

# **LIBRARY AND LEARNING RESOURCES COMMITTEE BYLAWS**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School By-Laws.

The purpose of the Library and Learning Resources Committee is to provide guidance to the Director of the UMW Library in the areas of: (1) library mission, (2) library policy, (3) library functions, (4) acquisition of additional resources for the library, (5) management and acquisition of learning resources for the University of Massachusetts Medical School, and (6) consideration of archiving functions that may be part of the library mission.

## **ARTICLE I: MEETINGS**

### **A. Frequency**

The Library and Learning Resources Committee shall meet bi-monthly during the academic year (i.e., September through June). The schedule of meetings shall be distributed to the members at the first meeting of the year. Additional meetings may be called by the officers of the committee with advanced notice of five (5) days.

### **B. Attendance**

1. It is the expectation that members of the Library and Learning Resources Committee are to attend all meetings. Representatives of the Library Administration are invited to attend. The Chair should be notified if a member is unable to attend. The Chair may take into consideration attendance when making recommendations for continuance on the committee.
2. Members may attend by teleconference or any other technology that allows full participation by the member. Representation by proxy is not permitted.

### **C. Voting**

1. One half of the voting membership shall constitute a quorum.
2. All "voting" members may vote (including all Officers).
3. Vote by proxy is not permitted.
4. Voting may be accomplished by teleconference.

#### D. Agenda

1. The agenda for regular meetings shall be prepared by the Chair of the committee in consultation with the Director of the Library.
2. The agenda and notice of the meeting shall be distributed to the members at least seven days in advance of the meeting by the Library Administrative Office.

#### E. Minutes

1. The Chair with assistance from the Library staff shall be responsible for meeting minutes.
2. The minutes shall be voted for approval at the next regularly scheduled meeting.
3. Minutes shall be posted/made available on the Committee website.

#### F. A permanent record of the meeting minutes shall be maintained by the Library Administrative Office.

#### G. Administrative Support

The Library Administration Office shall provide support to the Library and Learning Resources Committee for purposes of coordinating meetings, preparing and distributing related materials in consultation with the committee Chair.

### **ARTICLE II: OFFICERS**

#### A. The following officers shall be elected bi-annually from the voting membership:

1. Chair, who shall:
  - a. Preside at all meetings;
  - b. Review proposed agenda items;
  - c. Review, finalize, and insure the distribution of Committee Minutes; and
  - d. Serve on campus committees and task forces as requested and appropriate.

#### B. Nominations and Election

1. Nominations shall be solicited by the Chair and forwarded to the Library Administrative Office for preparation of the ballot.
2. Elections for the Chair in the upcoming year shall occur at the last meeting of the current academic year.

### **ARTICLE III: ADVISING AND REPORTING**

- A. The Library and Learning Resources Committee shall advise the Faculty Council on substantial matters resulting from committee decisions. Such matters shall require a majority vote of the membership. The Chair shall be responsible for requesting to place an item on the agenda of the Faculty Council. The Chair and/or designee of the committee will make the report.
  
- B. The Library and Learning Resources Committee shall provide a written report to the Faculty Council and to the Executive Council at the end of each academic year summarizing the activities of the previous year and anticipated activities for the upcoming year. The Chair and/or designee shall present a more comprehensive overview upon request by the Faculty Council and/or Executive Council.

### **ARTICLE IV: SUBCOMMITTEES**

The Library and Learning Resources Committee may establish subcommittees from time to time to assist in the workings and management of the Committee. Such subcommittees shall adopt rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the involved School's Bylaws, and this Committee's Bylaws. All conduct and any recommendations of such subcommittees are advisory only to the governance body under which they serve.

At the time of the approval of this document, the Library and Learning Resources Committee has one subcommittee: Humanities in Medicine. The purpose of this committee is to organize functions to emphasize the role of the humanities in the practice (and teaching) of medicine.

### **ARTICLE V: REVIEW AND REVISION**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.