

LAUC Committee on Committees, Rules and Jurisdiction
Librarians Association of the University of California

October 1, 2004

TO: Paul Weiss, UCSD

FR: Terence K. Huwe, LAUC President

RE: 2004/2005 Charge, LAUC Committee on Committees, Rules and Jurisdiction

I am pleased to appoint you Chair of the LAUC Committee on Committees, Rules and Jurisdiction for 2004/2005 for a term commencing October 1, 2004, and ending September 30, 2006.

Administrative Structure

Please note that LAUC committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the Committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once the Committee's charge has been fulfilled, the Committee may address other issues, with the approval of the LAUC President.

Committee Background and Significance

Well-written bylaws support the work of an organization. Responsive, healthy organizations are flexible, changing to meet their members' needs. Accordingly, bylaws revision is an ongoing task, often under-appreciated or misunderstood. As members of this Committee, you have a significant responsibility. You are responsible for ensuring that LAUC's structure and rules of operation (its bylaws), statewide and Divisional, accurately represent the mission and goals of the organization, and are consistent and up-to-date.

General Charge

For 2004/2005, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.j.1:

- Review annually, or at the special request of the President, the LAUC Bylaws and submit recommendations to the President.
- Review the Divisions' Bylaws to assure that they are consistent with the LAUC Bylaws (See Article VI, Section 2.d.)
- Address other subjects at the request of the President and consider and develop recommendations on matters concerning LAUC's committees, rules and jurisdiction.

Special Charge for 2004-2005

The Committee is charged with the following substantive work for this year:

- Pursuant to the discussions of the Executive Board on August 20, 2004, you are charged to conduct a comprehensive review of the LAUC Bylaws, and present a draft for discussion and deliberation in advance of the Spring 2005 Assembly. The working deadline for delivery of this draft is February 15, 2005, but please contact me as you work on this draft if this date must be adjusted.
- You are directed to use the bylaws of similar organizations, such as the American Library Association or ACRL, as templates. Within this broadly defined charge, you are invited to explore whatever efficient and effective language and structures may be needed to revise the Bylaws, which will be voted upon by the entire membership.
- Within the context of this comprehensive review, you are specifically requested to explore the viability of creating "Standing Rules", and relocating governance of LAUC Standing Committees to a new Standing Rules document. Please draft Standing Rules that govern committee work for Board and Assembly review. You are also directed to analyze, assess and evaluate all language relating to the relationships between the Executive Board and Assemblies, to update the Bylaws accordingly.
- Remember to stay within the bounds set by the Presidential Statement on the Status of the Librarians Association of the University of California, APM 360, Appendix B.

Timeline

The Committee is requested to make a brief progress report to the LAUC President by February 15, 2005. A report to the President for the Spring Assembly is due by April 15, 2005, to allow sufficient time for campus discussion. At that time, please provide a copy of the draft bylaws that you will have produced, for advance Board review and discussion.

The report will be presented at the LAUC Spring Assembly at UC Santa Barbara. The Committee will also need to submit a final report by September 15, 2005, and present its final report at the Fall 2005 LAUC Assembly.

Recommendations for Bylaws changes approved at an Assembly shall be submitted to a vote of the general membership on the annual ballot or on a special mail ballot.

Committee Membership

The LAUC Bylaws call for the members of each standing committee to be appointed by the LAUC President to serve two-year staggered terms. The Bylaws require that Divisions be divided alphabetically into two groups, with each group nominating committee members every other year.

This year, terms for Committee members from Riverside, San Diego, San Francisco, Santa Barbara and Santa Cruz expire in 2006. Terms of continuing members from Berkeley, Davis, Irvine and Los Angeles expire in 2005. Once all committee appointments have been made, I will send a copy of this message to each committee member. A copy of the evolving committee roster is on the LAUC Web site at <http://www.ucop.edu/lauc> and is also under the committee Web site at <http://www.ucop.edu/lauc/crj/index.html> where the committee charge will eventually be posted, along with committee reports and documents.

Committee Work and Meetings

Given the scope of this charge, please discuss with your Committee whether COCRJ should meet in-person once or twice during the academic year. Please send me a budget request based on your decisions as soon as possible. Other committee business will need to be conducted via conference call(s), or through the use of other sorts of technology, such as chat.

Committee Expenses

I will send you a document on LAUC reimbursement procedures; please forward it to your committee members. Different Divisions may handle transactions differently, so they will need to check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Reporting Guidelines

Please take note that you will need to send any draft surveys of the LAUC membership to the Executive Board for approval prior to posting. Your investigations may result in recommendations for LAUC action of some sort. The Committee may submit recommendations to the LAUC Executive Board for review at any of the scheduled Executive Board meetings. LAUC Committee and LAUC Representative Interim and Final Reports should be submitted using the following format, with each section labeled:

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [Year (e.g., 2004/2005)] [Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Thank you for your service to LAUC and your colleagues. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about this message.