

**Touro University California**  
**Library Committee Bylaws**  
*Updated 10/30/12*

*Article I – The Committee*

These bylaws pertain to the Library Committee of Touro University California (TUC).

*Article II – Purpose*

- A. The role of the Library Committee is to insure that the TUC Library functions to meet the academic needs of students, faculty and staff. The Committee makes recommendations pertaining to Library operations including policies, budget, facilities and equipment, resources (books, journals, databases, etc.), and services.
- B. The Committee also makes recommendations and provides advice to the Library on matters brought to the Committee by the Library Director, the COO/Provost, or the Faculty Senate.
- C. The Library Committee provides periodic reports to the Faculty Senate.

*Article III – Membership*

The Committee includes at least one faculty member from each of the following: The College of Osteopathic Medicine, the College of Pharmacy, the College of Education and Health Sciences, plus one student representative.

Faculty Members:

- A. Faculty members are nominated in any of the following ways.
  - a. Administrators submit faculty member names to the Chairperson.
  - b. Faculty members submit nominees to the Chairperson.
  - c. Faculty members self-nominate to the Chairperson.
- B. The Library Committee Chairperson selects the slate, and those names are confirmed by a majority vote in the Faculty Senate.
- C. Faculty Committee members serve for a three-year term.
- D. The faculty member's term begins at the beginning of the academic year unless a vacancy occurs during the academic year. Then the position is filled as soon as possible. Service on the Committee for a partial year is counted as a year.

Student Representative:

- A. The student representative serves for a two-year term.
- B. The Chair of the Library Committee contacts the President of the Student Government Association (SGA) to fill the student representative position on the Committee.
- C. The student representative's term begins at the beginning of the academic year. If a vacancy occurs during the course of the academic year, the position is filled as soon as possible. Service on the Committee for a partial year is counted as a year.

Library Director:

- A. The Library Director serves as an ex officio member.

Chairperson:

- A. The Chairperson of the Library Committee is selected by the membership of the Library Committee.
- B. The Chairperson conducts all meetings of the Library Committee and sets the agenda in conjunction with the Library Committee members and Library Director.
- C. The Chairperson is a voting member and the Chairperson serves a three-year term.

Vice-chairperson:

- A. The Library Committee Vice-chair shall be selected by the membership of the Committee and serves a three year term.
- B. The Vice-chair will serve the function of the Chairperson when the Chairperson is unavailable or otherwise cannot conduct the meeting.

Replacement of Members:

- A. Any committee member absent for three consecutive meetings will be replaced by another member of the represented constituency.

*Article IV – Meetings*

- A. The Committee meets three times per year, in the fall, winter and spring, either in person or electronically. Additional meetings are called at the Chairperson’s discretion or at the request of a member of the Committee or the Library Director.
- B. A majority of the membership of the Committee constitute a quorum. Only informational meetings are held without a quorum.
- C. All members of the Committee except the ex officio member are eligible to vote. Notice of items requiring voting must be provided to the Committee at least one week prior to the meeting. Voting may take place electronically.
- D. Guests may attend meetings at the invitation of the Chairperson.
- E. Meetings proceed in an orderly fashion, guided by Robert’s Rules of Order. The Chairperson prepares and distributes a meeting agenda. Minutes are recorded, reviewed, approved, and a copy sent to the members of the Committee and to the COO/Provost and the Chair of the Faculty Senate.
- F. The Committee may conduct business using e-mail as appropriate and needed.

*Article V – Amendments*

- A. To be forwarded to the Faculty Senate, amendments to the Library Committee bylaws must be amended by a 2/3 vote of the Committee. Notice of proposed amendments must be provided to the Committee at least one week prior to the meeting. Voting may take place electronically.

*Article VI – Ratification*

These bylaws shall become effective and binding when approved by the Faculty Senate.