

**ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY**  
**Personnel Committee Charge and Charter**  
September, 2009

- I. CHARGE** Advise the AS Personnel Director in decision-making related to personnel matters. Assist in developing and implementing policies and procedures, which will aid in handling personnel issues and create consistency in the AS Personnel Office. Assist in the reviewing of AS job descriptions and placement in salary levels. The committee is responsible for reporting all policy and procedural changes to the AS Board of Directors ~~for final approval.~~
- II. MEMBERSHIP**
- AS Personnel Director, Chair
  - Assistant Personnel Director, Vice Chair
  - Vice President for Business and Operations
  - Advisor, non-voting
- III. CHAIR** The Chairperson shall be the AS Personnel Director. S(he) convenes all meetings, approves agendas, and presides at all meetings. In the absence of the chair the vice chair shall convene meetings, approve agendas, and presides meetings as necessary.
- IV. MEETINGS** The committee shall meet as necessary. Meetings shall be called by the Chairperson with a minimum of twenty-four (24) hours notice.
- 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 seated 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. AMENDMENTS** This Charge and Charter may be amended by a majority vote of the AS Board of Directors.
- VIII. PROCEDURES RULES** The committee may adopt ~~procedures rules~~ governing its operation by a majority vote of the legal voting members.
- VIII. REPORTAGE** This committee shall report to the AS Board of Directors.