

Governance Procedures of the University Libraries Section

Amended Procedures approved by the ULS Executive Committee June 2014.

A. Name

The name of the organization shall be the University Libraries Section (ULS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association.

B. Purpose

ACRL sections are established for the purpose of building communities of learning and providing professional development and networking opportunities for their members. A Section's name, purpose, and mission are by the Section and approved by the ACRL Board. The ACRL Board ascertains that overlaps between the mandates of various sections are minimized.

The purpose of the University Libraries Section shall be: (a) To advance university librarianship and university library service as well as the development of university libraries in post-baccalaureate degree-granting institutions; (b) To facilitate communication and cooperation with higher education institutions, university administrators, and faculty on issues of mutual concern.

C. Membership

Any member of the Association of College and Research Libraries may elect membership in this Section.

The number of "community of practice" affiliations included in the basic ACRL dues is determined by the ACRL Board. The dues for additional affiliations are also set by the ACRL Board.

Every member has the right to vote. Any personal member is eligible to hold office.

D. Relationship to ACRL Board of Directors

The ACRL Board of Directors shall be authorized to create Communities of Practice (including the Sections), to monitor their activities, and to determine their continuance in consultation with the respective groups. The Board shall also be authorized to formulate policies to govern the activities of the sections.

The Board liaison role provides a critical connection between the University Libraries Section and the ACRL Board of Directors. This liaison role can be particularly helpful in providing perspective, guidance, and insight on ACRL policies, procedures, and initiatives; soliciting feedback from the University Libraries Section on proposed Board actions; and providing advice on Action Plan Proposals and Board Action Forms that the University Libraries Section's leaders will need to submit for official ACRL Board and ACRL Executive Committee action/decisions.

The ACRL Board of Directors is the voice for the Association. The University Libraries Section is not authorized to speak for the Association except via the ACRL Board of Directors. ULS leaders need to refrain from issuing statements, taking positions, or endorsing any statements or positions except with the Board's approval.

E. Meetings

The University Libraries Section's meetings, whether virtual or at the ALA conferences are scheduled by the ULS Chair.

Virtual meetings are conducted within the context of the ALA/ACRL policies and guidelines. The ALA Policy Manual 7.4.1 defines a meeting as "an official assembly, for any length of time following a designated starting time, of the members of any board, committee task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions." Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.4). Committees must confirm all decisions made in these forums by affirming the actions at the next face-to-face meeting.

There is a distinction between carrying on work of a committee electronically and conducting an electronic meeting. Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time (ALA Policy Manual 7.4.1).

The *Standard Code of Parliamentary Procedure* applies to meetings of the ULS to the extent that the Code is applicable, upholds the integrity of voting processes, facilitates progress, and ensures equality, fairness, and common sense.

A quorum constitutes a majority of the voting members of a committee or group present at a meeting.

F. Officers

The officers of the Section shall be chair, vice-chair/chair-elect, past chair, and secretary. The Chair shall serve for one year. The Vice-Chair/Chair-Elect shall serve for one year. The Past Chair shall serve for one

year. The Secretary shall serve for two years. All terms of office shall begin at the adjournment of the Annual Conference.

G. Executive Committee

The ULS Executive Committee coordinates the activities and initiatives of the University Libraries Section. Committees, discussion groups, and other ad-hoc groups are created and appointed to do the work of the ULS, attain the strategic goals of the ULS, and fulfill the mission of the ULS.

The Executive Committee consists of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, and six (6) elected members-at-large. The chairs of the standing committees and conveners of the discussion groups shall serve as ex-officio voting members. The chairs of the ad-hoc committees shall serve as non-voting, ex-officio members. The ULS Chair is the Chair of the Executive Committee.

The elected members-at-large serve for three years with two new members elected each year. Chairs of ULS standing committees shall serve as members of the Executive Committee for the term of their appointments as chairs.

H. Standing Committees, Special or Ad Hoc Committees, and Discussion Groups

Committees of the Section may be authorized or discontinued by the chair with the approval of the Executive Committee.

Standing committees are created and appointed to focus on the activities and issues of the ULS that require continuity of attention by the members. Members of standing committees are generally appointed for terms of two years and can be reappointed for a second term of two years. Members shall not serve on a standing committee for more than 5 consecutive years. Appointments to standing committees are made to provide expertise, continuity of membership, and to allow or facilitate broad representation of the membership.

Special or ad hoc committees are created and appointed by the ULS Chair, with the approval of the ULS Executive Committee, to focus on a particular topic or assignment. These committees may not be continued beyond 3 years without review and approval by the ULS Executive Committee.

Discussion groups provide opportunities for members to discuss common issues and concerns. Members of the ULS interested in discussing common issues and concerns may petition the ULS Executive Committee to create a formal discussion group. Discussion groups are approved by the ULS Executive Committee. A chair or co-chairs and other officers if appropriate or needed shall be elected by the members of the discussion group. A discussion group can be dissolved at its own request or by the ULS Executive Committee if the discussion group becomes inactive. All interested members of the ULS are eligible to participate at the meetings of a discussion group.

I. Nominations and Elections

The Vice-Chair/Chair-Elect shall appoint a Nominating Committee of at least 3 members who will serve for one year, designating one of the members as the chair. The Nominating Committee shall select a slate of two nominees for each of the offices of Vice-Chair/Chair-Elect, Secretary, and two members-at-large. In order to be nominated, elected, and serve on the Section's Executive Committee, a person must be a current member of the Section (with ALA, ACRL, and Section dues—if applicable—paid), and have consented to their candidacy.

To assist the ULS membership in making informed choices, the candidates shall be asked to provide a statement of objectives for the Section in time for the statement to be published prior to the election.

Additional nominees can be made via petition by at least 20 members of the ULS. Petitions need to be filed with the Secretary of the ULS and the Executive Director of the Association of College and Research Libraries at least 3 months prior to the date of the election. These nominees need to be personal members of the Section, submit a statement of objectives, and need to consent to their candidacy in writing.

Elections are conducted electronically by the American Library Association. In the case of a tie vote, the successful candidate shall be determined by lot. Elections will be held in accordance with ALA and ACRL bylaws and procedures. The candidate receiving the largest number of votes will be elected.

J. Vacancies

Chair: If the Office of the Chair becomes vacant, the ULS Executive Committee shall designate one of its members to act as Chair until the next election. At the next election, the designated Chair becomes the new Past Chair, the Vice-Chair/Chair-Elect becomes the new Chair, and a new Vice-Chair/Chair-Elect is elected.

Vice-Chair/Chair-Elect: If the office of the Vice-Chair/Chair-Elect becomes vacant, the ULS Executive Committee shall designate one of its members to act as Vice-Chair/Chair-Elect until the next election. At the next election, the Chair becomes the new Past Chair, the designated Vice-Chair/Chair-Elect becomes the new Chair, and a new Vice-Chair/Chair-Elect is elected.

Chair and Vice-Chair/Chair-Elect: If the offices of both the Chair and the Vice-Chair/Chair-Elect become vacant simultaneously, the ULS Executive Committee shall designate one of its members to act as the Chair and one of its members to act as Vice-Chair/Chair-Elect until the next election. At the next election, the designated Chair becomes the new Past Chair, the designated Vice-Chair/Chair-Elect becomes the new Chair, and a new Vice-Chair/Chair-Elect is elected.

Secretary: If the office of the Secretary becomes vacant, the ULS Executive Committee shall designate one of its members to act as the Secretary. At the next election, a new Secretary is elected.

Members at Large: If a member-at-large resigns, the chair, subject to the approval of the Executive Committee, shall appoint a successor to complete the unexpired term.

K. Amendments to Governance Procedures

Proposals: Amendments to these Operating Procedures, as long they are not in conflict with ALA/ACRL bylaws, policies, and procedures, may be proposed by majority vote of the Executive Committee, by action of any committee of the Section, or by a signed petition from any twenty members of the Section.

Procedure: Proposed amendments must be presented in writing, with the appropriate signatures attached, to the secretary at least two months before said amendments are to be voted upon by a quorum of the Executive Committee.

Election: Changes to governance procedures do not require, and should not include, a ballot vote by the membership. Sections may determine their approval process (e.g. responsibility of the Executive Committee, vote at face-to-face Section membership meeting, etc.) A current copy shall be provided to the Executive Director per ACRL Bylaws, Article XV, Section 3.