

## OMBUDS-ADVOCATE OFFICE STRUCTURE AND ORGANIZATION

### STATEMENT OF PURPOSE

- A. Provide a research-gathering body to investigate problems relating to governance and decision-making at The Evergreen State College, brought by members of the community.
- B. Provide an advocate-type service capable of carrying the findings and recommendations of such investigations to their definitive conclusion.
- C. Educate the community as to their rights and obligations as spelled out in the COG Document, Administrative Code, Faculty Handbook and Social Contract of The Evergreen State College.

### GENERAL STRUCTURE

- A. The Ombuds-advocate office will be comprised of 1 coordinator, 9 advocates and various research persons.

### ADVOCATES

- A. Advocates will be chosen by random computer selection from a list of qualified applicants. Two-week public notice will be made prior to selection. Qualifications will be as follows:
  1. Commitment to spend a minimum of 10 hours a week in office-related activities.
  2. In order to have their names placed on the selection list, prospective advocates must attend a briefing session with the coordinator or his/her representative.
  3. Any member of the Evergreen community meeting the above requirements is eligible to serve as an advocate.
- B. Advocates will be appointed for a one-year term of office. To insure continuity, five new advocates will be chosen every May, and four new advocates will be chosen every November. In the event that an advocate resigns or is removed from office, normal

selection procedures will be followed in choosing a replacement to fill out the remainder of the term. However, if less than half of the term of office remains, selection of a replacement will be made by the coordinator, subject to the approval of the advocates.

- C. Advocates may be removed from office by consensus of advocates in attendance at a regularly scheduled meeting.
- D. An advocate who misses three consecutive meetings will automatically be removed from office.
- E. A quorum of six advocates must be present before any meeting can be considered official.

#### COORDINATOR

- A. The coordinator will be selected from among the advocates to an indefinite term of office, and will be responsible for:
  - 1. Chairing weekly meetings. The coordinator will have a vote only in the case of a tie.
  - 2. Assigning of advocates to individual cases. Coordinator will have the authority to assign or remove advocates from cases. All such actions are open to appeal to the assembled advocates at regularly scheduled meetings.
  - 3. Maintaining lists of applicants for advocate positions, and insuring that selections are made from these lists by demonstrably random process.
  - 4. Maintaining all records and files. He/she may be assisted in this function by an assistant of the advocates' choosing.
  - 5. Supervision of the budget, under the direction of the advocates.
  - 6. Preparation of quarterly reports to the S & A Board.
  - 7. Generally insuring that the office functions smoothly.
- B. The coordinator will be subject to quarterly votes of confidence (at which meetings public attendance will be encouraged. Only the advocates, however, will have voting rights). His/her resignation will be mandatory should he/she fail to obtain a majority vote of confidence. In addition to regularly scheduled votes of confidence, any advocate shall have the right to demand such a vote at any regularly scheduled meeting.
- C. In the event that a coordinator resigns, the advocates will choose a new coordinator from among themselves within a week's time.