

# 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. The Dean of the Library and the Chair of the Committee will 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:

- x One faculty representative from each academic department selected by the academic department
- x

- x 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~~ Year. Chair and Dean will review and note any upcoming vacancies and contact the department when a vacancy exists
  - x Before the first meeting of the Fall semester, the Chair and Dean will review the Committee's composition to confirm participation.
  - x Open seats are the responsibility of the respective department. However, the Chair and the Dean of the Library will help identify suitable individuals to fill roles as needed.
5. Absences:
- x 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:
- x Faculty Librarians and Library staff shall serve on an ongoing basis
  - x Academic Department Faculty shall serve on ~~year~~ two-year, renewable terms
  - x Student representatives shall serve a ~~year~~ one-year, renewable term

## Article V: Meetings

### 1. Schedule of Meetings:

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

### 2. Agendas

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

### 3. Quorum

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

### 4. Meeting Rules and Voting

- x Meetings will be conducted according to an abbreviated version of Roberts Rules of Order for streamlined decisionmaking.
  - f Motions are presented, seconded, and then discussed.
  - f After discussion, a vote is taken.
  - f All votes are recorded in the meeting minutes.
- x The purpose of floor motions and subsequent votes is to recommend action or judgment by the Dean of the Library.
- x All current members of the Library Advisory Committee, excluding the Dean and Associate Dean, may (c) (1) (a) (4) (n) (e) (4) (1) (h) (e) (h) (t) (w) [(t) (6) (a) (n)] (T) (J) (6) (A) (2) (T) (w) (1) (0) (0)

## Article VI: Reporting

### 1. Minutes:

- x The Assistant to the Dean of the Library or the Librarian Center Administrative Assistant shall rec