



Associated Students of Western Washington University

Personnel Committee Charter

Expires on October 1, 202019

I. CHARGE

The purpose of the AS Personnel Committee is to act 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 approving edits to the AS Personnel Policy, updating AS Employee related policies and submitting changes for approval to the AS Executive Board.
- Making decisions that are within the purview of the Committee in accordance with the AS Personnel-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 EmployeeStudent Development Fund (FXXSDV).

II. MEMBERSHIP

Voting:

AS Personnel Director (Chair)

AS Personnel Development Coordinator

AS Vice President for Diversity

AS Student Senator (Appointed by the AS Senate Pro Tempore)AS Vice President for Business and Operations

AS Business Director

AS Assessment Coordinator

AS Program Representative (Appointed by the AS VP of Activities)

Management Council Representative

Non-voting:

Student Senator

Secretary

Assistant Director of Student Activities (Advisor)

III. CHAIR

The Chairperson shall be the Personnel Director. They 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. An abstention shall not count as a legal vote cast. Committee Members may refer matters to either the AS Executive Board and/or the AS Student Senate by majority vote. In the event of a tie, Personnel Committee will defer the motion in question to the AS Executive Board.

VI. APPEAL PROCESS

After a decision is made by the AS Personnel Committee, the affected party may submit an appeal that shall be reviewed by the AS Executive Board. If an appeal is submitted, the affected party must also notify the AS Personnel Director.

VI.VII. 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.

VII.VIII. 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.IX. RULES OF OPERATIONS

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 Executive Board.

IX.X. AMENDMENTS

This Charter may be amended by a majority vote of the AS Executive Board.

X.XI. REPORTAGE

This committee shall report to the AS Executive Board through the Personnel Director.