



2nd Revision to Personnel CC

Proposed Motions: *Approved the amended changes to the Personnel Committee Charge and Charter with the stipulation that the outgoing & incoming VP for Business & Operations communicate about the stated change.*

Sponsor: *Hung Le, AS VP Business & Operations*

Persons of Contact: *VP BusOps, Personnel Director, Lisa Rosenberg*

Date: *October 2013*

Attached Document

Personnel Committee Charge & Charter

Background & Context

For the first time, Personnel Committee met during the summer this year. To facilitate those meetings, the charge and charter was amended to allow for that to happen.

QUOROM

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

As a result, Personnel Committee both the Business Director and AS Productions director involved in this summer's meetings. We felt that the input and inclusion of the Business Director in the Personnel conversations were extremely beneficial for the Personnel Office & the business Office. Overall, there was increased communication and better understanding of what was required of each office.

Summary of Proposal

Since it proved so beneficial to have the Business Director in Personnel Meetings during the summer, it would prudent to do so for the remainder of the year. However, adding them to the voting membership would mean there would be an even number of voters (6).

*To negate this, after discussion with the Personnel Director and Asst. Director of Student activities, we agreed the best course of action would be to have 6 voting members **and** in the case of a tie, the Personnel Committee would defer judgment on the motion in question to the AS Board of Directors.*

Rationale

Since each year, Board Members are responsible for updating their respective charge and charters, this change is not necessary permanent. As a part of the internship with the incoming VP for Business and Operations, the current VP for Business and Operations would give them feedback on how effective this proposed change was for this year. It would be up them to continue with it or not.



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.