

## PROCEDURES

### UNIVERSITY LIBRARY COMMITTEE

- I. NAME: The University Library Committee
- II. PURPOSE: The University Library Committee serves as an advisory unit to the President, the Provost and Vice president for Academic Affairs, and the Director of Library Services regarding the library services to the University. The Committee is concerned with matters affecting the development, modification, and direction of the Library as contrasted with staff functions of day-to-day operations involving professional and supportive staff routines. The Committee serves as a channel of communication among faculty members, administrators, and students. Matters considered appropriate for action by the Committee would include, *inter alia*, the following:
  - A. Devising formula for the division of the library materials budget among the various Colleges.
  - B. Discussing and probing for solutions to library problems.
  - C. Advising the Director of Library Services on questions best answered by the combined expertise available in the Committee's membership.
- III. MEMBERS: The Committee shall consist of the following members, appointed by the President in accordance with approved procedures:
  - A. FACULTY – A minimum of eight (8) faculty members, to include representation from each College.
  - B. ADMINISTRATIVE – A minimum of four (4) administrators.
  - C. STUDENT – A minimum of two (2) students, selected from a list of names submitted by the President of the Student Government Association.
  - D. TERMS OF OFFICE – Members (with the exception of student members) will serve terms of one (1) to three (3) years, with appointments to become effective at the beginning of the Fall Semester. All appointments are subject to renewal at the discretion of the President.
  - E. RIGHTS OF MEMBERS – All members of the Committee shall have equal rights and privileges, including the vote.
  - F. VACANCIES – In the event of a vacancy, the President shall appoint a successor to fill the unexpired term.

G. ATTENDANCE AT MEETINGS – If a member of the Committee will be absent from a meeting, he or she may appoint a representative from his or her constituency to serve, provided the Chairperson is notified in advance. All substitutes shall have voting privileges.

H. DUTIES OF MEMBERS:

1. Attend or be represented at all regular and special meetings.
2. Inform the Chairperson of any anticipated absence and submit data on proposed substitute.
3. Inform themselves as fully as possible prior to the meeting relative to all items on the agenda.
4. Serve on subcommittees when appointed.
5. Act as liaison between the Committee and his or her appropriate constituents.

IV. MEETINGS:

- A. One regular meeting shall be held each semester. The date and time for regular meetings shall be included in the Administrative Calendar and other appropriate media of information dissemination available to the Committee.
- B. Additional meetings may be called at the discretion of the Chairperson.
- C. Scheduled meetings may be rescheduled or cancelled by the Chairperson if there is sufficient reason to warrant such action and upon notification of the membership.
- D. When feasible, a tentative agenda will be prepared by the Chairperson for distribution to the membership one week prior to the meeting. Any member of the university community may submit items to the Chairperson or any member of the committee for inclusion on the agenda.
- E. A majority of the members of the Committee shall constitute a quorum.

V. OFFICERS:

A. Chairperson – The Chairperson shall be elected annually from the Committee membership. The Chairperson will:

1. Preside at meetings of the Committee.
2. Call special meetings when it is deemed necessary.
3. Prepare a tentative agenda for all meetings, when feasible, for distribution to members one week prior to the meeting.
4. Cause minutes of the meetings to be prepared and distributed to Committee members.
5. Appoint *ad hoc* subcommittees, as prescribed by these Procedures under Section VI.
6. Supervise the preparation and distribution of an Annual Report of the Committee's activities.
7. Serve as an ex-officio member of the Friends of the Library Board.

B. Executive Officer – The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.

VI. SUBCOMMITTEES:

- A. *Ad Hoc* subcommittees shall be appointed by the Chairperson, as he/she shall from time to time deem necessary, to carry on specified items of work of the Committee.
- B. Members of *ad hoc* subcommittees need not be members of the Library Committee. The Chairperson may choose, when necessary, from any of the skilled personnel available.

- VII. PARLIAMENTARY AUTHORITY:  
The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Procedures.
- VIII. AMENDMENT OF PROCEDURES:  
These Procedures can be amended at any regular meeting of the Committee by a two-thirds vote of members in attendance, provided that the amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to Procedures are subject to final approval by the Administrative Council.
- IX. COMMITTEE ACTION AND REVIEW:  
Actions of this Committee are subject to review by the Academic Council and approval by the President.
- X. EFFECTIVE DATE OF IMPLEMENTATION:  
These modified procedures shall become effective upon approval of the Administrative Council.