

original text from <https://lauc.ucop.edu/sites/default/files/attached-files/standingrulesmarch2017.pdf>

Librarians Association of the University of California Standing Rules of the Librarians Association of the University of California

## 100 General Provisions

### 100.1 Standing Rules

- A. Standing Rules of LAUC are established to facilitate the business of LAUC.
- B. Standing rules may be adopted, amended or deleted by a majority of the Executive Board or by a majority of the members present at an Assembly meeting. [*Bylaws, Article V, Section 6 and ~~proposed~~ Article VII, Section 4.f*]
- C. Standing Rules may be suspended for the duration of a single meeting by a two-thirds vote of the members present. [*Sturgis*]

100.2 LAUC Year The LAUC year is the academic year, Sept. 1 through August 31 of the following year. Terms of office for officers begin Sept. 1; terms of office for standing committee members begin October 1 and continue through September 30 of the following year. [*Current practice*]

100.3 Documentation LAUC documents are distributed electronically when possible, by posting on the LAUC web-site, and distribution via e-mail. General broadcast distribution relies upon divisional e-mail distribution lists, with e-mails forwarded by divisional chairs. Paper distribution may be appropriate at meetings and other events, or for specified purposes, such as elections. [*Current practice*]

### 100.4 Interpretive Guide: Membership and Affiliate Membership

A. As used in these standing rules and Bylaws, the terms "member(s)" or "membership" in reference to LAUC or LAUC committees should be understood to refer to members of LAUC as defined in Bylaws III.1.a and .b for membership and the powers to vote and serve as LAUC officers or committee members. Unless expressly specified otherwise in the immediate text, such terms should not be read to include affiliate members of LAUC as defined in Bylaws III.4 and/or divisional affiliate members as may be defined by divisional bylaws.

B. A Division's bylaws may use any designation for additional categories of membership (e.g., "non-voting members" or "exceptional members"), but any additional category of membership defined via Division bylaws that falls within and is consonant with the definition of "affiliate member" in the first sentence of Bylaws III.4 is, for purposes of LAUC, affiliate membership; and any additional category of membership defined via Division bylaws that falls outside of the definition of

**Commented [1]:** This is to address a "local culture" issue at one of the campuses where the designation "affiliate" may have negative connotations

"member" in Bylaws III.1.a and .b and outside of the definition of "affiliate member" in the first sentence of Bylaws III.4 is, for purposes of LAUC, an extension of the "affiliate membership" category under the last sentence of Bylaws III.4.

## 200 Executive Board:

### 200.1 Meetings

A. Meetings of the Executive Board are open to any LAUC member who may wish to attend. Agendas will be made available by the President or Secretary upon request. ~~[Current practice]~~

B. Meetings of the Executive Board may be held in person, by telephone, videoconference, with the aid of other technologies. ~~[Current and future]~~

C. Outside of meetings, decisions of the Executive Board may be reached through a telephone poll or email/electronic poll conducted by the President. ~~[Adapted from Bylaws Article V, Section 5]~~

D. The Executive Board frequently conducts an in-person meeting in conjunction with the Assembly. This meeting may be either the day before or the day after the Assembly meeting. ~~[Current practice]~~

E. Traditionally, the Executive Board holds a Transition (Old/New) Board meeting in August or September, with New Board members taking office during the second half of the meeting. ~~[Current practice]~~

F. Consent Calendar. Agenda items deemed non-controversial by the President, may be placed on the agenda as a Consent Calendar. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any Board member, any such Calendar item must be deferred until consideration of new business. ~~[New procedure, recommended by LAUC President Terry Huwe; also under Assembly]~~

### 200.2 Minutes and Reporting

A. Minutes of Executive Board meetings shall be prepared by the Secretary. The Secretary shall promptly disseminate the minutes to all members of the Executive Board, providing a period for comments and discussion, followed by an approval vote of the Board to be conducted electronically, as determined by the Board. ~~[Modeled on Assembly minutes section, below]~~ Minutes of the Executive Board will be made available to the membership in a timely manner. ~~[New]~~

B. The President is to report to the membership in a timely manner on actions taken by the Executive Board. ~~[Bylaws Article V, Section 4]~~ Divisional chairs are

**Commented [2]:** Consider: is this intended to exclude affiliate members? Bylaws Article III, Section 4 does not list EB meetings among the privileges or limitations applicable to affiliate membership; if reference is left as "member" then new language of SR 100.4.A means only "full" members may by default attend EB meetings, affiliate members would not have a right to attend but rather have to be invited.

also responsible for reporting on Executive Board activities to their Divisions.  
*[Current practice]*

### 300 Assembly Meetingies and General Membership Meetings

#### 300.1 Scheduling and Logistics

A. There shall be at least one Assembly held per year. ~~*[from Bylaws, Article VII, Section 3, this wording reflects current practice, but move to standing rules makes scheduling Assemblies more flexible]*~~

B. Assembly Meetingies normally alternate North and South, in alphabetic order among the campuses in each region (North: B, D, M, SF, SC, South: I, LA, R, SD, SB). *[Current practice]*

C. The location and date of each Assembly Meeting is designated by the President in consultation with the Executive Board. The hosting campus will be consulted as to the appropriate date. *[Current practice]*

D. Assembly Meetingies may include program components. *[Current practice]*

E. Information on Assembly Meetingies, including logistics, agenda, shall be distributed as far in advance as possible. *[Current practice]*

F. Assembly arrangements are handled by a local arrangements committee constituted by the hosting campus.

G. Assembly meetings may be held in person or via other technologies; votes of the Assembly may be conducted electronically. *[Current and future]*

H. Assemblies shall include an opportunity for affiliate members and members ~~*who are*~~ not serving as divisional representatives to raise issues from the floor. *[Adapted from Bylaws Article VIII, Section 3de, restated to emphasize]*

I. Consent Calendar. Agenda items deemed non-controversial by the President, in consultation with the Executive Board, may be placed on the agenda as a Consent Calendar. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any Assembly member, any such Calendar item must be deferred until consideration of new business. *[New procedure, recommended by LAUC President Terry Huwe, also under Executive Board]*

J. General Membership meetings may be scheduled in conjunction with, or separate from Assembly meetings in accordance with Bylaws, Article VII, Section 3-e.

### 300.2 Minutes

A. Minutes of Assembly meetings shall be prepared by the Secretary. The Secretary shall promptly disseminate the draft minutes to all members of the Assembly, providing a period for comments and discussion, followed by an approval vote to be conducted electronically, as determined by the Executive Board. [~~detail for originally~~ Bylaws, Article IV, Section 9a ~~Article VII, Section 3 g,~~ procedural detail added]

B. Minutes of general membership meetings shall be disseminated by the Secretary to the membership, providing a period for comments and discussion, followed by an approval vote of the membership to be conducted electronically, as determined by the Executive Board. [~~originally detail for~~ Bylaws, Article IV, Section 9a ~~Article VII, Section 3 g,~~ procedural detail added ~~—note: general membership meetings are rarely held, but there is provision for them in the Bylaws~~]

C. Draft minutes of Assembly and general membership meetings may be posted on the LAUC web-site, clearly labeled as "Draft;" final minutes shall be posted as soon as approved. [~~New~~]

D. The Secretary shall distribute the approved Assembly and general membership meeting minutes to the University Librarian on each campus, to the Chancellor or other officer to whom a LAUC member reports, and to the Office of the President. [~~detail for originally~~ Bylaws, Article IV, Section 9a ~~Article VII, Section 3 g,~~]

## 400 Committees

### 400.1 Appointments

A. Nominations for members to represent Divisions on Standing Committees shall be submitted to the President by 1 September for a term commencing 1 October. [Bylaws, Article VIII, Section 1.a]

B. In order to stagger the membership of Standing Committees, the Divisions shall be ~~alphabetically~~ divided into two groups, with Divisions in one of the two groups nominating new members each year. [Bylaws, Article VIII, Section 1.be] The current schedule of appointments for standing committees as of appointing divisional representatives for the 2022-23 term is as follows:

Term starts in October of	CPG	DEI	RPD	# appointees per campus	
even year	UCB, UCD, UCI, UCLA, UCSF  (3 north, 2 south)  5 incoming (5 returning members)	UCM, UCR, UCSD, UCSF, UCSC  (3 north, 2 south)  5 incoming (5 returning members)	UCB, UCLA, UCM, UCR, UCSF  (3 north, 2 south)  5 incoming (5 returning members)	UCB-2 UCD-1 UCI-1 UCLA-2 UCM-2 UCR-2 UCSD-1 UCSF-3 UCSB-0 UCSC-1	<b>Commented [3]:</b> Though not shown (for clarity's sake) as added text in markup, this entire table is suggested as an addition.
odd year	UCM, UCR, UCSD, UCSF, UCSB, UCSC  (3 north, 3 south)  6 incoming (4 returning members)	UCB, UCD, UCI, UCLA, UCSF, UCSB  (3 north, 3 south)  6 incoming (4 returning members)	UCD, UCI, UCSD, UCSF, UCSB, UCSC  (3 north, 3 south)  6 incoming (4 returning members)	UCB-1 UCD-2 UCI-2 UCLA-1 UCM-1 UCR-1 UCSD-2 UCSF-3 UCSB-3 UCSC-2	<b>Commented [4]:</b> This schedule assumes a Bylaws amendment is passed allowing a Division to apply for a permanent 1-year seat on this committee, and that UCSF applied for and is granted such a structure for this committee. Absent those conditions, UCSF would not appoint a member to this committee in odd years and the north/south and incoming/returning member counts would be adjusted.  <b>Commented [5]:</b> Same comment above as to UCSF obtaining an exception per an amended Bylaw - Absent that, UCSF would not appoint a new rep in odd years for this committee.  <b>Commented [6]:</b> Same comment as above re UCSF obtaining an exception per an amended Bylaw - Absent that, UCSF would not appoint a new rep in odd years for this committee.  <b>Commented [7]:</b> This count is based on UCSF obtaining an exception per an amended Bylaw - Absent that, UCSF would appoint 2 committee reps in odd years.

C. The Secretary, in consultation with standing committee chairs, the President and Executive Board, will prepare a list of the anticipated upcoming Committee vacancies and continuing terms of standing committee members for distribution to Divisional chairs by May/August 1. ~~[Current practice]~~

D. For appointment of Nominating Committee, see 600 Elections, below.

400.2 Vacancies If a vacancy occurs on any standing committee, the appropriate Division shall submit a nominee to the President to serve the remainder of the term. In the event a Division is unable to secure a nominee to fill a vacancy, the committee for the remainder of that member's vacant term shall be considered, for purposes of quorum, to consist of the number of Divisional representatives as reduced by the unfilled vacancy. ~~[Bylaws, Article VIII, Section 1.d.e]~~ In the case of vacancies on ad hoc committees, the President may will appoint new members as appropriate. ~~[Bylaws, Article VIII, Section 2.f Current practice]~~

~~400.3 Liaisons~~ The President may accept or request a liaison from the Office of the President to any standing committee. ~~[Bylaws, Article VIII, Section 1.f]~~

400.4 Reports

A. If so charged by the President, each cCommittees shall report at each meeting of the Assembly ~~or in accordance with their charges~~. Disposition of the report shall

**Commented [8]:** Secretary should distribute list so each campus knows what committee seats/terms to fill, move timing up to May to give divisions time to plan and recruit, and to consider committee membership when nominating officer candidates

**Commented [9]:** Due to the timing and "committee" category, suggest adding this cross-reference for convenience of outgoing President, who must remember to appoint Nominators

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**Commented [10]:** quorum with various vacancies would be:  
0 : .51x10 = 5.1, meaning >5 members, so at least 6  
1: .51x9 = 4.59, meaning at least 5 of 9  
2: .51x8 = 4.08, meaning at least 5 of 8  
3: .51x7 = 3.57, meaning at least 4 of 7  
4: .51x6 = 3.06, meaning at least 4 of 6 etc.

**Commented [11]:** Executive Board is encouraged to come up with clearer wording.

**Commented [12]:** include ", e" only if suggested revision regarding effect on quorum is added.

**Commented [13]:** Suggest deleting current section 400.3, "Liaisons", because there is no authority in current Bylaws for appointment or request for UCOP or other outside liaisons to committees

be in accordance with the Sturgis Standard Code of Parliamentary Procedure chapter on committee reports and recommendations. ~~[Bylaws, Article VIII, Section 1.h]~~

B. ~~If so charged by the President, e~~Each committee shall submit a written annual report to the President by 1 September. ~~[Bylaws, Article VIII, Section 1.h]~~

**Commented [14]:** Bylaws no longer require any report or disposition of reports, so if a reporting requirement is to be retained, must be based on charge by the President to make a report

**Commented [15]:** ditto - Bylaws no longer require annual report, so if a reporting requirement is to be retained, must be based on charge by the President to make annual report

## 500 Appointment and Nomination of Representatives to Advisory Bodies

### 500.1 LAUC Representatives

A. For each of the following advisory positions, the President recommends to the Convener of the Council of University Librarians the names of three LAUC members, from which one name will be chosen, to serve a ~~either a three-year term or two-year term depending upon the group:~~

i. ~~LAUC representative to the Systemwide Operations and Planning Group (SOPAG) (3-year term).~~

ii. ~~LAUC representatives to each of the All-Campus Groups: Collection Development Committee (CDC); Heads of Public Services (HOPS); Heads of Technical Services (HOTS); Library Technology Advisory Group (LTAG); Resource Sharing Committee (RSC) University Librarians Advisory Structure (otherwise known as the UC Libraries Advisory Structure, UCLAS) groups; Direction and Oversight Committee (DOC); Shared Content Leadership Group (SCLG). (2Two-year terms)~~

~~[detail for Adapted from Bylaws, Article VIII, Section 3, and current practice]~~

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B. The President recommends to the University Provost the names of three LAUC members, from which one name will be chosen for a three-year term, for the position of LAUC representative to Systemwide Library and Scholarly Information Committee (SLASIAC). ~~[Current practice]~~~~[detail for Bylaws, Article VIII, Section 3]~~

C. The President also recommends to the University Provost the names of three LAUC members, from which one name will be chosen for a two-year term, for the position of LAUC Representative to the Shared Library Facilities Board (SLFB). ~~[Current practice]~~~~[detail for Bylaws, Article VIII, Section 3]~~

500.2 Procedure Annually in April or May, the President identifies upcoming representative vacancies and issues a call for participation to the membership. Nominations, with candidate statements of interest, are forwarded by divisions to the President. Members may also submit applications directly to the President. The President or Secretary consolidates the nominations and distributes them to the Executive Board for consideration and vote. ~~[Current practice]~~

500.3 Other Advisory Relationships The President serves as a consultant to the University Committee on Libraries and Scholarly Communications (UCOLASC).  
~~[Current practice]~~

## 600 Elections

### 600.1 Procedures

A. The President should appoint ~~at~~the Nominating Committee by October 1st. The Past President ~~normally~~ serves as the chair of the Nominating Committee. Each of the three members of the nominating committee shall be from a different Division. ~~[Adapted from Bylaws, Article IX, Section 2] to reflect current practice of appointing Past President the Chair of Nominating Committee]~~

B. ~~No Candidate for any office shall be from the same Division as the current Vice President/President Elect. Candidates for a particular office shall not be from a Division which has one of its members serve in that office during the current or preceding terms. Candidates for different offices shall be, as far as is practicable, from different Divisions, so that any possible combination of winning candidates would not be from the same Division. [Bylaws, Article IX, Section 3b]~~

C. Before the Nominating Committee submits its slate, the consent and a biography of each nominee shall be obtained in writing. ~~[detail for] Bylaws, Article IX, Section 4e]~~

D. At the time of the LAUC Transition meeting, the LAUC Secretary develops an Election Calendar, after consulting with the President and the Executive Board on the selection of an election date. The Election date drives all the other dates in the election process. ~~[Current practice]~~

E. The Chair of the Nominating Committee shall submit the slate of nominees in writing, with their written consent and biographies, to the Secretary at least sixty-five (65) days prior to the date of the election. ~~[detail for] Bylaws, Article IX, Section 4]~~

F. The Secretary shall submit the slate of nominees in writing to each Divisional Chair at least fifty-five (55) days prior to the date of the election. ~~[detail for] Bylaws, Article IX, Section 4e]~~

G. The Secretary shall include with the slate of nominees a notice of the election date and notice that additional nominations may be submitted by members. ~~[detail for] Bylaws, Article IX, Section 4e-a]~~

H. Such additional nominations, accompanied by the written consent and biographies of nominees, must be submitted to the Secretary at least fourteen

**Commented [16]:** Consider deleting: this paragraph seems unnecessary - merely duplicates the Bylaws. Perhaps this helps President remember to appoint this committee?

**Commented [17]:** This first sentence only partly effectuates Bylaws IV.3 - requiring that all officers be from different Divisions, but exempting Past President - since the current VP's is the only Division that has to be avoided as other officers will roll off or are exempted.

**Commented [18]:** This is not required by any provision of Bylaws and does not seem to be current practice. Eliminating this SR will free up Nominating Committee, but may result in "revolving door" incumbents from particular campuses.

**Commented [19]:** This SR does not give full effect to the Bylaws because the incoming VP and incoming Secretary should also be from different campuses from each other, so consider adding this constraint so that (in the event of contested elections) no possible combination of winning candidates will violate the "all officers except Past Pres must be from different campuses" rule.

**Commented [20]:** Section 4 merely refers to passing the slate (does not require written consent), so this requirement only arises by authority of SRs to give detailed procedures (art. IX sec.4)

**Commented [21]:** current Bylaws do not set any timetable; reference to Section 4 cited merely for authority of SRs to prescribe details like this

**Commented [22]:** ditto - current Bylaws do not set this procedure; reference to Section 4 cited merely for authority of SRs to prescribe details like this

(14) days prior to the date of the election. ~~[detail for Bylaws, Article IX, Section 45 b]~~

**Commented [23]:** ditto - current Bylaws do not set this procedure or timetable; reference to Section 4 cited merely for authority of SRs to prescribe details like this

I. ~~Each Division shall appoint an Election Committee before May 1. [Bylaws, Article IX, Section 6]~~ *In developing the Election Calendar, the LAUC Secretary shall advise each Divisional Chair that the Division should establish by May 1 a committee, officer, or other mechanism for administering the LAUC election, and may appoint the same group or individual that runs the Division's election to do so.*

**Commented [24]:** Nothing in Bylaws requires divisions to appoint election committees, and not all campuses have or want an election committee, and Bylaws do not empower Secretary to direct them to do so. CPG suggests language for a reminder from Secretary to divisions as a way to operationalize the May 1 deadline, and more flexibility in how the election is carried out by Divisions:

J. At least thirty (30) days prior to the date of the election, the Secretary shall send one sample ballot and biographies of nominees to each Divisional Secretary. The ballot shall state the election date, which is the date by which the ballots must be returned to the Divisional Election Committee Chair. ~~[detail for Bylaws, Article IX, Section 47]~~

**Commented [25]:** ditto - current Bylaws do not set this procedure or timetable; reference to Section 4 cited merely for authority of SRs to prescribe details like this

K. At least fourteen (14) days prior to the date of the election, each Division shall send to each eligible voter in its Division a ballot and biographies of the nominees. ~~[detail for Bylaws, Article IX, Section 48]~~

**Commented [26]:** ditto - current Bylaws do not set this procedure or timetable; reference to Section 4 cited merely for authority of SRs to prescribe details like this

L. Not more than ten (10) days following the date of the election, each Divisional Secretary shall submit the results of the election in writing to the Secretary. The Secretary shall compile the results of the election from the divisional reports. ~~[detail for Bylaws, Article IX, Section 49]~~

**Commented [27]:** ditto - current Bylaws do not set this procedure or timetable; reference to Section 4 cited merely for authority of SRs to prescribe details like this

M. The Secretary shall notify the President, the Vice President (President-Elect), the Divisional Chairs, and all nominees of the results of the election not later than twenty (20) days after the date of the election or runoff election in the case of a tie. ~~[detail for Bylaws, Article IX, Section 49]~~

**Commented [28]:** ditto - current Bylaws do not set this procedure or timetable; reference to Section 4 cited merely for authority of SRs to prescribe details like this

## 700 Website and Web Administrator

700.1 ~~Web Site~~ The LAUC web-site is hosted by the University of California Office of the President at <http://www.ucop.edu/lauc/>. The LAUC web-site is a primary mode of communication about LAUC's activities and policies. ~~[Current practice]~~

700.2 ~~Web Administrator~~ The LAUC web-site is administered under the direction of the President by the LAUC Web ~~Administrator~~. The Web ~~Administrator~~ serves a two-year term. Volunteers for this position are solicited from the LAUC membership. The Web ~~Administrator~~ is appointed by the President in consultation with the Executive Board. ~~[Current practice]~~

## 800 Alternate Parliamentarian



800.1 Appointment ~~In the event the Parliamentarian is unable to serve,~~ the President may appoint an alternate Parliamentarian to serve in the absence of the Parliamentarian. *[Bylaws, Article XI, Section 3]*

**Commented [29]:** implies alternate may be appointed only if P unable to serve; Bylaws provide alternate can be appointed at any time, and will serve when P is not able to.

## 900 Awards

900.1 LAUC Travel Award The President, ~~at his or her discretion,~~ may offer the LAUC membership the opportunity to apply for travel awards to fund attendance at the LAUC Assembly Meeting. The awards are funded from the President's funds. The decision to offer travel funds and any application procedures are at the discretion of the President. *[Current practice]*

Consider deleting entire SR: Other than adding the confusing and unauthorized conditional "In the event" phrase, remainder of this SR merely restates the Bylaw ... Is it just to remind the President this is an option?

**Commented [30]:** Suggest change to use gender-neutral/inclusive construction; discretion over decisions is already covered in last sentence

## 1000 Archives

1000.1 Procedures The LAUC Archives are maintained at the Bancroft Library as part of the University Archives. The current LAUC ~~President chair~~ maintains 3-5 years of files, the number to be determined in consultation with the past and incoming presidents. Although a report may be on the LAUC web site, a paper copy is preserved in the Archives. At the end of ~~his or her~~ the term, the President sends the oldest year to the Archives and the remaining files to the incoming President. Files are maintained according the organization scheme developed for the files. *[Current practice, expanded from detail for Bylaws, Article XIII]*

**Commented [31]:** Suggest change to use gender-neutral/inclusive construction

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**Commented [32]:** [insert new date]