

University of Nevada, Las Vegas

## **Policy Request Memorandum**

**To:** Graduate and Professional Student Association Council Representatives

**From:** Graduate and Professional Student Association Executive Board

**Subject:** Policy Request Memo for President's Cabinet Reorganization

**Date:** June 4, 2025

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### **Introduction**

The Graduate and Professional Student Association (GPSA) Executive Board at the University of Nevada, Las Vegas (UNLV) requests the GPSA Council to reassess the structure of the President's Cabinet. Previously, the GPSA Executive Board (Meeting 44-04) approved an Attorney General position to oversee Council, Committee, and Executive Board compliance with our constitution and bylaws. However, the Attorney General position was not filled during the 44th session and was not housed under a specific Division of the GPSA. The Executive Board recommends the restructuring of the President's Cabinet so that the Attorney General will be the head of the Division of Operations. The Executive Board also recommends that the Council approve a new GPSA Historian Position whose responsibilities are to archive and reference materials from previous GPSA sessions to provide context for current operations.

### **Purpose**

The GPSA Executive Board has identified the need for clarification on the roles and responsibilities of the President's Cabinet. Previously, the Division of Operations was led by a Director, similar to our other Divisions (Communications & Marketing; Engagement & Outreach). The Director of Operations, however, has been vacant since May 2024 with most duties transferring to the GPSA Business Manager and Graduate Assistant.

Additionally, GPSA's Council and Committees have experienced several Open Meeting Law hurdles in the past year as well as general confusion on the structure and procedures of these public bodies. The Attorney General position was created with the intent of providing oversight for the Executive Board, Council, and our internal Committees by ensuring compliance with the GPSA Constitution and Bylaws. The Attorney General also has not been designated to a specific Division which would provide a consistent framework for their expected duties.

The GPSA has also experienced considerable breaks in institutional knowledge across Executive Boards and Councils, relying heavily on transition documents created by those leaving office. By creating a position dedicated to the historical processes, procedures, and operating policies of the GPSA the organization will be better equipped to handle complex questions of policy and procedure. The Historian will be expected to maintain and organize GPSA's historical documents, including previous versions of the Constitution, Bylaws, and operating policies of the Council and its Committees. The Historian will be available for consultation with Executive Board and Council members who wish to revise or introduce new policies for the GPSA.

## **Suggested Revisions**

The Executive Board has submit for recommendation the following changes to the organization of the President's Cabinet:

1. **Action Item 1:** Designation of the GPSA Attorney General as the Director of Operations, with the understanding that the Attorney General will oversee the organization's compliance with our Constitution, Bylaws, and Operating Policies.
  - a. **Appointment Process:** The Attorney General shall be appointed by the President and approved by the GPSA Council with a simple majority vote.
2. **Action Item 2:** Creation of a new GPSA Historian position, whose semester-based compensation shall be determined through the annual budget process (adopted at Ways & Means Committee 44-11), and with the understanding that the Historian will maintain GPSA's records and consult with members of the Executive Board and Council regarding the adoption of resolutions, policy statements, Bylaws, or similar documents of the organization in previous sessions. The Historian will be housed under the Division of Operations.
  - a. **Appointment Process:** The Historian shall be appointed by the President in consultation with the Executive Board.

## **Conclusion**

The requested policy revision reflects the Executive Board's commitment to the modernization of GPSA's operations. By centralizing responsibilities for compliance into the Division of Operations, the GPSA's Council, Committees, and Executive Board will be better equipped to answer questions of internal organization and to pursue new initiatives in an efficient and transparent manner. Clarifying the role and responsibilities of the Attorney General position will also make the hiring for this position far easier with clear expectations for those interested in leadership positions within GPSA. It is also necessary for organizational legitimacy to maintain clear records of previous sessions' deliberations and to have the capacity to understand the context of previous resolutions' or policy statements' adoption/failure.

Thank you for your attention to these requests.

In Solidarity,

GPSA President Devin Lopez, on behalf of the Executive Board of the Graduate and Professional Student Association