I. CHARGE
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 1 or 2, (to be selected by the Personnel Director, Vice Chair)
AS Vice President for Business & Operations
Board Member (to be selected by the Board of Directors) AS Vice President for Diversity
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.