

LIBRARY ADVISORY BOARD
Eastern Illinois University's Booth Library
BYLAWS

I. Purpose

- A. The Library Advisory Board makes recommendations to the dean of Library Services regarding policies governing the development of collections, services, and facilities in the library; policies for apportioning the materials budget; and other policies relevant to Library Services.
- B. The Library Advisory Board brings problems and ideas from their faculty and student constituencies to the office of the dean of Library Services.
- C. The Library Advisory Board assists the dean of Library Services by providing input for the implementation of a viable positive library program for the University and community.
- D. The Library Advisory Board provides, as requested, representatives from its membership for various internal library service committees and task forces.

II. Membership

- A. The Library Advisory Board shall be comprised of the following appointed members:
 - 1. two (2) faculty members from the following – Lumpkin College of Business and Technology, College of Education, and College of Health and Human Services -- appointed by the Faculty Senate;
 - 2. four (4) faculty members from the College of Liberal Arts and Sciences appointed by the Faculty Senate (divided equally between Arts & Humanities and Sciences);
 - 3. one (1) voting member of the library faculty appointed by the Faculty Senate;
 - 4. two (2) voting student members – one undergraduate student appointed by the Student Senate and one graduate student appointed by the Graduate Student Advisory Council; and
 - 5. three (3) ex-officio members, one each from Business Affairs and Student Affairs, and an appointee of the dean of the Graduate School.
- B. The dean of Library Services shall serve as an ex-officio member of the Advisory Board.

III. Terms of Members

- A. Each faculty member serves a two-year term. .
- B. Each student member serves a one-year term.
- C. With the exception of the dean of Library Services, each ex-officio member serves a two-year term.
- D. Special circumstances
 - 1. If a voting faculty member resigns, the Faculty Senate shall be notified and requested to appoint an alternate replacement. If a student member resigns, the Student Senate or Graduate School shall be notified and requested to appoint a replacement to serve out the year.

2. A leave of absence or sabbatical leave for no more than one semester shall be counted as part of a faculty member's two-year term, and the member's college dean will be asked to appoint a temporary replacement. If a member takes a leave of absence or sabbatical lasting more than one semester, the Faculty Senate will be asked to appoint a replacement to serve out the term.

IV. Officers and Elections

A. Officers

1. The voting members and alternates of the Advisory Board shall elect a chair and a vice chair for each academic year.
2. Both the chair and the vice chair shall retain their voting rights on the Advisory Board.

B. Elections

1. Nominations shall be opened during the 2nd meeting of the spring semester and closed one week prior to the last meeting.
2. Nominations can be made by any member of the Advisory Board.
3. Only continuing members presently serving on the Advisory Board who will be members the following year can be nominated.
4. Elections shall take place at the last meeting of the spring semester. Candidate names shall be distributed in advance so that those members who cannot attend the meeting can submit their votes to the chair prior to the meeting.
5. The vote shall be by ballot and conducted by the incumbent chair.
6. A simple majority shall constitute a win.

V. Meetings

- A. A simple majority of members shall constitute a quorum.
- B. Normally the Library Advisory Board shall meet at least three times per semester, on Wednesdays at 4 p.m. Alternative arrangements may be made at the discretion of the chair with the support of two-thirds of the voting members of the board.
- C. Special meetings, including summer meetings, may be called by the chair as necessary.

VI. Attendance

- A. Voting members and ex-officio members of the Advisory Board are expected to attend each regular board meeting.
- B. If a voting member is unable to attend a meeting, that member shall contact the chair of the Advisory Board or recording secretary prior to the meeting.

VII. Minutes and Other Information

A. Minutes

1. Minutes of the board meetings shall be taken by a member of the staff of the dean of Library Services.
2. The minutes shall be reviewed by the chair of the Advisory Board prior to distribution.
3. The minutes as reviewed by the chair should be distributed to the members of the Advisory Board within three (3) days of the next regular meeting;

4. Following board approval of the minutes, they will be made available to the public electronically on the Booth Library web site and in The Keep.
- B. Other Information
- Reports and other information relevant to a forthcoming meeting should be disseminated to the members of the Advisory Board at least three (3) days prior to the meeting.

VIII. Agenda

- A. Agenda items for forthcoming meetings shall be solicited by the chair from members at the end of each meeting.
- B. The final agenda for each meeting shall be established by the chair of the Advisory Board in consultation with the dean of Library Services.

IX. Amendments to the Bylaws

These bylaws may be amended with the approval of two-thirds of the members present at a meeting of the Advisory Board, with the quorum rule having been met.

Approved March 2019