



October 13, 2022

To: All members of the Administrative Professional Advisory Council
Subject: APAC Professional Development & Events Committee Report
Submitted by: Paul Wilmoth, Elections and Bylaws Committee Chair
Presented by: Paul Wilmoth, Elections and Bylaws Committee Chair

The Elections and Bylaws Committee reports the following:

Call for Special Election:

APAC currently doesn't have an Everett representative and Spokane is not at full representation for the number of AP employees at that location. Current full member representation is Pullman – 15, Spokane – 1, Everett – 0, Tri-Cities – 1, Vancouver – 1, Extension – 2. Trying to get confirmation from HRS about how Extension is classified as currently they appear to count toward Pullman numbers. Alternate members: Pullman – 2, Vacant – 5.

The Elections and Bylaws Committee recommends a call for applications/nominations, specifically targeting non-Pullman locations to generate interest and participation. Application would be open to Pullman AP employees, but marketing would specifically target non-Pullman AP.

Request approval of Special Election with an open date of November 1 and November 30 close date with applicants to be reviewed and voted during the December meeting.

Recommendation of the following updates to the APAC Guidelines

Item 1: Update Role of Treasurer in Article 8 – Elections.

Justification: Include language to ensure oversight and transparency with regards to the budget in the event there is no Treasurer. Current APAC Guidelines do not require the establishment of any specific committee but does provide a list of recommended committees and identifies that others may be added as approved by APAC. Current language states that in the event that the Treasurer role is vacant the Chair of the Budget Committee will assume the role. Recommended language codifies a contingency in the event there is no Budget Committee nor Treasurer so that APAC will maintain transparent oversight of the budget.

Language Update:

ARTICLE VIII. ELECTIONS

Process for Absence of Officer Nominations

If after the special election there is no Treasurer:



To ensure fiduciary transparency, the chair of the Budget Committee will provide oversight to the eChair on the budget. If no Budget Committee is active, one will be formed from the Council membership and the sub-committee chair will assume the role.

Item 2: Update Authorized Methods of Electronic Voting in Article 3 – Organizational Structure

Justification: To facilitate participation and incorporation of new technologies used by WSU and APAC it is recommended that the council adopts use of voting methods, such as Zoom, which can quickly and easily record member votes who are present for meeting but not physically in location of the in-person meeting. This adoption will facilitate equality of APAC members from all locations system wide and reduce barriers to participation.

Language Update:

ARTICLE III. ORGANIZATIONAL STRUCTURE

Voting

2. Electronic voting via e-mail response from Council member's official WSU e-mail address is allowed. During live meetings with an electronic meeting platform in use, voting using meeting platform systems is allowed so long as the system can produce a verifiable record of votes.