



OFFICE OF THE LAUC PRESIDENT

November 7, 2014

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

TO: Mitchell Brown, Chair, LAUC Committee on Professional Governance
FR: Matt Conner, LAUC President
RE: 2014-15 Charge, LAUC Committee on Professional Governance

I am pleased to appoint you 2014-15 Chair of the LAUC Committee on Professional Governance for a term commencing October 1, 2014 and ending September 30, 2015.

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 2014-15, 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 2014-15

1. The Committee on Professional Governance has the great responsibility this year of developing recommendations for revising the by-laws for membership and related issues for LAUC in response to fundamental concerns about the organization. Additional documents about this charge will be sent separately.
2. 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.

The committee Chair is expected to attend the conference calls for the LAUC Executive Board and provide regular updates.

A draft of the committee's recommendations for its specific charge should be prepared for review by the LAUC membership in early February with a final draft based on responses to be submitted to the LAUC Executive Board by mid-March. The dates will be determined later.

The committee should prepare a report for presentation at the Assembly in spring 2015.

The committee will submit its final committee report to the President by September 12, 2015.

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

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