

TO: LAUC President  
FR: Committee on Committees, Rules, and Jurisdiction Report  
RE: 2002/2003 Final Report

**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 Charge** for 2002/2003

Specifically, the Committee is charged with the following, in priority order. Once the Committee has completed or undertaken the majority of the work on the first item below, you can move on to the next one. It is possible that the Committee may not be able to address or complete work on all of these charges during the coming year. If not, please provide recommendations for next year's Committee in your final report.

SC1. Given the large number of LAUC representatives on various UL and CDL committees, the Committee on Committees is charged with reviewing the LAUC committee structure, and comparing it to the UL All-Campus Groups, as well as the statewide Academic Senate's committee structure.

SC2. In addition, the Committee is charged with considering the following possible bylaws changes:

Article IV. Officers.

Section 1: Add: Past-President.

Article VI. Divisions

Section 2: Add: [new] d. All Divisions shall review their own Divisional bylaws for any necessary changes following changes to LAUC statewide bylaws.

[change current d to e]

[new] f. Divisions shall notify the LAUC Committee on Committees, Rules and Jurisdiction of any changes to their Divisional bylaws, immediately following those changes.

Article VIII. Committees

Section 1. Delete:

j.1.a. annually

Article VIII. Committees

Section 1: Change:

j.1.b. (See Article VI, Section 2.e.)

Article VIII. Committees

Section 1. Add:

j.3.a. Serve as the soliciting and review body...

SC3. LAUC membership has decreased over the years at all campuses, due primarily to budget cuts. In addition, the figures given for LAUC Assembly delegates count do not seem consistent. Divisions with up to 35 members get one delegate, while Divisions must have over 160 members in order to get four delegates. Incremental increases from one category to the next also seem inconsistent. In order to get two delegates, a Division must have 36 to 85 LAUC members, up to 50 more members than those Divisions that have one delegate. In order to get three delegates, a Division must have 86 to 160 LAUC members, an increment of up to 75 additional LAUC members. The Committee is charged with reexamining the apportionment of Division delegates to the Assembly, as enumerated in Article VII. Section 2.c., to ensure appropriate membership representation.

SC4. Finally, the Committee is charged with reviewing Article XII. Section 1. which describes the process for recommending, amending and voting on bylaws changes, and gaining approval from the Office of the President.

**Summary of Action Items:**

**SC1. Reviewing the LAUC committee structure.** As the first step, a table has been prepared. comparing: a) Academic Senate standing committees, b) LAUC standing committees, and c) University Librarians standing committees.

Standing Committees of the Academic Senate	LAUC Standing Committees	UL Standing Committees
130. Academic Freedom	Committee on Committees, Rules and Jurisdiction	University Librarians Steering Committee
135. Academic Personnel	Committee on Diversity	Head of Human Resources
140. Affirmative Action and Diversity	Committee on Library Plans and Policies	Systemwide Operations & Planning Advisory Group (SOPAG)
145. Board of Admissions and Relations with Schools	Committee on Professional Governance	Resource Sharing Committee (RSC)
150. Committees	Research and Professional Development committee	Interlibrary Loan Advisory Group (IAG)
155. Information Technology and Telecommunications Policy (formerly Computer Policy)	Scholarly communication web Page Editorial Committee – New Horizons in Scholarly Communication	Circulation Advisory Group (CAG)
160. Editorial		Library Technologies Advisory Group (LTAG)
165. Education Abroad Program		Heads of Public Services (HOPS)
170. Educational Policy		Dig. Ref. Common Interest Group
175. Faculty Welfare		Heads of Technical Services (HOTS)
180. Graduate Affairs, Coordinating Committee on		Shared Catalog Steering Committee
185. Library		Collection Development Committee (CDC)
190. Planning and Budget		Head of Special Collection (HOSC)
195. Privilege and Tenure		Preservation Advisory Group (PAG)
200. Research Policy		University of California Archivists Council (UCAC)
205. Rules and Jurisdiction – Part I		Task Forces (varies)
206. Rules and Jurisdiction – Part II		Selectors/bibliographers groups (self-organized, or associated with CDC or CDL's JSC)
210. Student Affirmative Action		
215. Preparatory Education		
220. Undergraduate Scholarships, Honors, and Prizes		
225. University Extension		

*The COCRJ 2003/2004 charge will include next actions according to President Grassian.*

**SC2. Bylaw changes.** The process is described in Article XII. Amendments. Section I. The Committee on Committees, Rules, and Jurisdiction shall review the Bylaws annually, or by special request of the President, to determine whether or not amendments are appropriate. This committee shall submit its recommendations to the President and, at the recommendation of the President, to the Assembly.

**Any text to be deleted is shown in [brackets]; new text to be inserted or substituted is underlined.**

*The Committee recommends the following Bylaw amendments:*

**Article IV. Officers.**

Section 1. The officers of LAUC shall be President, Vice President (President-Elect), Secretary, and Past President.

[Section 3. Each officer shall be from a different Division.. (See Article IX, Section 3.b.)] Delete text. Eligibility rules are in Article IX.

With deletion of Section 3, re-number existing Section 4 to Section 11 to read Section 3 to Section 10.

Section 9. The duties of the Secretary shall be as follows:

a. [Compile agendas] Record and distribute minutes for meetings of the Executive Board, the Assembly, and the general membership. (See Article VII, Section 3.g.)

b. Compile and distribute the [Universitywide] Roster of Executive Board members, Committee chairs and Division Chairs.

d. [Maintain records of LAUC and handle correspondence and publicity for LAUC, as directed by the President.] Perform other duties as assigned by these Bylaws or by the President.

**Article V. Executive Board.**

Section 1. The Executive Board shall consist of the President, Vice President, Secretary, the [immediate past President] Past President, and the Chairs of the Divisions.

**Article VI. Divisions.**

Delete [Section 2.d. Whereas the LAUC Bylaws set certain restrictions on the organization of Divisions, Divisional Bylaws shall be subject to review by the Standing Committee on Committees, Rules, and Jurisdiction. (See Article VIII, Section 1.j.1.)]

Replace with: Section 2.d. All Division shall review their own Divisional bylaws for any necessary changes following changes to LAUC Bylaws.

Section 2.f. Divisions shall notify the Committee on Committees, Rules and Jurisdiction of any changes to their Divisional bylaws, immediately following those changes.

**Article VII. Assembly.**

Section 3. Meetings

c. The President or Secretary shall send agendas of Assembly meetings [to each Division] sufficiently in advance for delegate preparation.

g. 1) The Secretary shall promptly distribute the minutes to all members of the Assembly [within thirty days following a meeting].

**Article VIII. Committees.**

Section 1. Standing Committees. J) Duties of the Standing Committees.

1) COCRJ.

[b) Review the Divisions' Bylaws to assure that they are consistent with the LAUC Bylaws. (See Article VI, Section 2.d.)]

If approved, change c) to b)

3) Research and Professional Development. a). Serve as the soliciting and review body for research proposals submitted to the University-wide Research Grants for Librarians Program by LAUC members and recommend funding of proposals to the Office of the President.

**SC3. Apportionment of Division delegates to the Assembly.** As described in Article VII. Section 2.c., the number of representatives for each Division is calculated based on each Division's LAUC membership according to ranges of numbers, e.g. a Division with thirty-five members of LAUC has two delegates. The Academic Senate provides the following model.

*The Committee provides several alternatives:*  
**Article VII. Assembly. Section 2. Membership.**

Option 1. Keep the existing text.

Option 2. Keep the existing model and change the number ranges.

- 1) Keep: One delegate for each Division having up to and including thirty-five members of LAUC.
- 2) Modify: Two delegates for each Division having thirty-six to [eighty-five] sixty members of LAUC.
- 3) Modify: Three delegates for each Division having [eighty-six to one hundred sixty] sixty-one or more members of LAUC.
- 4) Delete: [Four delegates for each Division having one hundred and sixty-one or more members of LAUC]

Option 3. Use Academic Senate model. LAUC Assembly currently has 30 members. Delete existing text and replace with: Thirty Divisional Representatives are members of the Assembly. The LAUC Executive Board shall annually prorate the distribution by April 1 among the Divisions in proportion to their memberships. Theses distributions will be in effect the following term. Representatives from each Division shall be the Chair, or his/her alternate, plus any other representatives. Each Division shall determine its own method of choosing its Representatives.

#### **SC4. Article XII. Amendments. Section 1.**

*The Committee recommends the following Bylaw amendment:*

The Committee on Committees, Rules, and Jurisdiction shall review the Bylaws [annually, or] by [special] request of the President, to determine whether or not amendments are appropriate. This Committee shall submit recommendations to the President and, at the recommendation of the President, to the Assembly. [(See Article VIII. Section 1.j.1.a)]

## **Approval of Assembly Minutes**

Issues: a) provision for electronic approval, b) waiting for approval until next Assembly when the cast of characters has changed seems questionable, and 3) timely approval.

*The Committee recommends the following Bylaw amendment:*

**Article VII. Assembly. Section 3. Meetings.** g. Minutes of Assembly and general membership meetings shall be prepared by the Secretary.

- 1) The Secretary shall distribute the minutes to all members of the Assembly within thirty days following a meeting. A vote on the minutes may be conducted via e-mail or other electronic device, as determined by the Executive Board.
- 2) The Secretary shall distribute the minutes to the University Librarian on each campus, to the Chancellor or other officer to whom a LAUC member reports, and to the Office of the President.
- 3) Each Division shall make minutes of meetings available to its members.

## **Nomination Rules for Secretary**

### **Article IX. Elections. Section 3.b.**

Option 1. Delete Section 3.b.

[b. Candidates for office shall not be from the same Division, or from the same Division as the current Vice President (President-Elect). Candidates for office shall not be from a Division which has had one of its members serve in the same office during either of the two previous years.]

If Option approved, re-letter old {c.} to {b}

Option 2. Replacement text:

b. No candidate for any office shall be from the same Division as the current Vice President (President-Elect). Candidates for a particular office shall not be from a Division which has had one of its members serve in that office during the current or preceding terms.

**Providing the provision to use e-mail.**

Article IX. Elections.

Section 3. c. Before the Nominating Committee submits its slate, the consent and a biography of each nominee shall be obtained [in writing].

Section 4. The Chair of the Nominating Committee shall submit the slate of nominees [in writing] with their [written] consent and biographies ....

Section 5. The Secretary shall submit the slate of nominees [in writing] to each Divisional Chair ....

b. Such additional nominations, accompanied by the [written] consent and biographies ...

**Future Considerations for 2003/2004:**

1. With objectives outlined by the Executive Board, review the LAUC committee structure and comparing it to the UL All-Campus Groups, and the Academic Senate.

2. Review the definition for LAUC membership. Article III. Include librarians working outside the librarian series, temporary librarians, librarians working in programs and centers? The critical mass of librarians is shrinking.

3. Consider what is the appropriate action if the office of Past-President becomes vacant. See Article IV. Officers. Section 4. In the event of a vacancy....

4. Article IV. Officers, Section 9. Duties of the Secretary, d., the deletion of record maintenance from the responsibilities of the Secretary. This change was requested by the Secretary. Responsibility for maintaining LAUC records needs to be explicit in the Bylaws. Who or what mechanism replaces the Secretary?

**Names of Committee Members:**

James E. Crooks (I) Chair

AnnMarie Mitchell (B)

Elaine Franco (D)

Ken Wade (LA)

Lynne Reasoner (R)

Peter Brueggeman (SD)

Peggy Tahir (SF)

Gerardo A. Colmenar (SB)

Cynthia Jahns (SC)