

**University Library Committee By-Laws**  
**Approved by the ULC 3/1/2024**

**1. Name**

1.1 The name of this Committee is the University Library Committee.

**2. Faculty Senate Charge**

2.1 As part of the governance system of Northern Arizona University, the University Library Committee is charged by the Faculty Senate to work with the Dean of the Library and her representatives, the Faculty Senate, and the Office of the Provost of the University to ensure the optimal functioning of Cline Library in meeting its mission. The University Library Committee accomplishes this charge by:

- 2.1.1. developing, recommending, and reviewing policies within the framework of the curricular objectives of the University for the selection and purchase of library materials;
- 2.1.2. representing the interests of the library, students, and faculty in consideration of library policies;
- 2.1.3. studying and recommending means to optimize use of library resources; and
- 2.1.4 maintaining a strong interface with library personnel.

2.2 The Committee maintains close communications with the Colleges that it represents and with the Faculty Senate and other appropriate NAU committees, administrative bodies, and academic units through meetings, telephone conversations, e-mails, memos, reports and other media as needed.

2.3 The University Library Committee is an advisory body.

**3. Relationship to the Faculty Senate**

3.1 The University Library Committee shall:

- 3.1.1 Submit Committee Bylaws to the Senate, through the Faculty Senate Executive Committee, for approval;
  - 3.1.1.1. Minor amendments to the Bylaws that are proposed for increased efficiency and which do not alter the underlying purposes of the committee do not need Faculty Senate approval. See University Committee Bylaws Section 10.
- 3.1.2 Submit an annual written report including actions taken to fulfill the University Library Committee charge and strategic efforts for the coming year.
  - 3.1.2.1 The report shall be submitted at the end of each academic year, or more often if deemed necessary by the Committee, to the Past President of the Faculty Senate for transmission to the Senate through the Faculty Senate Executive Committee.

**4. Membership**

4.1 Membership on the University Library Committee is composed of elected voting and appointed ex officio non-voting members.

4.1.1 Voting members of the University Library Committee shall include individuals serving the following positions:

4.1.1.1 Regular Faculty Members—elected from the Colleges and other units as determined by the committee according to procedures set by the Faculty Senate and the committee

4.1.1.2 One Representative each from the undergraduate and graduate student body, selected by ASNAU or solicited by faculty members of the ULC. Student workers at Cline may not serve in this position.

4.1.2 Ex officio (non-voting) membership of the University Library Committee shall include the following representation:

4.1.2.1 The Dean of Cline Library and her/his representatives

4.1.2.2 Faculty Senate Representative—elected at large from the Senate.

4.1.2.3 A Representative from Student Life

4.2 The membership of the University Library Committee shall consist of a minimum of 7 faculty (voting) members.

4.2.1 The Committee shall determine the number of members and how the membership will be determined.

4.2.2 The Committee may amend these numbers whenever a need arises to change the membership number and/or the distribution of that membership.

4.2.3 A Regular Faculty Member may also serve as the Faculty Senate Representative. The Faculty Senate Representative, per the Faculty senate bylaws, shall be a non-voting member, but that person may also be elected by their unit as a voting member of the Committee.

4.3 Terms of Membership

4.3.1 Each of the regular faculty voting members shall serve a term of three years in a staggered rotation in order to provide as much continuity of membership as possible. Normally 1/3 of the committee slots will be open for election each year.

4.3.2 The Faculty Senate Representative and the Student Representatives shall be appointed and/or elected each year.

4.3.3 Ex-officio members shall serve indefinitely so long as they hold the indicated University position.

4.3.4 Election of new members from the faculty will be done during the month of April each year and in accordance with the cycle of rotation to provide continuity. A roster of members that lists the expiration date of their terms will be maintained by both the Chair of the Committee and by the Faculty Senate office manager, to be communicated to each College in February.

## **5. Officers of the Committee**

5.1 Leadership will be rotating. It will consist of an elected Chair, an elected Chair-Elect, and the Past Chair, if that person is still on the committee. The Chair and Chair-Elect will be elected each year from among the eligible voting faculty members of the Committee.

### 5.2 Officer of the Committee

5.2.1 The Committee will have an elected Chair.

5.2.1.1 Election of the Chair will occur within the University Library Committee in a manner as to provide for a smooth transition into the business of the upcoming academic year.

5.2.1.2 The term of the officer is one year, starting at the first meeting year until the new chair resumes the responsibilities.

5.2.2 The Chair is responsible for:

5.2.2.1 setting the agenda (in consultation with the Dean of the Library and other committee members), circulating it to Committee members at least seven days in advance of the meeting, and posting the agenda and meeting times on the Cline Library website; the Dean and his/her staff will provide support as needed.

5.2.2.2 conducting the meetings to ensure that the business of the Committee is conducted in a timely manner;

5.2.2.3 ensuring accurate minutes of the meetings and membership attendance records are publicly available;

5.2.2.4 providing leadership for the immediate and annual work of the Committee; this includes submitting the annual report to the Faculty Senate, and confirming the roster for elections with the Faculty Senate office manager each February.

### 5.3 Duties of the Chair-Elect

5.3.1 The Chair-Elect will assume the duties of the Chair in the absence of the Chair and other responsibilities as delegated by the Chair.

### 5.4 Duties of the Faculty Senate Representative

5.4.1 The Faculty Senate Representative will serve as primary liaison between the University Library Committee and the Faculty Senate.

## **6. Duties of Membership**

6.1 Each voting member is expected to attend each meeting of the University Library Committee, participate in University Library Committee activities, and complete any assigned tasks. At a minimum, this includes preparing for University Library Committee meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting. Additional duties may include reading and reviewing materials outside the regular time of the meetings, performing subcommittee work, and working with members of the Senate, ASNAU, the faculty at large, and/or other organizations as deemed necessary regarding the actions to be taken during the meetings of the Committee.

6.2 If a member cannot attend a University Library Committee meeting, he/she should try to send a representative to replace him/her from same academic unit; this representative will have full voting rights for that meeting.

6.3 Failure to Carry Out Duties of Membership

6.3.1. Any member who misses all of the meetings in an academic year and fails to send a replacement may be removed from membership by a simple majority vote of the members. That member will be replaced according to the practices under which she/he was originally selected to membership.

## 7. Meetings

7.1 The committee will meet regularly in a pre-arranged location, with a minimum of one meeting per semester. Regular meetings will take place the first Friday of November and the first Friday of March from 3-5 p.m. Additional meetings may be scheduled as needed. If the regularly scheduled meetings fall on a university holiday, they shall be moved to the following Friday.

7.2 Special meetings may be called by the Chair as necessary to conduct Committee work.

7.3 Members may attend via technology.

7.4 Agenda and minutes of the previous meeting, including attendance records, will be available online prior to the meeting.

7.4.1 If the agenda materials are not ready for distribution before the meeting, the Chair and/or the Dean of the Library will notify the membership concerning the delay.

7.5 All business of the Committee will be conducted at regularly scheduled meetings of the Committee, or at special meetings with the consent of the Committee and presence of a quorum at the special meeting.

7.6 All meetings are open to the public.

7.7 If the committee Chair and Chair-Elect are both unavailable, the Faculty Senate Representative will act as a substitute to chair the meeting. If a policy motion results in a tie, the motion will be tabled until the University Library Committee chair can render a tie-breaking vote.

## 8. Voting

8.1 A simple quorum (50% of the voting members + one member) of the voting members must be present at any meeting before any binding action may be taken. (Determining the quorum takes into account the total voting membership, whether seats are filled or not.) The number of members necessary for a quorum will be determined at the first meeting each Fall.

8.2 Proxy voting is not allowed.

8.3 Virtual voting is acceptable if the member is present on the phone at the time of the vote for an item or groups of items.

8.4 Approval of formal actions of the Committee regarding policies will be by a simple majority vote of the regular voting members of the Committee present at the meeting when the vote is taken.

## **9. Subcommittees and Task Forces**

- 9.1 The University Library Committee has the authority to create subcommittees to facilitate the accomplishment of the committee's charge.
- 9.2 Any University Library subcommittee or task force will develop their own set of by-laws (if applicable) and procedures related to their charge by the University Library Committee.
- 9.3 Subcommittees may include members who are not members of the Committee, although subcommittees must be chaired by a committee member. The findings of any subcommittee must receive the approval of the full Committee before they may be reported outside of the Committee.

## **10. Amendments.**

- 10.1 These Bylaws may be amended at any regular meeting of the University Library Committee by a majority vote of those present, assuming a quorum, provided that notice of the proposed actions shall have been given at the previous regular meeting, or shall have been communicated to all members of the Committee in writing through email or regular mail at least two (2) weeks prior to the meeting at which the action is to be taken.

## **11. Establishment of Operating Policies and Procedures**

- 11.1 In concert with the Office of Curriculum and Assessment, the University Library Committee will establish and document the processes and procedures for carrying out its charge.
  - 11.1.1 The Office of Curriculum and Assessment will support the operations and management of these established processes and procedures.

## **12. The University Library Committee as Part of the General Function of the Northern Arizona University Governance Structure**

- 12.1 The University Library Committee recognizes that its bylaws must be in accordance with the Faculty Senate charge, all NAU and ABOR policies, and local, state, and federal laws.