



# Associated Students of Western Washington University

## Personnel Committee Charge & Charter

~~September 2015~~ October 2016

### 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.
- ~~Making recommendations to the AS Board of Directors concerning personnel issues, and processes (E.g. hiring, trainings) including but not limiting to the AS employment policy~~
- Reviewing and updating AS Employee related policies and documents 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, Ratifying new employees and performance issues, and job descriptions.)
- Hearing and making funding decisions for requests in excess of \$400 from the Student Development Fund (FXXSDV).

### II. MEMBERSHIP

Personnel Director, Chair

AS Vice President for Business & Operations (Vice Chair)

AS Vice President for Diversity

AS Business Director

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

Secretary, ~~(non-voting)~~

~~Advisor,~~ Assistant Director of Student Activities (nNon-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 the Vice President for Business and Operations, 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 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. In the 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 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.