

## 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. *[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. Terms of office for officers begin Sept. 1; terms of office for standing committee members begin October 1. *[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]*

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

## 300 **Assemblies 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. Assemblies 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 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. Assemblies may include program components. *[Current practice]*
- E. Information on Assemblies, 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 members who are not divisional representatives to raise issues from the floor. *[Adapted from Bylaws Article VIII, Section 3e, 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. *[originally Bylaws, 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 Bylaws, Article VII, Section 3 g., procedural detail added—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. *[Bylaws, 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.c]*
- C. The Secretary, in consultation with the President and Executive Board, will prepare a list of the upcoming Committee vacancies by August 1. *[Current practice]*

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. *[Bylaws, Article VIII, Section 1.e]* In the case of vacancies on ad hoc committees, the President will appoint new members as appropriate. *[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. Committees shall report at each meeting of the Assembly or in accordance with their charges. Disposition of the report shall be in accordance with the Sturgis Standard Code of Parliamentary Procedure chapter on committee reports and recommendations. *[Bylaws, Article VIII, Section 1.h]*
- B. Each committee shall submit a written annual report to the President by 1 September. *[Bylaws, Article VIII, Section 1.h]*

### **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). (2-year terms)  
*[Adapted from Bylaws, Article VIII, Section 3, and current practice]*
- 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]*
- 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. *[Current practice]*

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 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. *[Bylaws, Article IX, Section b]*
- C. Before the Nominating Committee submits its slate, the consent and a biography of each nominee shall be obtained in writing. *[Bylaws, Article IX, Section c]*
- 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. *[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. *[Bylaws, Article IX, Section 5]*
- 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. *[Bylaws, Article IX, Section 5 a]*
- H. Such additional nominations, accompanied by the written consent and biographies of nominees, must be submitted to the Secretary at least fourteen (14) days prior to the date of the election. *[Bylaws, Article IX, Section 5 b]*
- I. Each Division shall appoint an Election Committee before May 1. *[Bylaws, Article IX, Section 6]*

- 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. *[Bylaws, Article IX, Section 7]*
- 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. *[Bylaws, Article IX, Section 8]*
- 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. *[Bylaws, Article IX, Section 9]*
- 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. *[Bylaws, Article IX, Section 9]*

## **700 Website and Webmaster**

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 Webmaster The LAUC web site is administered under the direction of the President by the LAUC Webmaster. The Webmaster serves a two-year term. Volunteers for this position are solicited from the LAUC membership. The Webmaster 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]*

## **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. The awards are funded from the President's funds. The application procedures are at the discretion of the President. *[Current practice]*

## **1000 Archives**

1000.1 Procedures The LAUC Archives are maintained at the Bancroft Library as part of the University Archives. The current LAUC 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 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 Bylaws, Article XIII]*

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