

THE BROOKS LIBRARY
LIBRARY ADVISORY COUNCIL
BYLAWS

ABOUT THE BYLAWS

The Bylaws drafted by the Library Advisory Council (LAC) for the James E. Brooks Library specify the LAC's operations, including its composition, member appointment methods, and term of office. These Bylaws may be amended, or new articles adopted, by the consensual agreement of the LAC members.

1. LIBRARY ADVISORY COUNCIL PURPOSE

- 1.1 The James E. Brooks Library Dean holds the overall responsibility for its operational effectiveness and development, with strategic and operational guidance from the LAC and the Library Council.
- 1.2 Serve as advocates for the Library to the University community and beyond; and act as liaisons between the community and the library.
- 1.3 Actively search for ways to improve the library and promote programs to make our patrons aware of its resources and services, including patrons of the wider community.
- 1.4 The LAC is elected from various memberships across the University community and serves as a consultative body.

2. PROCESS FOR IDENTIFYING, APPOINTING AND REPLACING MEMBERS AND TERMS OF SERVICE

- 2.1 The LAC will reflect the following representation from the University community:
 - One representative each from the Colleges of Arts and Humanities, Business, Education and Professional Studies, and the Sciences and the Centers. Representatives will be selected from nominations through the Faculty Senate.
 - Three representatives nominated by the Associated Students of Central Washington University.
 - One representative selected from the civil service staff.
 - One representative elected from the Brooks Library staff.
 - Library Dean, ex-officio.
- 2.2 Members will serve a two year term. In order to provide staggered appointments to assure continuity, one-half of the charter members will serve two year terms and one-half will serve three year terms. The following process will guide which one-half of the charter

members serve three year terms: In the fall quarter of the 2nd year of functioning, charter members will be asked to volunteer to serve three year terms. If there are too many or too few volunteers to reach the one-half level, a random process will determine which volunteer members (if there are too many volunteers) or which non-volunteer charter members (if there are too few volunteers) will serve three year terms.

2.3 Procedures for membership appointment will follow the University's policy CWUR 1-6-120 University Committees, Councils, Task Forces and Teams Procedures:

1. Solicitation of Council Members: At the beginning of winter quarter each year, the appropriate vice president or chief of staff will send to the faculty senate, division heads, the employee council, the associated students of Central Washington University, and/or the exempt employees association a list of standing councils with membership and current terms. The request shall include a statement of the purpose for the council and schedule of meetings. Each group will be asked to solicit names of those interested in serving beginning in fall quarter in open seats appropriate to each group. When appropriate, external community leaders will be asked to participate on councils.
2. Prioritization of Candidates: Each group will develop a list of candidates for each applicable position, prioritize the names, and submit the list to the vice president or chief of staff by the end of winter quarter.
3. Each college, department or division will develop appropriate mission statements, guidelines, policies and/or procedures for each council to include membership requirements that will be submitted for review by the president's cabinet for final approval by the appropriate vice president or chief of staff.
4. Membership appointment is conferred by the respective vice president or chief of staff and should be inclusive across divisions, staff groups and with student representation, when appropriate.

2.4 A Chair (or Co-Chairs) will be selected at the spring meeting, to take over responsibilities at the following fall meeting.

3. LAC OPERATION

- 3.1 LAC represents participating Colleges' and constituencies' interests and advises Brooks Library on issues related to repository

management and development, standards implementation, interoperability, development priorities, and outreach and advocacy. LAC also reviews and comments on Brooks Library budgets proposed by the Dean of Libraries. For agenda items that require decisions, LAC will review and comment on proposals submitted by the Library and may request additional information in support of their deliberations. LAC members can propose agenda items for discussion on topics within the scope of the group's role. Some topics will require open discussion, and some matters with action items will necessitate decision-making.

- 3.2 A quorum requires the participation of a minimum 51% of voting LAC members (not including ex officio members).
- 3.3 When the LAC considers any matter that requires a decision, the opinion of any LAC member will be considered by the LAC. As deemed useful and needed, Roberts' Rules will be used in running meetings, moderating discussions, and approving decisions.
- 3.4 The LAC will have authority to adopt policies and procedures governing LAC activities. The LAC may form subcommittees as needed and delegate to committees such powers as it deems fit, as long as those powers do not impinge on the rights reserved to Brooks Library or to any other members.
- 3.5 With regard to the LAC's communication, LAC agendas and discussion outcomes will be shared with LAC member's constituencies for their review and comments. The representatives in LAC will act as liaisons and may seek input from their colleagues as needed prior to or after the LAC deliberations.

4. LAC MEETINGS

4.1 Meeting Frequency

4.1.1 Meeting dates, times, and places will be designated by the LAC's Chair(s). The LAC shall meet quarterly as a minimum with meeting schedules set as appropriate to the LAC's charge and activity. Duration of meetings will be based on agenda items and their urgency.

4.1.2 Special meetings of the LAC may be called at any time by the Chair(s) or by a majority of voting LAC members.

4.2 Meeting Attendance

4.2.1 LAC members who cannot participate in an in-person meeting may participate remotely via conference phone or

web conferencing.

4.2.2 Depending on the nature of agenda items, deliberations—including voting reaching a consensus—can be carried out on the LAC’s mailing list.

4.2.3 An LAC member who fails to attend or fails to have a designated alternate attend two consecutive regularly scheduled LAC meetings may be deemed by the consensual agreement of the LAC to have resigned. The resulting vacancy may be filled in accordance with the provisions of Clause 2.3 above.

4.2.4 The Chair(s) will preside at all meetings of the LAC and will exercise general charge and supervision of LAC’s affairs. The LAC will facilitate open and inclusive discussion and decision-making.

4.2.5 Brooks Library will assign a staff member as Secretary to take notes during meetings and prepare meeting minutes. LAC members will review and approve the minutes. The LAC agendas and discussion outcomes will be shared with the various constituencies for their review and comments.

4.3 Designating Alternates

4.3.1 If a LAC member is unable to attend a meeting, he or she may designate an alternate to act as an LAC member. The alternate must be a member of the LAC member’s constituency (College, student, staff, or library). An alternate may attend LAC meetings and will be deemed a member of the LAC for all purposes for the duration of the designation.

5. OTHER COMMITTEES AND TASKFORCES

5.1 The LAC may create and appoint members to such other committees and task forces as the LAC deems appropriate. Such committees and task forces will have the powers and duties designated by the LAC, and they will give advice and make non-binding recommendations to the LAC.

5.2 Each committee will consist of at least one LAC member and will operate for the term designated by the LAC.

6. VACANCIES AND RULES

6.1 The Chair(s) may fill vacancies on committees. Each committee and task force may adopt rules for its meetings that are consistent with these Bylaws or with any rules adopted by the LAC.

7. RESIGNATIONS, REMOVALS, REPLACEMENT OF LAC MEMBERS

7.1 Any LAC member or designated alternate may resign at any time by giving written notice to the LAC. If any LAC member or designated alternate ceases to be employed by or affiliated with the University, that member will be deemed to have resigned from the LAC. The LAC vacancy created will be filled in accordance with the provisions of Clause 2.3 above.

8. AMENDMENTS

8.1 Within the confinement of the LAC principles, these Bylaws may be amended and new articles may be adopted by the consensual agreement of all LAC members then in office. Depending on the assessment of the LAC Chair(s) and Dean of Libraries, the changes may be reviewed by the Library Council and Provost.

History of revisions: 05/16/13, 07/10/13, 11/03/16, 11/01/17