



**Associated Students of Western Washington University**  
Minority Employment Council/Task Force Charge & Charter  
January 2012

- I. CHARGE** Oversees the hiring practices and recommends improvements to assure underrepresented students have equal opportunity in the AS. Advocate, identify and make the Personnel Director aware of diversity issues that arise. Advises and makes recommendations in promoting diversity in hiring for the AS.
- II. MEMBERSHIP** Vice President for Diversity, Chairperson  
Resource and Outreach Programs Director  
Womens Center Representative  
Ethnic Student Center Representative  
Queer Resource Center Representative  
Disability Outreach Center Representative  
Veterans Outreach Center Representative  
AS President (optional)  
Personnel Director (optional)  
Advisor (non-voting)
- III. CHAIR** The Chairperson shall be the Vice President for Diversity. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be selected at the discretion of the task force and acts in the absence of the Chairperson.
- IV. MEETINGS** Meetings shall be called by the Chair. The task force shall meet at least once per quarter, with a minimum of twenty four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five (25%) of the seated, voting membership.
- V. VOTING** Decisions shall be made by consensus. If consensus cannot be made, any voting member can make a motion. In order for a motion to pass it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.
- VI. QUORUM** A majority of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.
- VH. SUBCOMMITTEES** In order to provide for coordination and direction, the task force may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the task force with respect to procedure.
- VIII. RULES OF OPERATION** The task force may adopt and amend rules of operation governing its operation by a majority vote of the task force, subject to review or approval by the AS Board of Directors.
- IX. AMENDMENTS** This Charter may be amended by a majority vote of the AS Board of Directors
- X. REPORTAGE** This task force shall report to the AS Board of Directors through the Vice President for Diversity.