

**APAC Guidelines**

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**ARTICLE I. NAME & PERSONNEL**

The name of this organization shall be: WASHINGTON STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL ADVISORY COUNCIL hereinafter referred to as the APAC.

**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.
4. The Office Support Personnel is responsible for the following duties:
  - a. Provide a sign-in sheet at each meeting for guests
  - b. Provide agendas at each meeting

- c. Document membership attendance at each meeting
- d. Record minutes of each meeting
- e. Distribute draft copies of minutes to all APAC members for review within two (2) weeks of each meeting
- f. Maintain the files and documents of the APAC
- g. Schedule rooms, dates, and times for the APAC meetings
- h. Serve as the point of contact for the APAC paperwork processing

## **ARTICLE II. MISSION**

The Administrative Professional Advisory Council (APAC) will provide institutional level advocacy in support of all administrative professional (AP) personnel system-wide, will maintain a variety of channels of communication to ensure effective interactions occur on a regular basis between APAC and its constituents, and will provide opportunities for professional development and recognition for AP employees.

1. Meeting regularly with WSU senior administration, including the president and provost, the WSU Board of Regents, and various University committees and councils.
2. Developing marketing and communication strategies to ensure our constituents fully understand our mission and goals and the means available to them to communicate with APAC members.
3. Provide a clear list of goals and objectives, published and updated annually.
4. Fostering the idea that APAC will assist AP employees in supporting their professional experience and development.
5. Bringing relevant and effective professional development to AP staff through guest speakers, seminars, scholarships, events, workshops and on-line tools.
6. Provide routine, systematic events to solicit and receive feedback from AP employees system-wide.

## **ARTICLE III. ORGANIZATIONAL STRUCTURE**

### **Council Members**

1. Each Council Member will be appointed to serve a three (3) year term.
2. Terms will be staggered every third year, allowing one third of the membership to be nominated and appointed each year when possible.
3. Terms will run from July 1 through June 30.

4. Consecutive terms of membership may be allowed for a total of up to two (2) regular terms.
5. A new Council Member appointed to a partial term of less than eighteen (18) months will remain eligible for two additional three (3) year terms.
6. 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 one (1) year break in service.
7. The NCPS Liaison Council Member's term shall be two (2) years with an option to be elected to serve one additional two (2) year term. Consecutive term limits will start over after a two (2) year break in service.

### **Alternates**

1. Each Alternate will be appointed to serve a one (1) year term.
2. Terms will run from July 1 through June 30.
3. Alternates may serve an indefinite number of one (1) year terms, whether consecutive or not.

### **Officers**

1. Officer positions will be for a one (1) year term.
2. Terms will run from July 1 through June 30.
3. Officer positions will take effect the same year as the election.
4. 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.

### **Executive Committee**

1. The Executive Committee will consist of:
  - Chair
  - Vice Chair
  - Treasurer
  - Past Chair (if not holding another executive committee title and willing to serve)
  - Past Vice Chair (if not holding another executive committee title and willing to serve)
2. Will represent the APAC at meetings with University Administration or other entities for discussing issues pertinent to AP employees.
3. Be vested with the authority and powers of the APAC when the APAC is not meeting; and will report back to the APAC any actions taken.

## **Voting**

1. Council members may vote in person, electronically, or by submitting an Absentee vote.
2. Electronic voting via e-mail response from Council member's official WSU e-mail address is allowed.
3. 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.

## **ARTICLE IV. MEMBERSHIP**

### **Council Members**

1. Council Members shall consist of AP representatives from across the Washington State University community. AP representation shall consist of no less than a FTE (Full-time Equivalent) ratio of 1:90 rounded down for each campus location or collective non-campus personnel. If there are less than 90 AP personnel at a campus location or collective non-campus locations then APAC representation will be 1. FTE counts will be taken as reported from WSU institutional research each January for the following year elections.
2. Council Members will have voting privileges and be entitled to participate in APAC business.
3. Committee may be formed for these topics and others as approved by APAC, as listed:
  - Budget
  - Speaker/Presentation
  - Events
  - Communication/Marketing
  - Professional Development
  - Strategic Planning/Guidelines
  - Elections/Membership
4. Ex-officio presentation on committees

### **Alternates**

1. Alternates shall consist of up to seven (7) AP representatives with a minimum of two (2) from Pullman Campus and as many as five (5) from across the Washington State University community.
2. Alternates do not have APAC Council voting privileges but Alternates are expected to participate in APAC business.

### **Ex-Officio Members**

1. Ex-Officio members to APAC will be designated and voted on as needed by the APAC Councilmembers.

### **Liaison Member to the Northwest Coalition of Professional Staff (NCPS)**

1. Said liaison member will be elected by the voting members for a two (2) year term.

2. Terms will run from July 1 through the end of the conference of the final year or June 30.
3. This position is renewable for an additional term of two (2) years to be voted on by council members.
4. This position will be a voting member of APAC.
5. This position is not subject to the representation ratio outlined in Article IV bullet one (1) for Council Members.

### **Resignations**

1. At times members may need to resign from their membership on APAC. The APAC respects the decision of a member who must step down.
2. Resignations shall be submitted to the APAC Chair in writing, 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 – Council Member**

1. A Council Member may be removed who fails to meet the identified “Member Responsibilities” in the APAC Guidelines.
2. Any Council 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.

### **Removal from Appointment - Officer Position**

1. An Officer may be removed who fails to meet the identified “Officer Responsibilities” in the APAC Guidelines.
2. The Executive Committee will contact the Officer who is in violation of the Officer Responsibilities 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 Officer may be removed from the Officer position by a 2/3 vote of the currently appointed APAC Council members.
5. Written notification of the issues/concerns and consequent removal from the Officer position will be provided to the Officer.

## **ARTICLE V. 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 a minimum of 70% of regularly scheduled meetings.
2. If unable to attend a meeting, the member must contact the APAC office support staff prior to or as soon after the missed meeting as possible.
3. Meeting minutes will reflect attendance.

### **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 through the executive committee 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. Sub-Committee initiatives will be provided to APAC one month after the beginning of their working cycle.

## **ARTICLE VI. OFFICER RESPONSIBILITIES**

### **Chair**

1. Newly elected Officers will preside over the APAC retreat
2. Lead and organize the APAC meetings; develop meeting agendas
3. Represent the APAC at the Board of Regents meetings and others at the request of the President
4. Participate in Commencement ceremonies
5. Prepare the APAC Annual Report to be presented to the President; identifying accomplishments of the past year

6. Be the primary liaison with Administration for AP employees
7. Assist Administration as necessary to further AP career growth at WSU
8. Serve on University committees as requested
9. Represent the APAC at University functions
10. Review and understand Robert's Rules of Order Revised for APAC meetings

#### **Vice Chair**

1. Newly elected Officers will preside over the APAC retreat
2. Assist the Chair in leading and organizing the APAC
3. Perform all duties of the Chair when he/she is unable to do so
4. Oversee all of the APAC Sub-Committees
5. Review and understand Robert's Rules of Order Revised for APAC meetings

#### **Treasurer**

1. Newly elected Officers will preside over the APAC retreat
2. Oversee APAC budget and process approved allocations for the sub committees
3. Provide monthly budget reconciliation
4. Track ongoing commitments
5. Provide a treasurer's report at the annual retreat
6. Review and understand Robert's Rules of Order Revised for APAC meetings

## **ARTICLE VII. 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. In an executive session by majority vote, the APAC Council Members will elect 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.

### **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.
4. Names of nominees will be submitted in writing to the APAC Office.
5. The Chair of the Election 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 following the close of nominations.
7. In the executive nomination review session, the APAC will review all nominees and vote on a list of names for recommendation of appointment to Council Member 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.

## **ARTICLE VIII. ELECTIONS**

### **Officer Requirements**

#### **Chair**

1. Be elected from within the membership of the APAC
2. Have served on the APAC a minimum of one (1) year prior to election.
  - a. The one year term can be as an Alternate or Council Member.
  - b. Be in good standing in accordance with Article V.



### **Vice Chair**

1. Be elected from within the membership of the APAC
2. Have served on the APAC a minimum of one (1) year prior to election.
  - a. The one year term can be as an Alternate or Council Member.
  - b. Be in good standing in accordance with Article V.

### **Treasurer**

1. Be elected from within the membership of the APAC
2. Have served on the APAC a minimum of one (1) year prior to election.
  - a. The one year term can be as an Alternate or Council Member.
  - b. Be in good standing in accordance with Article V.

### **Election Process Outline**

1. Each year in January, the Office Support Personnel will notify any member who is eligible to renew their APAC Membership for an additional term. By the February APAC meeting, the eligible member will submit their written request to the Election Sub-Committee.
2. Each year in February, the Election sub-committee will compile the open vacancies list including Council Members, Alternates, NCPS liaison and Officers. They will also provide APAC with a recommendation for representation in areas needing to be strengthened or decreased based on 1:90 ratios, which will be included in the nomination process and announcements.
3. Following the APAC review and approval, requests for nominations, announcements and advertising to the AP community will be conducted in February of each year.
4. Nominations of potential Council Members, Alternates and Officers 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 Election sub-committee will ensure that all voting Council Members receive a copy of the nominations for review prior to the executive session for election by the end of March.
6. The day of the regularly scheduled April meeting, APAC will hold an executive session for election following the regularly scheduled monthly meeting.
7. In the executive session for election, the APAC will review all nominees, vote, and generate a selected list of names of appointees. The selected list will be submitted to the HRS Ex-Officio Administration representative, who will extend the final appointments in writing.
8. Alternates shall consist of up to seven (7) AP representatives with a minimum of two (2) from Pullman Campus and as many as five (5) from across the Washington State University community
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.

## **Nominations & Requirements**

1. Nominations will be submitted in writing to the APAC Office during the open 30 day nomination period. Self nominations are also accepted.
2. Any member nominated has the right to decline the nomination. The APAC respects the decision of a member who declines a nomination. All nominees are contacted for an opportunity to decline before the packets are sent to the APAC voting Council Members.
3. Current Council Members will need to be in good standing in accordance with Article V
4. All Officer position nominees shall include a letter detailing how they are qualified for the position with their nomination packet per the advertised requirements.
5. All Alternate and Council Members nominees will completed the APAC online nomination web form.

## **Voting**

1. The election of officers will take place during an executive session for election after the regularly scheduled April meeting with the other elections.
2. Officer positions will be elected in the following order: Chair, Vice Chair, and Treasurer
3. The Chair of the Election sub-committee will read the list of nominations for all the positions being elected.
4. 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.
5. During the election executive session, if more than one person has been nominated for an officer position, the candidates will be asked to prepare a brief presentation and take Q&A from the voting APAC Council Members for up to 10 minutes each. The other candidates will be asked to leave the room during this time.
6. The Chair of the Election sub-committee will call for discussion of the candidates.
7. The candidates have the right to vote in the election and will be brought back into the room prior to the actual voting.
8. The Chair of the Election sub-committee will call for a vote of the candidates by ballot.
9. 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.
10. The Chair of the Election sub-committee will call for a second vote of the candidates by ballot.
11. In the event of a second tie the election will be determined by lot.

## **ARTICLE IX. MEETINGS**

### **Parliamentary Authority**

1. Robert's Rules of Order Revised shall be the parliamentary authority for the APAC except where the APAC Guidelines supersede them. (<http://rulesonline.com/>)

### **Quorum**

1. A quorum will consist of a simple majority of Council members present at a duly called meeting.
2. No official meeting may occur without a quorum of Council members.
3. If a quorum is not reached at any given meeting the meeting may still occur but will be considered informational.

### **Frequency**

1. The APAC meetings will occur monthly from September through June.
2. The annual retreat will be held prior to the September meeting.

### **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.

### **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.

### **Special Meetings**

1. The Chair, in consultation with the Executive Committee, may call for special meetings with adequate notice being given to all members.
2. Any APAC member and/or Administration may call for a special meeting for a specific purpose with adequate notice being given to all members.

3. Specific topics for discussion will be identified by the member(s) requesting the special meeting and discussions will be limited to those topics.
4. The Council will determine at the beginning of each special meeting whether minutes will be taken.

#### **Executive Sessions**

1. Upon occasion, the APAC may decide that an Executive Session is necessary. This meeting will be for members only.
2. If included as part of a regularly scheduled meeting, all guests will be asked to leave prior to going to the Executive session.

#### **APAC Executive Committee**

1. Meetings of the Executive Committee will be convened as necessary.
2. Any member of the Executive committee may call for a meeting with adequate notice being given to all Executive Committee members.

### **ARTICLE X: AMENDING THE GUIDELINES**

1. These By-Laws may be altered, amended, or replaced, and new By-Laws adopted by a 2/3 vote of the currently appointed APAC Council members.
2. The foregoing By-Laws were revised by the Administrative Professional Advisory Council and adopted on October 9, 2008, amended on June 11, 2009, March 30, 2012, January 10, 2013, May 8, 2014, May 12, 2016.
3. Restructuring of Guiding Principles and By-laws to form new Guidelines completed February 2018.