



Associated Students of Western Washington University
Personnel Committee Charge & Charter
October 2018

I. CHARGE

The AS Personnel Committee acts as a decision making body and an advisory council providing input and consulting for the Personnel Office by:

- Advising the Personnel Director in decision-making related to personnel matters.
- Reviewing and updating AS Employee related policies and submitting changes for approval to the AS Board of Directors.
- Making decisions that are within the purview of the Committee in accordance with the AS Employment Policy. (e.g. Position Changes, Promotions, performance issues, and job descriptions.)
- Hearing and making funding decisions for requests in excess of \$500 from the Student Development Fund (FXXSDV).

II. MEMBERSHIP

AS Personnel Director (Chair)
AS Vice President for Diversity
AS Vice President for Business and Operations
AS Business Director
Management Council Representative (appointed by Management Council)
AS Student Senator (non-voting)
Secretary (non-voting)
Assistant Director of Student Activities (non-voting, advisor)

III. CHAIR

The Chairperson shall be the Personnel Director. The Chairperson shall convene the meetings, develop agendas, and preside at all meetings. The Vice-Chairperson shall be appointed by the Personnel Committee.

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, weekly during winter, and spring quarters 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 percent (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, but no less than half the committee membership's affirmative votes. An abstention shall not count as a legal vote cast. In an 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 quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.
- 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. AMENDMENTS** This Charter may be amended by a majority vote of the AS Board of Directors.
- IX. REPORTAGE** This committee shall report to the AS Board of Directors through the Personnel Director.