



OFFICE OF THE LAUC PRESIDENT

October 18, 2013

LAUC Committee on Professional Governance  
Librarians Association of the University of California

TO: Dana Peterman, Chair, LAUC Committee on Professional Governance  
FR: Nick Robinson, LAUC President  
RE: 2013-14 Charge, LAUC Committee on Professional Governance

I am pleased to appoint you 2013-14 Chair of the LAUC Committee on Professional Governance for a term commencing October 1, 2013 and ending September 30, 2014.

**Administrative Structure**

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

**Committee Background and Significance**

For LAUC, the term "professional governance" primarily relates to issues regarding peer review and the status of librarians at the University of California. LAUC represents all UC librarians, both managers and non-managers. Committee members have the significant responsibility to represent the views and needs of the entire membership.

**General Charge**

For 2013-14, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.e.1 (approved by UCOP March 23, 2009):

- a. Advise the President and the Executive Board on issues that affect librarians, peer review, and other professional governance issues.
- b. Serve as a review body for Divisions who may request evaluation of local peer review procedures.
- c. Serve as a Bylaws review committee for proposed changes to the LAUC Bylaws and Standing Rules. Be available to review the Divisions' Bylaws for consistency with the LAUC Bylaws and Standing Rules, and to consult with Divisions on request.
- d. Address other subjects at the request of the President and consider and develop recommendations on matters of librarian professional governance.

## **Specific Charges for 2013-14**

1. In consultation with the LAUC Parliamentarian, propose changes to the LAUC Bylaws and Standing Rules to fit current LAUC practices and procedures, which have evolved since the expansive revision of the Bylaws approved by UCOP in 2009. The Committee should propose revisions to clarify ambiguities; incorporate new Bylaws and Standing Rules, as appropriate, that reflect the recently reorganized UC library advisory structure; and effect other changes that fit the way LAUC now operates and is likely to continue to do so. Assure the Bylaws and Standing Rules complement each other.

## **Timeline**

The committee Chair should report to the President any concerns surrounding meeting either of the charges.

A preliminary status report to the President on the Committee's progress is due by January 31, 2014. If the Committee wishes to engage the LAUC Assembly and/or general membership in discussion regarding these charges, relevant information should be provided as part of the report.

The committee should prepare a report for presentation at the Assembly in spring 2014.

The committee will submit its final committee report to the President by September 12, 2014.

Reports should be submitted using the following format:

## **Reporting Guidelines**

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [year (e.g., 2013-14)]Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

## **Committee Work and Meetings**

Please plan to hold only one in-person meeting. Other committee business will need to be conducted conference call(s), or using other technologies, such as email or chat. Please contact me if more information is needed.

## **Committee Expenses**

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

### **Committee on Professional Governance**

#### **Berkeley**

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#### **Davis**

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#### **Irvine**

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#### **Los Angeles**

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