

Bylaws

Library Committee

1. Authorization.

1.1. University Rule.

The Library Committee is a standing committee of the University Senate and operates pursuant to Rule 3335-5-48.2 of the Administrative Code.

1.2. Subordination.

All activities of the Library Committee are subject to the University Rules. These Bylaws are likewise subject to, and must be consistent with, the University Rules and the University's Policies on Intellectual Property. Where these Bylaws may differ from the University Rules or Policies on Intellectual Property, the Rules or Policies will govern.

In questions of procedure and organization which are not specifically covered by these Bylaws or by the Rules, then the current edition of Robert's Rules of Order, will govern.

2. Duties and Responsibilities (Per Senate Rules)

1. Advise the dean of university libraries in the planning and implementation of programs and policies supporting the educational, research, and service activities of libraries and related units.
2. Articulate the library's mission, goals, and needs to the university administration
3. Assist the dean of university libraries in the assessment, improvement, and promotion of library and information services that support the university community.
4. Advise the dean of university libraries on agreements with publishers and information vendors that are in the best interest of the university community.
5. Advise the appropriate administrative office on the appointment of the dean of university libraries

3. Membership.

3.1. Membership.

According to University Rule 3335-5-48.2, the Library Committee consists of thirteen members.

1. Six faculty.
2. Three students.
 - a. One graduate student.
 - b. One professional student.
 - c. One undergraduate student.
3. Three administrators
 - a. The dean of university libraries.
 - b. Chief information officer (or their designees).
 - c. The vice president for research (or their designees).
4. One staff member, appointed by the dean of the university libraries in consultation with the university staff advisory committee.

A vacancy does not prevent the Library Committee from conducting its business.

3.2. *Calendar year.*

Each term begins on August 15 of the appointment year.

3.3. *Responsibilities.*

Members are expected to attend meetings, to contribute collegially to discussions, to send and receive e-mails from the membership and officers, and to study relevant issues or cases which are placed before the Library Committee.

4. *Officers.*

4.1. *Election.*

The election of new officers proceeds by electronic vote.

4.2. *Officers.*

The officers of the Library Committee consist of a Chair and a Vice-Chair. The term for each office is one year. Typically, the individual serving as Vice-Chair becomes Chair the following year.

ADD COMMENTRARTY

4.3. *Eligibility.*

Only members of the Library Committee are eligible to be officers, and the Chair and Vice Chair must be a member of the University faculty.

4.4 *Term and Schedule.*

Officers of the Library Committee are elected in the Spring Semester prior to the last regular meeting of the academic year. Officers hold office for 1 year, with their term beginning on the August 15 following their election and ending one year later.

4.5 *Temporary absence.*

When the Chair is temporarily absent, the Chair must appoint another faculty member of the Library Committee to serve as Chair.

4.6 *Duties of Officers.*

1. Chair

The Chair calls and presides over all meetings of the Library Committee and is responsible for the general direction of the Committee and for setting the agenda of each meeting. The Chair will distribute an agenda prior to each scheduled meeting via e-mail.

The Chair is responsible for any other reporting requirements, including the drafting of the annual report. At the conclusion of each Academic Year, the Chair ensures that the annual report and an accurate copy of these Bylaws are submitted to the Secretary of the University Senate.

5. *Meetings.*

5.1. *Sufficient meetings.*

The Library Committee holds at least six regular meetings each year.

5.2. Scheduling.

Notice of a regular meeting must be made via e-mail to all Library Committee members with sufficient advance notice. All reasonable attempts will be made to schedule meetings at a time convenient for the membership.

5.3. Public.

At regular meetings of the Library Committee, all members of the University are welcome to attend. The Chair may request non-members to be present at a regular meeting of the Library Committee.

Meeting notes and attendance records of each meeting of the Library Committee will be recorded and provided to members.

5.4. Quorum.

A majority of the voting membership constitutes a quorum. When a quorum is present, the action of the majority of those present shall constitute the action of the entire Library Committee, except as provided in these Bylaws. Members not present may, in advance, assign their vote by proxy to another member through a written document or via e-mail disseminated to the full membership. Such proxies will be considered as present for purposes of determining quorum and votes.

5.5. Electronic voting.

Business of the Library Committee may be conducted electronically.

5.6. Subcommittees.

The Chair may establish subcommittees as they deem appropriate to accomplish specific short-term projects. Subcommittees will provide timely reports to the full committee.

6. Amendments.

6.1. Majority vote.

These Bylaws may be amended at any regular meeting by electronic vote of a majority of the members of the Council.

6.2. Prior notice.

These Bylaws may only be amended provided the notice of the regular meeting announces that an amendment of these Bylaws is to be considered.