

**LIBRARY ADVISORY BOARD**  
Eastern Illinois University 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. three (3) faculty members from each academic college appointed by the Faculty Senate, two (2) voting members and one (1) non-voting alternate;
  - 2. two (2) student members – one undergraduate student appointed by the Student Senate and one graduate student appointed by the Graduate Student Advisory Council; and
  - 3. three (3) ex-officio members, one each from Business Affairs and Student Affairs, and an appointee of the Dean of the Graduate School.
- B. Alternates present at Advisory Board meetings in place of voting members shall be voting members of the Advisory Board at that meeting.
- C. 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 three-year term, one (1) year as alternate followed by two (2) years as a voting member. One voting member from each academic college rotates off the Advisory Board each year and is replaced by the alternate for that college.
- 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 during his/her first year, the alternate shall assume the voting position and serve out the year and shall serve a second year as a voting member. The Faculty Senate shall be notified and requested to appoint an alternate replacement.

2. If a voting faculty member resigns during his/her second year, the alternate shall assume the voting position and serve out the year and shall serve a full two-year term as voting member.
3. A leave of absence or sabbatical leave shall be counted as part of a faculty member's three-year term. The alternate shall serve as a voting member during the voting member's leave. An alternate who takes a sabbatical or leave of absence shall be temporarily replaced by a Faculty Senate appointment.
4. If a student member resigns, the Student Senate shall be notified and requested to appoint a replacement to serve out the year.

#### 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 2<sup>nd</sup> meeting of the spring semester and closed one week prior to the last meeting.
2. Nominations can be made by any voting member or alternate presently serving on the Advisory Board.
3. Only continuing members presently serving on the Advisory Board and alternates 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 voting members shall constitute a quorum.
- B. Normally the Library Advisory Board shall meet at least three times per semester, on Wednesdays at 4:00 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:
  1. contact the chair of the Advisory Board prior to the meeting, and
  2. contact the alternate member for his/her college to arrange for his/her replacement at that meeting.

- C. Voting members who are absent from three (3) consecutive meetings over the course of a semester shall be deemed to have resigned from the Library Advisory Board. That member's position shall be filled as specified in Sec. III. D.

## 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 following members of the university community within three (3) days of the next regular meeting:
  - a. President;
  - b. Vice President for Academic Affairs;
  - c. Deans of the academic colleges;
  - d. Chair of the Faculty Senate;
  - e. members of the Advisory Board;
  - f. members of the library's Collection Development Committee;
  - g. departmental library coordinators.

### 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 voting members present at a meeting of the Advisory Board, with the quorum rule having been met.