STUDENT GOVERNMENT: THE STUDENT ADVOCACY COUNCIL OF METROPOLITAN STATE UNIVERSITY OF DENVER

*FALL SESSION*

*August 19, 2026*

Resolution to Create an Appointment Advisory Committee

*CR FA26-05*

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ENDORSED BY: Will Coats

ABSTRACT:

The purpose of this legislation is to establish an Appointment Advisory Committee and a structured appointment process for filling a vacant Student Advocacy Council (TSAC) Councilor position. TSAC has historically experienced Councilor vacancies during its operating cycles, and the current practice of redistributing the vacant Councilor's compensation among remaining members does not replace the lost capacity, workload, productivity, institutional knowledge, or student representation associated with the position.

Because the current vacancy has occurred early in the academic year, TSAC has an opportunity to recruit, select, and onboard a new Councilor while allowing sufficient time for the selected student to become familiar with the Council, its responsibilities, and its ongoing initiatives. This resolution establishes a transparent and structured appointment process in which an Appointment Advisory Committee will oversee recruitment, review applications, conduct interviews, and recommend finalists to the General Council.

The final decision to fill the vacancy will remain with the full TSAC Council. This process may also serve as a pilot program that can later be evaluated and potentially incorporated into the TSAC Constitution as a standardized procedure for filling future Councilor vacancies.

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WHEREAS: The Student Advocacy Council is committed to supporting the ever-evolving needs of MSU Denver students and ensuring that the needs, concerns, and perspectives of the student body are represented through the work and advocacy of its Councilors; and

WHEREAS: TSAC currently has a vacant Councilor position, resulting in a reduction of the Council's overall capacity, student representation, and ability to distribute responsibilities among

its members, particularly when accounting for external-facing responsibilities and ongoing initiatives; and

WHEREAS: TSAC has historically experienced Councilor vacancies during its operating cycles, and the practice of redistributing the compensation of a vacant position among remaining Council members does not replace the time, productivity, institutional knowledge, labor, or student representation lost when a Councilor leaves their position; and

WHEREAS: It is not reasonable to expect existing Councilors to consistently absorb the additional responsibilities and workload of a vacant position solely because its compensation has been redistributed, as Councilors are students first and already have established academic, professional, and personal responsibilities in addition to their expected TSAC commitments; and

WHEREAS: The current vacancy has occurred early in the academic year, providing TSAC with an opportunity to recruit, select, and adequately onboard a new Councilor while allowing sufficient time for that individual to become familiar with the Council and its responsibilities; and

WHEREAS: A structured and transparent appointment process would allow TSAC to recruit interested students, review applicants based on established qualifications, and provide qualified candidates with an opportunity to participate in an equitable application and interview process before the full Council makes a final decision; and

WHEREAS: Establishing an Appointment Advisory Committee would allow a smaller group of Council members to efficiently manage the recruitment, application review, and interview process while preserving the authority of the full Student Advocacy Council to make the final appointment; and

WHEREAS: The creation of a formal appointment process may provide TSAC with a framework that can be evaluated, amended, and potentially incorporated into the TSAC Constitution to establish a standardized procedure for responding to future Councilor vacancies;

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**THEREFORE, BE IT RESOLVED:**

Student Government: The Student Advocacy Council shall establish a temporary Appointment Advisory Committeeand appointment process for the purpose of filling the current vacant TSAC Councilor position under the following structure.

I. Purpose

The purpose of the Appointment Advisory Committee is to:

- Coordinate a transparent and organized process for filling the current vacant TSAC Councilor position.

- Recruit qualified and interested MSU Denver students to apply for the position.
- Review submitted applications using established qualifications and criteria.
- Conduct interviews with qualified applicants.
- Recommend finalists to the General Council.
- Preserve the authority of the full TSAC Council to make the final appointment.
- Create a process that may be evaluated and potentially adapted for future Councilor vacancies.

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**II. Appointment Advisory Committee Committee Membership**

The Appointment Advisory Committee shall consist of at least three (3) TSAC Councilors.

The General Council shall determine the final number of committee members.

Committee members shall be selected and approved by the General Council at a weekly TSAC meeting.

The committee shall exist for the purpose of filling the current vacant Councilor position unless the General Council takes additional action to extend or modify its responsibilities.

Committee Authority and Responsibilities

**The Appointment Advisory Committee shall:**

Assist with coordinating the recruitment process.

Review all submitted and valid applications.

Determine which applicants meet the eligibility requirements established for the position.

Select qualified applicants to advance to the interview process.

Conduct interviews with selected applicants.

Evaluate applicants based on their qualifications, interview responses, understanding of the responsibilities of a TSAC Councilor, and ability to contribute to the mission and work of the Student Advocacy Council.

Select finalists to recommend to the General Council.

The Appointment Advisory Committee shall serve in an advisory and screening capacity and shall not have the independent authority to appoint a candidate to the vacant Councilor position.

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**III. Recruitment and Public Relations**

TSAC shall conduct a coordinated recruitment campaign to ensure that eligible MSU Denver students are aware of the vacant Councilor position.

Recruitment efforts may include:

An Instagram grid post announcing the vacancy.

Instagram stories and informational slides outlining the position, responsibilities, qualifications, and application process.

A direct link to the application through social media platforms.

A simplified flyer containing information about the position and a QR code linking to the application.

A-frame advertisements and approved posters placed throughout campus.

Flyers distributed during Welcome Week and other appropriate student-facing events.

An email sent to student organization leaders encouraging them to share the opportunity with their members.

Word-of-mouth recruitment by TSAC Councilors and other members of Student Government.

Publication of the application through RoadrunnerLink or another appropriate university platform.

The Public Relations Committee shall assist with the creation and distribution of recruitment materials.

Recruitment materials should clearly identify:

The vacant position.

The responsibilities and expectations of a TSAC Councilor.

Eligibility requirements.

The application deadline.

The interview and selection process.

How students can access and submit the application.

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**IV. Eligibility and Application Requirements**

Applicants for the vacant Councilor position must:

Meet all eligibility requirements for Council membership outlined in the TSAC Constitution.

Remain eligible throughout the appointment and service process.

Complete the required application.

Complete the application questionnaire and respond to the initial written questions provided by TSAC.

Collect at least twenty (20) signatures from eligible MSU Denver students who are not current members of TSAC.

Submit all required application materials by the established deadline.

The General Council or Appointment Advisory Committee may establish reasonable administrative procedures for verifying the validity of submitted applications and signatures.

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**V. Application Review and Anonymity**

The application review process shall be designed to promote fairness and reduce potential bias.

Following the application deadline, the Executive Assistant or another designated neutral administrator shall collect all submitted applications.

When reasonably possible, identifying information shall be removed or redacted before applications are distributed to the Appointment Advisory Committee for initial review.

Information that may be removed or redacted may include the applicant's name and other unnecessary identifying information.

Applications shall retain all information necessary for the committee to evaluate the applicant's qualifications and responses.

The Executive Assistant or designated administrator shall maintain the original applications and applicant identities.

Applicant identities may be disclosed when necessary for scheduling interviews and advancing candidates through subsequent stages of the appointment process.

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**VI. Candidate Selection and Interviews**

Application Screening

The Appointment Advisory Committee shall review all submitted and valid applications.

Applications that do not meet the minimum eligibility or submission requirements may be removed from consideration.

The committee shall evaluate eligible applicants based on established qualifications and the information provided in their applications.

Through a majority vote of the committee members, the Appointment Advisory Committee shall select approximately three (3) to four (4) of the most qualified applicants to advance to the interview stage.

**Interviews**

The Appointment Advisory Committee shall schedule and conduct interviews with the selected applicants.

Applicants should be evaluated using an organized and substantially consistent interview process.

Interview questions should relate to:

The applicant's understanding of TSAC.

Their interest in student advocacy.

Their understanding of the responsibilities of a Councilor.

Their ability to work collaboratively with other Councilors.

Their ability to manage the expected responsibilities and time commitment of the position.

Their goals and potential contributions to TSAC.

Committee members may ask reasonable follow-up questions based on an applicant's responses.

**Selection of Finalists**

Following the completion of all interviews, the Appointment Advisory Committee shall evaluate the interviewed applicants.

Through a majority vote of its members, the committee shall select two (2) finalists.

The committee shall recommend both finalists to the General Council for final consideration.

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## VII. Final Appointment

The two finalists shall be introduced to the General Council at the soonest practicable weekly TSAC meeting.

Finalists may be given an opportunity to introduce themselves and explain their interest in serving as a TSAC Councilor.

The General Council may ask finalists reasonable questions regarding their qualifications, goals, and ability to fulfill the responsibilities of the position.

The Appointment Advisory Committee may provide the General Council with a summary of the selection process and the qualifications of each finalist.

The full TSAC Council shall retain the authority to make the final appointment.

The candidate selected to fill the vacant Councilor position shall be determined through a supermajority vote of the General Council, subject to the requirements of the TSAC Constitution and other applicable governing documents.

If neither finalist receives the required vote, the General Council may determine whether to reconsider the finalists, advance another interviewed applicant, or reopen the application process.

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**VIII. Onboarding and Transition**

Following the appointment of a new Councilor:

The selected student shall complete any required University or Student Government onboarding requirements.

TSAC shall provide an orientation to the Council's structure, responsibilities, procedures, and expectations.

The new Councilor shall be introduced to ongoing TSAC initiatives and relevant committee work.

Councilors, the Executive Assistant, and Advisors may assist with the new Councilor's transition into the position.

The onboarding process should provide the new Councilor with sufficient information and support to begin participating effectively in Council responsibilities.

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**IX. Program Review and Future Consideration**

Because this appointment process is being established to address the current Councilor vacancy, TSAC may evaluate the effectiveness of the process following the completion of the appointment.

The review may include consideration of:

The number of students who applied.

The effectiveness of recruitment and public relations efforts.

The effectiveness of the anonymous application review process.

The application requirements and signature requirement.

The interview and finalist selection process.

The effectiveness of the General Council's final appointment process.

Feedback from committee members, Councilors, applicants, and Advisors.

Recommendations for improving the process for future vacancies.

Any permanent change to the appointment process or incorporation of the process into the TSAC Constitution shall require the appropriate amendment or legislative process and must remain consistent with applicable University requirements and governing documents.

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**FINALLY, BE IT RESOLVED:**

That the Appointment Advisory Committee and appointment process established by this resolution shall be implemented following the passage of this resolution, with the General Council, Appointment Advisory Committee, Public Relations Committee, Executive Assistant, Advisors, and other appropriate members of SG:TSAC working together to begin recruitment, application review, candidate selection, and onboarding for the vacant TSAC Councilor position.

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**Signatures of Authors:**

/s/ *COUNCILOR*

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*Maisie Vilchis, Councilor*
DATE: _____

/s/ *COUNCILOR*

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*NAME, Councilor*
DATE: _____

/s/ *COUNCILOR*

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*NAME, Councilor*
DATE: _____

/s/ *COUNCILOR*

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*NAME, Councilor*
DATE: _____

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I, *(CHAIR OF MEETING)*, attest that on the _____ day of _____, 2026, this resolution passed with a vote of _____ for & _____ against, with _____ abstaining.

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*NAME OF CHAIR, Presiding Chair*