

## **TOP LEADERS APPOINTMENT POLICY**

*APPROVED January 2006*

*AMENDED February 2011 | AMENDED April 2012 | AMENDED November 2013*

### **PURPOSE**

Student leaders within the Student Media at N.C. State University determine the content of all media. By policy and practice, the Student Media are public forums for student expression. To that end, the training, development and selection of qualified and experienced leaders is a top priority, as is maintaining continuity on each staff. Throughout this policy, the phrase “top editors/managers” refers only to those individuals hired by the Student Media Board.

### **POLICY**

#### 1. Timeline

- January: Before the second Friday in January, all current top editors/managers shall be advised to inform their staffs that appointment of new top editors/managers shall take place at the March meeting.
- February: Applications will be due on the first Thursday in February, with advisory board meetings to be held between the application’s due date and the day before the March board meeting.
- March: The appointment of top editors/managers for the following year shall take place at the March meeting of the Student Media Board of Directors before the second Friday in March.
- The day after the last day of classes in the spring semester: All top editors/managers take over responsibility for the following year’s publication/media.

#### 2. Minimum Requirements

- The candidate must have been a member of that media for at least two full semesters. \*
- The candidate must have at least two semesters remaining as an N.C. State University student. \*
- The candidate must have at least a 2.50 cumulative grade point average and must maintain a 2.50 semester and cumulative GPA.
- The candidate must be a full-time N.C. State University student.
- The candidate must be free of active disciplinary sanctions, subject to the review of the Office of Student Conduct.

(\*These requirements may be waived at the discretion of the Student Media Board of Directors.)

All requirements are in compliance with the [University regulation for undergraduate student leadership](#).

#### 3. Process

- During the March meeting and any other meeting at which an appointment will be made, applicants shall appear before the Student Media Board of Directors meeting in executive session to answer questions pertaining to the their qualifications.
- Current top editors/manager may not vote on their successors. However, they may, and are encouraged, to participate in the discussion.
- The final appointment shall be determined by majority vote of the voting Board members present.

- If the vote does not result in a majority winner, then a run-off shall occur between the tied candidates or the two candidates with the most votes, until there is a majority winner. If there are not two top candidates and there is a tie between any two candidates that would be the second candidate in a run-off, then a run-off between these two candidates will occur to determine which candidates will be in the run-off.
4. Terms of office
- All top editors/managers and their staffs begin their term in office the day after the last day of classes in the spring semester and continue until the last day of classes in the following spring. For annual publications, the outgoing editors' responsibilities for book distribution only continue until the end of the spring semester.
  - All top editors/managers retain their position on the Student Media Board of Directors only while in office.
5. Vacancies
- Should a top editor/manager resign or be removed from office, the Student Media Board of Directors will, immediately upon notification, advertise for two weeks that the position is vacant. At the end of the two-week period, the Student Media Board of Directors shall appoint a new top editor/manager within 48 hours in a manner consistent with the initial hiring of all top editors/managers. The Student Media Board of Directors may appoint, by majority vote, an interim manager until a permanent replacement can be found.