

1-1-2017

LOSAC Constitution 2017

Library Operating Staff Advisory Committee

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**NORTHERN ILLINOIS UNIVERSITY
UNIVERSITY LIBRARIES
CONSTITUTION OF THE LIBRARY OPERATING STAFF ADVISORY COMMITTEE**

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ARTICLE I. Name

The name of this committee shall be the Library Operating Staff Advisory Committee (LOSAC).

ARTICLE II. Purpose

The purpose of the Library Operating Staff Advisory Committee shall be:

- a. To serve as a fact-finding body to identify and review library-related issues that affect library operating staff members.
- b. To provide a formal two-way communication channel between the Dean of University Libraries (referred to as Dean in this document) and the library operating staff
- c. To inform and advise the Dean of problems and concerns of the library operating staff and to make specific recommendations regarding these problems and concerns whenever possible.
- d. To serve as a sounding board for the Dean by providing a forum to which the Dean may bring issues and problems concerning the library operating staff for discussion and recommendation
- e. To organize open meetings of the library operating staff when deemed necessary by the Committee (See Article IV, sec. 3). The purpose of these meetings shall be to provide the staff with an opportunity to discuss and exchange ideas, opinions and information related to library operating staff concerns. The issues to be discussed are defined in Article III.
- f. To promote cooperation, positive relations and mutual awareness among the library operating staff, the library faculty and the Dean.

ARTICLE III. Definition of Issues

The Library Operating Staff Advisory Committee shall assess and make recommendations regarding any library-related issues brought to its attention by the operating staff, the library faculty, library committees, or the Dean.

Section 1. Issues brought before the Committee must be of a generic nature within the library's jurisdiction, i.e., they must be issues that actually affect or could affect a group of library staff members.

Section 2. Issues brought before the Committee need not be exclusively problem-oriented. They may take the form of suggestions for improving library operations, policies, procedures, environment, etc.; requests for information and/or clarification; a general expression of the operating staff's response to a particular library matter; etc.

ARTICLE IV. Meetings

The Library Operating Staff Advisory Committee shall conduct both regular and special meetings. By means of a written agenda (See Article IX, Sec. 3), all library operating staff and their department heads shall be notified in advance, of the time and place of such meetings and of the issues to be addressed at those meetings.

Section 1. Regular meetings of the Library Operating Staff Advisory Committee shall be scheduled at monthly intervals. The day, time, and place shall be arranged by the Committee after due consideration of the members' schedules.

Section 2. Whenever the Dean or the Committee deems it necessary to call a special meeting of the Committee, the Chair of the Committee shall call such a meeting.

a. Every consideration shall be given when setting the time for such a meeting to the members' schedules.

b. The committee is limited to discussing the issue or issues for which the special meeting was called.

Section 3. The Committee shall schedule at least one ~~regular~~ meeting with the Dean and the Operating Staff in the spring of each year.

Section 4. The Committee shall schedule one meeting with the library operating staff in October each year. At that time, the Committee shall report on the activities of the Committee during the preceding year, discuss plans for the forthcoming year, introduce newly-elected committee members and officers, and respond to the comments and questions of the operating staff.

Section 5. A meeting of The Committee shall not be held without a quorum present. A quorum shall be defined as a simple majority.

The Committee may also call additional meetings with the library operating staff when the Committee, in consultation with the Dean, deems they are needed.

ARTICLE V. Membership

Section 1. The Library Operating Staff Advisory Committee shall consist of five (5) elected members; two (2) members from the Collections and Technical Services and three (3) members from the Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services; and two (2) alternates (one from each division) who will serve as temporary or permanent replacements for members who cannot serve due to leave of absence or resignation.

Section 2. Full-time library operating staff are eligible for election to the Committee.

Section 3. Terms of office for full members shall be for two (2) years beginning each year with the regularly scheduled meeting in September. No person may serve for more than two (2) consecutive full terms. Uncalled alternates will serve 1 year terms. If called, the alternate shall serve until the member can return to duty or until the end of the term of office, whichever is necessary.

Section 4. In order to provide for continuity within the Committee:

- a. Members shall be elected for staggered terms. In even-numbered years, one (1) representative from the Collections and Technical Services shall be elected and two (2) representatives from Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services shall be elected. In odd-numbered years, one (1) representative from Collections and Technical Services shall be elected and one (1) representative from the Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services shall be elected (See Article V. Sec. 1).
- b. Outgoing members will meet with the Committee at the regularly scheduled September meeting.
- c. The outgoing members of the Committee shall meet at least once with both the newly-elected and the continuing members of the Committee in order to provide for a smooth transition and an informative orientation to their respective duties and to continuing committee business (See Article V, Sec. 4, b).
- d. New alternates will also meet at the first meeting of the new committee to receive an informative orientation to LOSAC. They will not meet with the committee again unless called.

Section 5. The duties of all Committee members shall be:

- a. To attend all Committee meetings and any meetings of subcommittees or task forces of which they are members.
- b. To serve as needed either on subcommittees or task forces of the Committee.
- c. To support and participate in the Committee by preparing for meetings; forming and articulating opinions during discussion; contributing ideas, solutions and analyses to issues or problems; gathering information or input, writing proposals; drafting reports and other activities that further the progress of Committee work.
- d. A member shall be allowed no more than two unexcused absences a year from Committee meetings.
 - i. An unexcused absence is one in which a member does not notify the committee in advance of a meeting that he/she is unable to attend.
 - ii. A member shall be considered no longer on the committee upon the third unexcused absence in a year.

e. After election to the Committee, circumstances may develop that prevent or limit a Committee member's participation. When that occurs Committee members are encouraged to discuss with the Committee Chair, or with the Committee as a whole, the possibility of continuing with or resigning from the Committee. The Chair may also initiate such a discussion.

Section 6. Committee members shall maintain strict confidentiality in regard to issues and information of a sensitive nature presented to and/or discussed by the Committee.

ARTICLE VI. Officers

Section 1. Officers of the Library Operating Staff Advisory Committee shall be a Chair, a Vice-Chair, a Secretary and a Historian, and a LAC Representative.

Section 2. The Chair and Vice-Chair must be members who have served on the Committee, at any time, for at least one year prior to being elected.

Section 3. The Committee members shall select officers annually at the regularly scheduled September meeting (See Article X, Sec. 2 and 3). In the event that an officer resigns from the Committee during his/her term, the Committee shall select a replacement officer. (See Article X, Sec. 5).

Section 4. Officers of the Committee shall serve for one-year terms; however, there are no restrictions as to the number of terms a committee member may serve in any one office.

Section 5. Duties of the Chair shall be:

- a. To preside over all meetings of the Library Operating Staff Advisory Committee.
- b. To inform and advise the Library Dean of problems and concerns of the library operating staff and to forward the Committee's recommendations regarding these problems and concerns whenever possible.
- c. To call special meetings of the Committee in consultation with the Dean and other members of the Committee.
- d. To work with the Vice-Chair to coordinate the activities of subcommittees and task forces of the committee.
- e. To enforce the procedures and policies of the Committee as stated in this constitution.
- f. To accept and respond to communications on behalf of the Committee and to ensure that the final draft of any written communication issued on behalf of the Committee is distributed to all committee members prior to being distributed to the person(s) to whom it is addressed (See Article IX, Sec. 7).
- g. To attend the Department Heads meetings and report back to the Committee.

Section 6. Duties of the Vice-Chair shall be:

- a. To assume the duties of the Library Operating Staff Advisory Committee Chair in his/her absence.

- b. To set the agenda, in consultation with the Committee, for forthcoming committee meetings as described in Article IX, Sec. 3 and then to distribute the agenda.
- c. To work with the Chair to coordinate the activities of subcommittees and task forces of the Committee.
- d. To write, with the assistance of other Committee members, an annual report to be submitted to the Dean at the end of each Committee year (August).

Section 7. Duties of the Secretary shall be:

- a. To keep the minutes of all Library Operating Staff Advisory Committee meetings and to initiate distribution of summaries of these minutes as specified in Article IX, Sec. 4.
- b. To assist with the preparation and distribution of any Committee comments.
- c. To transfer all materials pertinent to the office to the new Secretary in order to facilitate transition.
- d. To correspond with other appropriate committees of the University, as directed by the Committee.

Section 8. Duties of the Historian shall be:

- a. To collect and maintain all records and documents of the Library Operating Staff Advisory Committee including minutes, agendas, special reports and documentation distributed to Committee members.
- b. To transfer these records and documents at the end of his/her term of office to the newly-elected Historian, and transfer copies of documents to archives in the Regional History Center.

Section 9. Duties of the LAC Representative shall be:

- a. To attend all LAC meetings and report back to the committee.
- b. To assume the duties of the Library Operating Staff Advisory Committee Secretary or Historian in his/her absence.

ARTICLE VII. Subcommittees and Task Forces

Section 1. The Library Operating Staff Advisory Committee may establish subcommittees if the Dean and the Committee deem them necessary.

- a. Any member of the library operating staff is eligible to serve on these Subcommittees. The Chair of the Committee, in consultation with the Committee, will make the final nominations for membership on these Subcommittees.
- b. The governance, duties, functions and membership of these Subcommittees will be outlined in the Committee's charge to them. They will be dissolved upon completion of their charge.

ARTICLE VIII. Sources of Information and Issues

Section 1. Any individual or group of individuals on the library staff may present an issue (See Article III) to the Library Operating Staff Advisory Committee for consideration. This could take the form of a signed statement, an email, or a verbal comment to a LOSAC officer. The person or persons who submit an issue to the Committee may be asked to meet with the Committee in order to provide further information or clarification regarding the nature of the issue. Committee members shall maintain strict confidentiality in regard to issues and information of a sensitive nature presented to and/or discussed by the Committee.

Section 2. In order to keep the Committee apprised of forthcoming issues that may affect the library operating staff:

- a. Copies of the agendas and minutes of meetings of any library committees may be submitted to the Chair of LOSAC for distribution to LOSAC officers.
- b. If minutes are not taken in a committee meeting, a brief report of issues presently being addressed by that committee may be sent to LOSAC if the Dean deems it appropriate.
- c. The library administration and others may call a particular issue to the attention of LOSAC by sending a memo to its Chair.

Section 3. The Committee may gather any necessary information to make recommendations and/or reports to the Dean, in the following manner:

- a. It may invite persons with expertise on a particular issue to attend the Committee meetings.
- b. It may request reports or other pertinent documents from any individual or group within the University.
- c. It, or an established subcommittee, may gather information or make suggestions on a particular issue.

ARTICLE IX. Communication from the Committee

Section 1. All appropriate issues (See Article III, Sec. 1-2) brought before the Library Operating Staff Advisory Committee shall result in a request, a report or a recommendation to the Dean. Any action taken by the Committee shall be contingent upon the Dean's approval.

Section 2. All issues brought to the Committee's attention shall be handled in a timely fashion in that a written request, report, or recommendation must be submitted to the Dean no more than three (3) months after an issue is presented to the Committee.

Section 3. The agenda for each Committee meeting shall be set by the Vice-Chair in consultation with the Committee when needed.

- a. In order to ensure inclusion on the immediate agenda, issues should be submitted to the Vice-Chair of the Committee three working days prior to the Committee's regularly scheduled meeting.

b. If time constraints make it impossible for all the issues sent to the Chair to be addressed at the next meeting, some portion of the immediate agenda should identify and indicate the tentative order in which these issues will be addressed at future meetings.

c. Copies of the agenda shall be distributed at least two working days before the meeting:

i. To all library operating staff.

ii. To the Dean, the Associate Deans, and the Department Heads.

Section 4. Within ten working days after each Committee meeting, a report of action of that meeting shall be distributed to all library operating staff. The summary of the minutes must be approved by the Committee.

Section 5. An annual report prepared by the Committee shall be submitted to the Dean by August 31. Subject to the approval of the Dean, the Annual Report may be distributed to all operating staff.

Section 6. By September 30, a tentative calendar of the scheduled meetings for the forthcoming year shall be determined and the schedule shall be distributed to all library operating staff, the Dean, the Associate Deans, and the Department Heads no later than the first week of October.

Section 7. The final draft of any written correspondence issued in the name of the Library Operating Staff Advisory Committee shall be distributed to all Committee members for review prior to being distributed to the person(s) to whom it is addressed (See Article VI, Sec. 5, Para. f).

Section 8. Committee member(s) shall be responsible for contacting and welcoming the new employee(s).

ARTICLE X. Nominations and Elections

Section 1. The annual and special elections of members for the Library Operating Staff Advisory Committee shall be conducted by those members of the Committee whose terms are not expiring that year.

Section 2. The electorate for nominations and elections is all full-time members of the library operating staff.

Section 3. The nomination procedure shall be as follows:

a. No later than the fourth week in June, the electorate shall receive lists of library operating staff members eligible for nomination to the Library Operating Staff Advisory Committee.

b. There shall be two lists: one of eligible personnel in Collections and Technical Services and one of eligible personnel in Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services.

- i. For elections held in even-numbered years, each voter may select one (1) name from the Collections and Technical Services list and two (2) names from the Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services list as nominees.
 - ii. For elections held in odd-numbered years, each voter may select one (1) name from the Collections and Technical Services list and one (1) name from the Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services list as nominees.
- c. The nominations shall be returned to those members of the Committee responsible for conducting the election.
- d. Of those nominated, one more name than available positions on the Committee will be placed on the election ballot.
 - i. The names to be placed on the ballot for each position shall be selected from the nominees receiving the highest number of nominations who agree to have their names placed on the ballot.
 - ii. In the event of tie nominations, all those personnel with tied nomination preference who agree to have their names placed on the ballot shall be included.
- e. The ballot shall be prepared as follows:
 - i. The ballot shall list the nominees in alphabetical order in each division.
 - ii. The ballot shall be prepared for the election to be held no later than the first week in August.

Section 4. The election procedure shall be as follows:

- a. No later than the first week in August, the electorate shall receive a ballot containing the names of the nominees for membership on the Library Operating Staff Advisory Committee.
 - i. In the regular election held in even-numbered years, the electorate may vote for one (1) representative from Collections and Technical Services and two (2) representatives from Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services.
 - ii. In the regular election held in odd-numbered years, the electorate may vote for one (1) representative from the Collections and Technical Services and one (1) representative from Public Services/Administrative Services/Regional History/Technology Initiatives and Support Services.
- b. Ballots shall be returned to and counted by those members of the Committee who are responsible for conducting the election.

- c. The nominees from each list receiving the highest number of votes shall be the members of the Committee. Those nominees receiving the next highest votes shall become alternates for 1 year.
- d. In the event of a tie, a runoff shall be held immediately in order to ensure complete representation at the first meeting (September) of the new committee.
- e. The newly-elected Committee members and alternates shall assume official duties at the regularly scheduled meeting in September.
- f. Newly-elected members and the officers for the forthcoming year shall be introduced at the regular annual meeting between the Committee and the library operating staff scheduled in October (see Article IV, Sec. 3).

Section 5. If it becomes necessary for a member to be replaced:

- a. The chair shall notify the alternate from the appropriate area, if that alternate is available.
 - i. Two members of the Committee shall meet with the alternate before the next meeting to inform him/her of the current activities of the Committee and to provide copies of all documents relevant to those activities.
 - ii. The alternate shall replace the missing member at the next regularly scheduled meeting until such time as that member is able to resume his/her duties, or until the end of the term, whichever is necessary.
- b. If the elected alternate is not available to serve as replacement, either because he/she is already serving as a replacement, or because of other obligations or resignation, a special election shall be held. The election shall follow the regular nomination and election procedures described in Article X, Sections 2, 3, and 4 with the following exceptions:
 - i. The election shall take place within one month of the member's resignation, superseding the July and August restrictions.
 - ii. The list of possible nominees shall consist only of those library operating staff members eligible for election from the area represented by the resigning member.
- c. If the resigning member is the Committee Chair, the Vice-Chair shall assume the duties of the Chair, unless deemed ineligible (See Article VI, Sec. 2).
- d. If the Vice-Chair is deemed ineligible to replace the Chair, the Committee shall elect a replacement from eligible committee members as soon as the replacement member has been elected.
- e. If the resigning member is the Secretary or the Historian, the LAC Representative shall assume the duties of the resigning officer until the replacement member has been elected.

f. If the resigning member is an officer other than the Chair, the Committee shall elect a new officer as soon as the replacement member has been elected.

ARTICLE XI. Revisions and Amendments

Section 1. Proposed amendments to the constitution shall be distributed to all library operating staff members for review prior to being voted on by the Committee. It must be approved a simple majority of the Committee before being presented to the Dean as a recommendation. The amendment shall be implemented upon approval by the Dean.

Section 2. Upon approval of the revised document by the Dean, copies of the amended constitution shall be distributed to all library operating staff members and their Department Heads, Associate Deans, and the Chair of each library committee.

The following is a list of Articles, sections, and paragraphs that were amended. The amendments were approved on June 15, 1995 and have now been incorporated into the LOSAC constitution.

Article V, Section 4a
Article V, Section 1 and 3 (inserted paragraph b)
Article X, Section 3, b and c
Article X, Section 4, paragraph a, subparagraph i and ii
Article X, Section 4, paragraphs c & e
Article X, Section 5, paragraphs, a, i, ii, b, i, 1, 2
Changed Information and Access Services to Public Services/Administration/Systems
Changed "... rest of the library operating staff' to Collections and Technical Services

The following list of Articles & sections were amended, pending approval, on July 12, 2005:

Article III, Section 2. Semicolons replace commas.
Article IV, Introduction.
Article V, Section 2, Section 5: e,f, Section 6
Article VI, Section 2, Section 3, 3a, 3b, Section 4, Section 5d, 5h, Section 6a subparagraph i, ii, 6b, Section 6d inserted, Section 7b, 7c, 7d, Section 8b, 8c
Article VII, Section 1a
Article VIII, Section 3c, Section 4
Article IX, Section, 3, 3a, 3c subparagraph ii, iii, Section 4, Section 5a, 5b, Section 6, Section 8
Article X, Section 3a, 3d, 3d subparagraph i, 3e subparagraph ii, Section, 4a, Section 5c

The following list of Articles & sections were amended in March 2006:

Article IV, Section 3
Article IV, Section 4
Article VI, Section 5d (deleted)
Article VI, Section 6b

(4/2006)

The following is a list of Articles, Sections, and Paragraphs that were amended in January 2012

Article V, Section 1
Article V, Section 4a
Article X, Section 3b, paragraphs i and ii
Article X, Section 4a, paragraphs i and ii

The following is a list of Articles, Sections, and Paragraphs that were amended in June 2012

Article V, Section 4a
Article X, Section 3b, paragraphs i and ii
Article X, Section 4a, paragraphs i and ii

The following is a list of Articles, Sections, and Paragraphs that were amended in May 2013

Article V, Section 1
Article V, Section 4a
Article X, Section 3b, paragraphs i and ii
Article X, Section 4a, paragraphs i and ii

The following is a list of Articles, Sections, and Paragraphs that were amended or deleted in January 2015

Article IV, Sections 3, 4, 5
Article V, Section 1
Article V, Sections 3a, 3b
Article V, Section 4a, 4c, 4d
Article V, Section 5f
Article VI, Sections 1, 2
Article VI, Sections 3a, 3b
Article VI, Section 4
Article VI, Section 5g
Article VI, Section 6a
Article VI, Section 6a, Paragraph i
Article VI, Section 7b
Article VI, Section 9 (new section)
Article VII, Section 1
Article VIII, Section 1
Article VIII, Sections 2a, 2b, 2c
Article VIII, Section 3b
Article IX, Section 3a
Article IX, Section 3c
Article IX, Section 3c, Paragraphs ii, iii
Article IX, Section 4
Article IX, Sections 6, 7
Article X, Section 1
Article X, Section 3b
Article X, Section 3b, Paragraphs i, ii
Article X, Section 3d
Article X, Section 3d, Paragraph i
Article X, Section 4a, Paragraphs i, ii
Article X, Section 5b
Article X, Section 5b, Paragraphs i, ii
Article X, Sections 5e, 5f
Article XI, Sections 1, 2