



Associated Students of Western Washington University

Personnel Committee Charge & Charter

~~March 201~~ November 2012

- I. CHARGE** To advise the AS Personnel Director in decision-making related to personnel matters. To make recommendations to the Board of Directors concerning personnel issues. The AS Personnel Committee advises the Personnel Director in decision-making related to personnel matters and makes recommendations to the Board of Directors concerning personnel issues..
- II. MEMBERSHIP** Personnel Director, Chair
Assistant Personnel Director, Vice Chair
Assistant Personnel Director 1 or 2- to be selected by the Personnel Director, Vice Chair
Vice President for Business & Operations
Board Member to be selected by the Board of Directors
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.
- 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.
- 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.