

**Washington State University
Administrative Professional Advisory Council
Guiding Principles
Amended May 12th, 2016**

Office Support Personnel

1. The APAC will have an office support position. This position is shared with the Faculty Senate.
2. The office support position will be involved in APAC business and attend all APAC meetings, including Executive sessions.
3. The office support position has no voting privileges.

Terms

Council Members

1. Consecutive terms of membership may be allowed for a total of up to two (2) regular terms.
2. A new Council Member appointed to a partial term of less than eighteen (18) months will be eligible for two additional three (3) year terms
3. Any Council member who has reached the consecutive term limits will be eligible for reappointment to the Council after a One (1) year break in service. Consecutive term limits will start over after this two (2) year break in service.
4. The NCPS Liaison Council Member's term shall be two (2) years with an option to be elected to serve another two (2) year term.

Alternates

1. Alternates may serve an indefinite number of one (1) year terms, whether consecutive or not.

Vacancies

Council Members

1. If a vacancy occurs prior to the end of a Council Member's term the APAC will evaluate and determine by majority vote of Council members in attendance whether to fill the position immediately or wait until the regular nomination session.
2. If a vacancy occurs prior to the end of a Council Member's term and the APAC determines that it needs to be filled prior to the regular nomination session, the position will be filled with one of the Alternates.
3. The APAC will vote in an executive session on which Alternate will be appointed to fill the unexpired term.
4. If no Alternates are available to fill the vacancy, the APAC will call for a special nomination session in order to fill the vacancy.
5. The new Council Member will be appointed to fill the remainder of the unexpired term.

Alternates

1. If a vacancy occurs prior to the end of an Alternate's term the APAC will evaluate and determine by majority vote of the Council members in attendance whether to fill the position immediately or wait until the regular nomination session.
2. If a vacancy occurs prior to the end of an Alternate's term and the APAC determines that it needs to be filled prior to the regular nomination session, the APAC will call for a special nomination session in order to fill the vacancy.
3. The Alternate position will be filled with an appointment for the remainder of the unexpired one (1) year term.

Nominations

1. Each year in January any member whose term is expiring that year and who is eligible for an additional term will be asked to submit their written request, to be appointed to an additional term, to the Membership sub-committee

The Membership sub-committee will compile the information and arrange for a vote by the Council, with a final decision being reached prior to the February APAC meeting. An executive session may be scheduled.

2. Each year in February the APAC will review the composition of its membership, identifying areas where representation needs to be strengthened, which will be identified in the nomination process and announcements.
3. Requests for nominations will be conducted in March of each year.
4. Nominations of potential Council Members and Alternates will be accepted in writing for thirty (30) days. Names of nominees will be submitted in writing to the APAC Office.
5. The Chair of the APAC membership sub-committee will ensure that all Council Members receive a copy of the nominations for review prior to the executive nomination review session.
6. The APAC will hold an executive nomination review session
7. In the executive nomination review session, the APAC will review all nominees and create a list of names for recommendation of appointment to Council Member positions.
8. Alternates shall consist of up to five (5) AP representatives with as many as two (2) from Pullman Campus and as many as three (3) from across the Washington State University community
9. The recommendation list will be submitted to the Ex-Officio Administration representative, who will extend the final appointments in writing.
10. The new Council members and Alternates will be invited to attend the first regularly scheduled Council meeting after receiving their written notice of appointment.

Special Nomination Session

1. Once the APAC determines that a special nomination session is needed to fill Council Member or Alternate position vacancies a notice of Nominations will be posted.
2. Nominations of potential Council Members and Alternates will be accepted for thirty (30) days or as determined by the Council.
3. Names of nominees will be submitted in writing to the APAC Office.
4. The Chair of the APAC membership sub-committee will ensure that all Council Members receive a copy of the nominations for review prior to the executive nomination review session.
5. The APAC will hold an executive nomination review session following the close of nominations.
6. In the executive nomination review session, the APAC will review all nominees and create a list of names for recommendation of appointment to Council Member positions.
7. In addition, the APAC may add a list of names equal to the number of Alternate position vacancies for recommendation of appointment to Alternate positions.
8. The recommendation list will be submitted to the Ex-Officio Administration representative, who will extend the final appointments in writing.
9. The new Council members and Alternates will be invited to attend the first regularly scheduled Council meeting after receiving their written notice of appointment.

Voting

1. Electronic voting via e-mail response from Council member's official WSU e-mail address is allowed.
2. Absentee voting by e-mail response from Council member's official WSU e-mail address and/or by Council member's signed written document delivered to the APAC office prior to the actual Council meeting vote is allowed.

Member Responsibilities

Professionalism

1. All APAC members must remember that they are representatives of Washington State University, the APAC, and thereby must act professionally.
2. All members are expected to understand confidentiality and respect the thoughts and ideas of other Council members, constituents, and guests.
3. All information discussed and shared during an Executive meeting session is confidential.

Attendance

1. All members are expected to attend regularly scheduled meetings.
2. If unable to attend a meeting, the member must contact the APAC office support or Secretary prior to or as soon after the missed meeting as possible to be excused.
3. A member's failure to follow attendance procedures will result in the member being listed as "Unexcused" in the meeting minutes.

Service

1. The APAC is a working Council and relies on active participation from its membership.
2. All members are expected to actively participate at the meetings and in sub-committee work and constituent visits.
3. Members will generally have the ability to identify what sub-committee(s) they would like to be appointed to.
4. The APAC reserves the right to appoint members to specific sub-committees based on need.
5. Members are expected to interact with constituents; sharing information and bringing concerns forward to the APAC.
6. Committee Strategic Plans will be provided each year .

Resignations

1. At times members must resign from their membership on APAC. The APAC respects the decision of a member who must step down.

2. A member must submit a written resignation to the Chair, providing as much notice as possible.
3. Resigning from the APAC does not exclude a person from future membership on the APAC, or from assisting with the APAC sub-committees and projects.

Removal from Appointment

1. The APAC has the right to remove any member who fails to meet the identified "Member Responsibilities".
2. Any member who is in violation of the Member Responsibilities will be contacted by the Chair to discuss the issues/concerns.
3. If the issues/concerns are not resolved the APAC will convene an executive session to discuss and vote on removal.
4. Any member may be removed from the APAC by a 2/3 vote of the currently appointed APAC Council members.
5. Written notification of the issues/concerns and consequent removal from the APAC will be provided to the member.

Officers

Terms

1. Newly elected Officers will preside over the APAC fall retreat.
2. A Council member may hold a specific Officer position for up to two (2) consecutive terms. Any Council member who has reached the consecutive Officer Term limits will be eligible for election to that specific Officer position again after a 1-year break in service. Consecutive limits will start over after this 1-year break in service.

Nominations

1. Nominations will be accepted through and up to the actual voting of the Council for each Officer position in the executive election session.
2. Nominations may be submitted in writing to the APAC Office "prior to the March executive election session, allowing for self-nomination; or they may be done verbally during the executive election session.

3. Any member nominated has the right to decline the nomination. The APAC respects the decision of a member who declines a nomination.

Voting

1. The election of officers will take place before April 15 during an executive election session.
2. This executive election session may be part of the March monthly APAC meeting, or may be a special meeting scheduled as needed.
3. Officer positions will be elected in the following order:
 - Chair
 - Vice Chair
 - Secretary/Treasurer
4. The Vice-Chair will read the list of nominations for the position being elected.
5. At this time, any member nominated has the right to decline the nomination. The APAC respects the decision of a member who declines a nomination.
6. At this time additional nominations will be accepted from the floor.
7. If more than one person has been nominated for the position, candidates will be asked to leave the room during the discussion period.
8. The Vice-Chair will call for discussion of the candidates.
9. The candidates have the right to vote in the election and will be brought back into the room prior to the actual voting.
10. The Vice-Chair will call for a vote of the candidates by ballot.
11. In the event of a tie the top candidates will be asked to leave the room again. They will be brought back in one at a time and will have the opportunity to address the Council.
12. The Vice-Chair will call for a second vote of the candidates by ballot.
13. In the event of a second tie the election will be determined by lot.

Officer Responsibilities

Office Support Position

- A large portion of the office support position's responsibilities include assisting the APAC Officers with their identified responsibilities

Chair

- Lead and organize the APAC meetings; develop meeting agendas
- Represent the APAC at the Board of Regents meetings and others at the request of the President
- Participate in Commencement ceremonies
- Prepare the APAC Annual Report to be presented to the President; identifying accomplishments of the past year
- Be the primary liaison with Administration for AP employees
- Assist Administration as necessary to further AP career growth at WSU
- Serve on University committees as requested
- Represent the APAC at University functions

Vice Chair

- Assist the Chair in leading and organizing the APAC
- Perform all duties of the Chair when he/she is unable to do so
- Oversee the Election process
- Oversee all of the APAC Sub-Committees

Secretary/Treasurer

- Provide a sign-in sheet at each meeting for guests
- Provide agendas at each meeting for guests
- Document membership attendance at each meeting

- Record minutes of each meeting
- Distribute draft copies of minutes to all APAC members for review within two (2) weeks of each meeting
- Maintain the files and documents of the APAC
- Schedule rooms, dates, and times for the APAC meetings
- Serve as the point of contact for the APAC paperwork processing
- Provide a treasurer's report at the annual retreat

Removal from Officer Position

1. The Executive Committee will contact the Officer who is in violation of the Officer Responsibilities to discuss the issues/concerns.
2. If the issues/concerns are not resolved the APAC will convene an executive session to discuss and vote on removal.
3. Any Officer may be removed from the Officer position by a 2/3 vote of the currently appointed APAC Council members.
4. Written notification of the issues/concerns and consequent removal from the Officer position will be provided to the Officer.

APAC

Agenda

1. The agenda for each meeting will be prepared by the Chair, one week prior to each meeting, and a copy distributed to all members.

Minutes

1. Minutes will be recorded at each meeting of record.
2. Minutes of each meeting and any other information from the meeting that should be shared with all APs will be placed on the APAC website.

Special Meetings

1. The Council will determine at the beginning of each special meeting whether minutes will be taken.

Executive Sessions

Confidentiality of discussions is subject to any legally required disclosures and/or reporting obligations

1. Known Executive Session meetings are:
 - New Member Annual Nomination Process and Review
 - Officer Election

Budget

1. Yearly operating budgets will be established during the annual retreat.
2. Each sub-committee must submit their yearly budget requests at this time; supporting documentation should be attached.
3. Once each yearly operating budget has been approved by the entire Council, specific expenditure requests throughout the year will be submitted to the chair for approval.
4. If the chair believes the expenditure request is outside of the approved budget, the request will be brought to the entire Council for review.