

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

TO: Linda Kennedy, UCD

FR: Lise Snyder, LAUC President

RE: 2006/2007 Charge, LAUC Committee on Committees, Rules and Jurisdiction

I am pleased to appoint you 2006/2007 Chair of the LAUC Committee on Committees, Rules and Jurisdiction for a term commencing October 1, 2006, and ending September 30, 2007. The LAUC Bylaws call for standing committee members to be appointed by the LAUC president to serve two-year staggered terms and require that Divisions be divided alphabetically into two groups, with each group nominating committee members every other year. This year, terms of Committee members from San Diego, San Francisco, and Santa Barbara expire in 2008. Terms for continuing members from Berkeley, Davis, Irvine, Los Angeles and Merced expire in 2007. The Santa Cruz member's term is set to expire in 2007. In order to be in synch with the Bylaws, the next member from Santa Cruz will need to be appointed for a single year term. A representative from Riverside has yet to be appointed. Once that appointment has been made, I will notify you. Please send a copy of this message to each committee member (see below). In addition, a list of Committee on Committees, Rules and Jurisdiction members will be up on the LAUC web site soon: <http://www.ucop.edu/lauc/crj/index.html>.

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 2006/2007, the Committee is charged with fulfilling its standing charge, Article VIII. Section 1.j.1:

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

Specific Charges for 2006-2007

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

1. In 2004/2005 the LAUC Committee on Committee, Rules and Jurisdiction was charged to conduct a comprehensive review of the LAUC Bylaws and present a draft for discussion and deliberation. The draft was completed in September 2005 and, accompanied by a report and recommendation that it be adopted, presented for discussion at the 2005 Fall Assembly. The report that accompanied the proposed draft included the following: “Sturgis (LAUC’s parliamentary authority) describes the purpose of bylaws as establishing the fundamental framework of an organization, the outline of its structure. It states that bylaws should be concise and that “many organizations keep their bylaws simple and brief by including only essential provisions and supplementing them with adopted procedures [aka standing rules].” Although the Assembly voted not to accept the committee’s recommended draft, there was general agreement that LAUC would be better served by a set of bylaws and standing rules. The consensus was that moving procedural business into standing rules that could be revised by a vote of the Executive Board or the Assembly would allow LAUC to more quickly adopt organizational changes as needed. Your committee is charged with reviewing the current LAUC Bylaws, identifying the procedural information contained within them, writing a set of standing rules to encompass that information, restructuring the remaining portions of the bylaws and aligning the new standing rules with the relevant bylaws.

- As you review the current bylaws, give particular consideration to Article VIII. Committees. Currently this article establishes five standing committees and allows for the establishment of ad hoc committees as needed. Please explore the continuing viability of these standing committees and the possibility of relying more heavily on ad hoc committees and division committee structures for carrying out LAUC’s business.
- The bylaws currently state in Article VII., Section 3, g.1 that, “A vote on the minutes [of the Assembly] may be conducted electronically, as determined by the Executive Board.” The Board has concluded that Assembly minutes should be confirmed electronically shortly after the Assembly meeting, rather than being held for confirmation until the following Assembly. Include a standing rule that states the procedures for electronic confirmation of Assembly minutes.
- 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 1, 2007. A report to the President, for the Spring Assembly is due by April 1, 2007, to allow sufficient time for campus discussion. At that time, please provide a copy of the draft bylaws and standing rules you will have produced for review and discussion. The Committee will also need to submit a final report by September 15, 2007, and present its final report at the Fall 2007 LAUC Assembly.

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

Reporting Guidelines

Please 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)

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 and notify me of your decision 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 email or 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.

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.

Committee on Committees, Rules, and Jurisdiction Roster

Davis:

Linda Kennedy , Chair (2007)

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