

LIBRARY COMMITTEE BYLAWS

Approved by Mercy College Senate on Friday December 8, 2017

Last Revised: October 28, 2017

ARTICLE I: NAME

This Faculty Committee shall be called: Library Committee

ARTICLE II: PURPOSE

The Committee shall review proposals in matters pertaining to the Library and Learning Commons, including the provision of resources, services and facilities to the Mercy Community.

In these and other appropriate matters, the committee shall make such recommendations as it deems appropriate. Such recommendations shall be made either to administrators or administrative bodies or to the Senate or to both, as best suits the matter in question.

ARTICLE III: MEMBERS

§1: Composition of the Committee

The membership of this Committee shall consist of five faculty members and one Ex-Officio Members, consisting of the following

Selection of members shall be made as follows: One representative from each school (Liberal Arts, Business, Education, Health and Natural Sciences, and Social and Behavioral Sciences) and one representative from the Library. Other Library staff members may attend as needed.

Ex-officio Members: Director, Mercy College Libraries, Provost Representative

Student Members: Student representative or small student advisory to be consulted on an annual basis as needed.

Ex-officio members of the Committee shall have all the rights and privileges belonging to members, but they shall not be counted in determining a quorum.

§2: Eligibility for Membership:

Faculty members must be full-time. The Senate, upon the recommendation of its Committee on Committees, shall name the appointed faculty members, following the membership guidelines stated above. The Provost Office shall name its appointed Ex-Officio member, if recommended by the Committee.

§3: Membership Terms:

Appointment of the faculty shall be two year terms, staggered that no more than one-half of the terms of membership shall end in any one year. Faculty appointments shall not exceed 6 consecutive years, because of term limit.

§4: Attendance:

If a designated committee member misses 2 consecutive meetings, the member will be contacted by email and asked to confirm participation. If no response, after the 3rd absence, the committee member will be asked to step down from this committee and the Senate will be contacted to appoint or elect a new member to fill the open position on the committee.

§5: Removal of Members

A faculty member of the committee who fails to attend three consecutive meetings without justifiable cause, or fails to maintain confidentiality of committee business (where applicable), may be removed from the committee by a two-thirds (67%) vote of the committee.

ARTICLE IV: OFFICERS

§1: Officers

The Committee shall have 2 officers: Chairperson and Secretary.

§2: Election of Officers

The Committee shall elect its officers from among its membership by majority vote.

§3: Duties of the Chair

The Chairperson shall preside at all meetings of the Committee and be responsible for all activities and decisions.

§4: Duties of the Secretary

The Secretary shall be responsible for taking and communicating minutes

§5: Vacancies

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held. (See §2: Election of Officers, above.)

ARTICLE V: MEETINGS

§1: Regular Meetings

The Committee will conduct regular meetings as needed. The Committee shall meet a minimum of one meeting each semester.

§2: Quorum

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of members, plus one.

§3: Special meetings, as needed:

In order to allow the Committee to conduct additional business outside of its regular meetings, special meetings may be called as needed.

§4: Order of Business

There shall be an agenda for each meeting provided to members at least one week in advance of the meeting whenever possible. The normal order of business at meetings is:

- Approval or Correction of Minutes
- Chair's Report
- Special Reports
- New Business

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is a lack of quorum or due to any other exigency.

§6: Other Meeting Modalities

Members may participate in person or via other modes as agreed upon by the Committee.

§7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any Senate member. The Secretary is responsible for archiving the minutes.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings must be approved by vote of the Committee.

Article VI: SUBCOMMITTEES

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or ad hoc basis. Normally, subcommittee members must also be members of the full committee.

ARTICLE VII: PARLIAMENTARY AUTHORITY

In questions of parliamentary procedure, the Committee shall refer to the current edition of Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the Constitution for Faculty Participation in the Governance of Mercy College.

Article VIII: REPORTS

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the Committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

Article IX: TRANSFER OF RECORDS

Each year, the outgoing Secretary of the Committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to bylaws, minutes, and standing rules and procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

ARTICLE X: AMENDMENTS

These bylaws may be amended at any meeting, as long as the changes are consistent with the Constitution for Faculty Participation in the Governance of Mercy College. Notice of proposed amendments, together with the text of proposed amendments, shall be made available to the membership by the Chairperson at least one week before the meeting at which the amendments shall be voted upon. The affirmative vote of two-thirds of the members present and voting at such a meeting shall be required for the adoption of any amendment.