



## Associated Students of Western Washington University

Personnel Committee Charge & Charter

August 2013 October 2013

### I. CHARGE

The AS Personnel Committee acts as an advisory council providing input and direction for the Personnel Office by:

- Advising the Personnel Director in decision-making related to personnel matters.
- Making recommendations to the AS Board of Directors concerning personnel issues.
- Reviewing and updating AS Employee related policies and documents.
- Making decisions that are within the purview of the Committee in accordance with the AS Employment Policy, (e.g. Position Changes, Promotions, Ratifying new employees and performance issues.)
- Hearing and making funding decisions for requests in excess of \$400 from the Student Development Fund (FXXSDV).

### II. MEMBERSHIP

Personnel Director, Chair

Assistant Personnel Director 1 or 2, Vice Chair- (selected by the Personnel Director)

AS Vice President for Business & Operations

AS Vice President for Diversity

AS Business Director

Representation from Management Council (MC) (to be selected by MC)

Secretary, non-voting

Advisor, non-voting

### III. CHAIR

The Chairperson shall be the Personnel Director. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the Personnel Assistant Director 1 or 2, which will be selected by the Personnel Director and acts in the absence of the Chairperson.

### IV. MEETINGS

Meetings shall be called by the Chair. The committee shall meet at the discretion of the Personnel Director with a minimum of twenty four (24) hours notice.

Generally meetings will be weekly during winter and spring quarters pending requirement due to personnel issues. Meetings may also be called by any member with support of at least twenty-five (25%) of the seated, voting membership.

### V. VOTING

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. In the event of a tie, Personnel Committee will defer the motion in question to the AS board of Directors.

### 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. During summer, this council may meet with an additional Management Council Representative in place of the Assistant Personnel Director 1 or 2.

### VII. SUBCOMMITTEES

In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

### VIII. RULES

The committee may adopt rules governing its operation by a majority vote of the legal voting members, 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 committee shall report to the AS Board of Directors through the Personnel Director.