is cause for complaint and that the behavior is severe enough to warrant dismissal from the Executive Cabinet position. The decision shall be communicated to the respondent in writing. The Committee is then immediately disbanded.

- D. The performance review committee shall present their findings to the SGA Executive Committee along with the course of action taken.

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