



# Student Assembly

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## Resolution 47: Committee Chair Information Transfer

**Abstract:** Ensuring that information gets passed down from previous committee chairs to the current term chair, through a master governing document with suggested guidelines.

**Authored by:** Lydia Blum '27

**Endorsed by:** Eeshaan Chaudhuri '27, Christian Tarala '27, Alexander Walters '28

**Reviewed by:**

**Type of Action:** Internal Policy

**Originally Presented:** 02/12/2026

**Current Status:** Adopted by the Assembly, Unanimous Consent, 02/19/2026

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**Whereas,** incoming committee chairs often lack guidance, resources, and information necessary to effectively run their specific committees,

**Whereas,** outgoing committee chairs frequently leave little insufficient records for the incoming committee chairs, leaving a knowledge gap that takes weeks to bridge and limits early-term committee effectiveness,

**Whereas,** a standardized transfer of information reduces the length of the adjustment period and improves continuity across terms,

**Be it therefore resolved,** that a governing document shall be created and maintained by each committee chair while remaining consistent with the specified guidelines,

**Be it further resolved,** the governing document must include, but is not limited to: the committee's charge (as defined in the Bylaws), full meeting minutes for the current and previous term, all finished and unfinished project outlines, relevant faculty contacts, and any other relevant policies or notes unique to the committee,

**Be it further resolved,** that the governing document shall be updated on a semesterly basis by the committee chair, with a formal sign-off by the outgoing chair,

**Be it further resolved,** that outgoing committee chairs shall meet with their successors prior to the end of the term to review the governing document and provide a comprehensive overview of ongoing and pending work;



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29 **Be it further resolved,** that all committee chairs shall complete and maintain the governing  
30 document in alignment with these guidelines, and that the Chief of Staff review the document for  
31 consistency prior to dissemination.

32 **Be it finally resolved,** that the Chief of Staff ensures proper communication of updated  
33 guidelines to Executive Board members.

34 Respectfully Submitted,

35 Lydia Blum '27

36 College of Agriculture and Life Sciences Representative, *Student Assembly*

37 Eeshaan Chaudhuri '27

38 *Vice Chair of Operations, University Assembly*

39 Christian Tarala '27

40 Nolan School for Hotel Administration Representative, *Student Assembly*

41 Alexander Walters '28

42 *Chief of Staff of the Student Assembly,*

43 LGBTQIA+ Students Representative, *Student Assembly*