

Bylaws of the Library Advisory Committee

Article I: Name

The name of this group shall be the Library Advisory Committee (LAC).

Article II: Purpose

The purpose of the Library Advisory Committee (henceforth the “Committee”) is to advise the Dean of the Weinberg Memorial Library, faculty librarians, and staff on decisions relating to library issues, including reviewing and providing feedback on initiatives, policies, and services. The Committee operates under the principles of shared governance as defined by The University of Scranton.¹ The Dean of the Library and the Chair of the Committee shall work jointly in developing agendas that feature updates relevant to the faculty and students at the University. Library faculty, staff, and Committee members may all present information as part of the mutually developed agendas.

Article III: Membership

1. Composition:

- One faculty representative from each academic department selected by the academic department.
- A staff representative recommended by the Staff Senate Executive Committee.
- One undergraduate student as selected by the Student Government Executive Committee.
- One graduate student recommended by the Director of Graduate Academic and Student Services.
- Any Faculty Librarians who volunteer to serve on the Committee.
- Library staff representatives identified by the Dean and Associate Dean of the Library.
- The Associate Dean of the Library.

2. Confirmation:

- Once composition is set by the Committee, members will be confirmed by their respective Senates.

3. Responsibilities of Committee Members:

- Attend regularly scheduled Committee meetings throughout the academic year.
- Identify a substitute, when possible, if a Committee member cannot attend a meeting due to a conflict.
- Volunteer on subcommittees as needed.
- Communicate pertinent information to academic departments and relay departmental concerns to the Committee.

4. Vacancies:

- The Chair will solicit current members at the last meeting of the spring term and/or by email if they plan to continue for the upcoming academic year. The Chair and Dean will review and note any upcoming vacancies and contact the department when a vacancy exists.
- Before the first meeting of the Fall semester, the Chair and Dean will review the Committee's composition to confirm participation.
- Open seats are the responsibility of the respective department. However, the Chair and the Dean of the Library will help to identify suitable individuals to fill roles as needed.

5. Absences:

- If a Committee member is absent for two consecutive Committee meetings (unless due to a conflict in their teaching schedule), the Chair and Dean will request that the department replace the Committee member for the next meeting.

6. Terms of Service:

- Faculty Librarians and Library staff shall serve on an ongoing basis.
- Academic Department Faculty shall serve on two-year, renewable terms.
- Student representatives shall serve a one-year, renewable term.

Article IV: Chair of the Committee

1. Selection:

- The Chair will be a full-time faculty member from outside the Library elected by a simple majority vote of the Committee members.
- The Chair will serve a two-year term. The Chair may serve up to two consecutive terms.
- A call for nominations for the Chair shall be sent to all eligible Library Advisory Committee members two weeks before the last meeting of the Spring semester in the final year of the Chair's term. An electronic vote will be held within one week following the last meeting of the Spring semester.
- If the elected Chair cannot serve, a special election will be held at the next meeting of the Committee to elect an interim chair to complete the term.
- The results of the Chair election shall be transmitted to the President of the Faculty Senate by the Dean of the Library.

2. Duties of the Chair:

- The Chair shall preside over all Committee meetings. It is the responsibility of the Chair to identify a faculty member who can preside over any meetings that the chair cannot attend.
- The Chair shall coordinate with the Dean of the Library to develop Committee meeting agendas.
- The Chair shall help call subcommittees for the purposes of conducting business outside of regularly scheduled Committee meetings.
- The Chair will advocate for the interests of the Library in appropriate venues, such as at the faculty senate or in other university meetings.

Article V: Meetings

1. Schedule of Meetings:

- The Committee shall meet four times a year, with two meetings in the fall semester and two in the spring semester.
- The Chair and Dean of the Library will work collaboratively to find mutually agreeable dates.

2. Agendas

- The Dean of the Library, Faculty Librarians, and Library staff shall bring forth regular reports on Library initiatives for discussion.
- Committee members may submit agenda items to the Chair one week before the meeting.
- Additional items can be added at the start of the meeting by a simple majority vote.

3. Quorum

- A quorum for a meeting shall consist of more than half of eligible voting members of the Committee.
- A quorum is needed to conduct a vote; however, meetings can be held in the absence of a quorum. Motions and discussions may occur in the absence of a quorum.

4. Meeting Rules and Voting

- Meetings will be conducted according to an abbreviated version of Roberts Rules of Order for streamlined decision-making.
 - Motions are presented, seconded, and then discussed.
 - After discussion, a vote is taken.
 - All votes are recorded in the meeting minutes.
- The purpose of floor motions and subsequent votes is to recommend action or judgment by the Dean of the Library.
- All current members of the Library Advisory Committee, excluding the Dean and Associate Dean, may vote on a motion.
- Approval of a motion requires a simple majority vote.
- The Dean of the Library takes the Committee's recommendation into consideration when making final decisions. The Dean of the Library explains decisions to the Committee when said decision contravenes the Committee's recommendation.

5. Electronic Voting

- In the absence of a quorum, votes on a motion may be conducted electronically within 7 days of the Committee meeting where the vote was initiated.
- Either the Chair of the Committee or the Dean of the Library can call for an electronic vote to ensure a timely recommendation.
- An electronic vote shall remain open for one week.

Article VI: Reporting

1. Minutes:

- The Assistant to the Dean of the Library or the Library/Slattery Center Administrative Assistant shall record the Minutes of each Committee meeting.
- Minutes shall be shared with the Chair and Dean of the Library for immediate corrections before distributing to the full Committee.
- Minutes shall be submitted to the Committee before the next regularly scheduled meeting.
- Minutes shall be amended and voted on for approval at the next regularly scheduled Committee meeting.
- Approved minutes shall be posted to the Library's website and available for public access.

Article VII: Amendments and Ratifications

1. Amendments:

- Amendments require a two-thirds vote, with proposals submitted in writing at a prior meeting.

2. Ratification:

- Ratification occurs upon a two-thirds majority approval by all members of the Committee.

Bylaws adopted: 2/28/2024

ⁱ Shared governance is a participatory process whereby the administration seeks information and/or advice from affected constituencies in a timely fashion and takes their input into account before making decisions. Information and/or advice may be gathered via established practices within Faculty Senate, Staff Senate, and Student Government. Ultimately, authority and responsibility for decisions rest with the administration. Shared governance, to be truly participatory, requires communication and collaboration at a point in the decision-making process that is early enough to make a difference. Barring extenuating circumstances, affected constituencies will be involved in major initiatives from the earliest stages of development. When the administration's final decision does not include recommendations offered by affected constituents' representatives, the administration will provide feedback to the affected constituencies via the constituent's representatives as to why the decision was made except as legally prohibited or extenuating circumstances. *Governance at The University of Scranton*, November 17, 2020.