



**Associated Students of Western Washington University**  
**Personnel Committee Charge & Charter**  
**~~October 2013~~ July 2014**

**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 (Vice Chair)

AS Vice President for Diversity

AS Business Director

~~Representation Representative from Management Council (MC) (to be selected by MC VP for Business and Operations during summer only)~~

Secretary, non-voting

~~Advisor, non-voting Advisor, Assistant Director of Student Activities (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 held bi-weekly during fall quarter and weekly during winter and spring quarters pending requirement depending on needs due to personnel issues. ~~Meetings will be called during summer as needed.~~ 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 bBoard 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.