

## LIBRARY COMMITTEE MISSION & BYLAWS

### I. MISSION

The purpose of the Library Committee is to advocate for the Rohrbach Library as a center of study, scholarship, and cultural activity. The committee will address issues related to library resources, services, space, outreach, and innovation.

### II. MEMBERSHIP SELECTION AND TERMS

#### A. Composition

1. Faculty Members: 1 faculty from the Rohrbach Library, 1 faculty from the College of Education, 1 faculty from the College of Liberal Arts and Sciences, 1 faculty from the College of Business, 1 faculty from the College of Visual & Performing Arts appointed by Committee on Committees through Willingness-to-Serve
2. Ex-Officio, non-voting Administration members: Director of Library Services
3. Other voting members: one student appointed by the Student Government Board and one individual from Unit 1 or Professional Staff appointed by Committee on Committees through Willingness-to-Serve.

#### B. Officers

The officers of the committee are the Chair and Recording Secretary, elected by the committee members each year at the committee's last meeting of the previous year.

#### C. Terms

Faculty and professional staff serve for 2 years, students serve for 1 year. Chair of committee will serve at least one year.

### III. COMMITTEE ORGANIZATION

#### A. Officer Duties

1. The first meeting of each year is called by the Director or Library Services. Subsequent meetings are called by the Chair.
2. The Chair is responsible for soliciting agenda items and directing the work of the committee. That is, the Chair should see that issues related to library resources, services, space, outreach, and innovation are addressed by the committee as they are brought forth.
3. The Recording Secretary is responsible for taking minutes, distributing minutes to members one week after a meeting took place.

#### B. Member Duties

1. Members of the Library Committee are responsible for:
  - a. reporting issues to their constituencies and for bringing forth issues from those bodies.
  - b. adhering to the purpose of the Library Committee.
  - c. responding to issues raised by the Chair.
  - d. completing assignments deemed necessary by the Library Committee.
2. If members are unable to attend, a replacement should be assigned. If a committee member misses two meetings and does not send a replacement, the Chair has the right to replace that member through Committee on Committees.

#### C. Committee Duties

1. Reports to University Senate
2. Recording Secretary will submit minutes and provide an Annual Report to the University Senate.

#### IV. AGENDA

- A. Agenda items will be solicited one week prior to the scheduled meeting.
- B. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.
- C. Meetings will be held once each semester. Additional meetings can be added if necessary. The first meeting will be held at a time selected by the Director of Library Services and Committee Chair.

#### V. RULES OF ORDER

- A. Meetings shall be conducted according to the current Robert's Rules of Order.
- B. A quorum will consist of the presence of a majority of the voting members of the full committee.

#### VI. APPROVED

University Senate – April 4, 2024

#### VII. LAST REVIEW (all dates reviewed)

2008

2015

March 2024