



Broward College - Florida Atlantic University
Joint Use Facility

University/College Library Governance/Policy Advisory Committee By-laws

Chapter 1

- 1.1 Membership The Governance/Policy Advisory Committee (hereafter known as GPAC) shall have the following members:

Voting Members

Broward College (BC):

- Pathways Dean
- One Academic Associate Dean (Term Limited)
- Two Faculty: one Academic, one Librarian (Term Limited)

Florida Atlantic University (FAU):

- Director of Academic & Enrollment Management Support Services, Broward Campuses or designee
- Dean of University Libraries
- Two Academic Faculty (Term Limited)

Non-Voting Members

- BC Dean, Libraries and Academic Success Centers
- FAU Library Representative
- One BC Academic Faculty Member (Term Limited)
- One BC PTS Library Staff (Term Limited)

All voting members shall appoint a designee if they are unable to attend a meeting to preserve the quorum.

1.1.1. Appointment

The BC Pathways Dean, the FAU Director of Academic & Enrollment Management Support Services, Broward Campuses or designee, the FAU Dean of University Libraries, the FAU Library Representative, and the BC Dean, Libraries and Academic Success Centers are permanent members of the committee by virtue of position. The BC Dean, Libraries and Academic Success Centers in consultation with library staff shall appoint the BC Faculty Librarian and a BC professional/technical staff member.

The President of the BC South Campus and the FAU Director of Academic & Enrollment Management Support Services, Broward Campuses or designee shall appoint all remaining committee members.

1.1.2. Term For term-limited members, terms shall be two years with provision for a one-term reappointment. Terms shall begin in the fall term of the year the member is appointed.

- 1.1.3. Duties
- A. The GPAC shall review and approve library policies to include: library organization and staffing, collection development, budget and finance, long-range planning, evaluation of user services, and other major policy matters.
 - B. The GPAC shall review and approve the annual budget submitted by the BC Dean, Libraries and Academic Success Centers. The GPAC will recommend the budget to the President of the BC South Campus and the Associate Provost, FAU Broward Campuses.
 - C. The GPAC shall serve as the majority of the search committee responsible for recruitment of the BC Dean, Libraries and Academic Success Centers.
 - D. The GPAC may establish standing committees.
 - E. The GPAC will serve as an advocate for a strong, effective, and well-supported library.

1.2 Officers The GPAC shall have the following officers: Chair, Vice Chair, and Executive Secretary.

- A. The Chair and the Vice Chair shall be the BC Pathways Dean and the FAU Director of Academic & Enrollment Management Support Services, Broward Campuses or designee. The BC Dean, Libraries and Academic Success Centers will serve as Executive Secretary.
- B. The position of Chair shall rotate annually between FAU and BC.

1.2.2. Term The term of all GPAC officers shall be one year. The rotation of leadership shall occur on July 1st of each year.

1.2.3. Duties The Chair of GPAC shall preside at all meetings of the GPAC, shall conduct necessary correspondence for the GPAC, shall be available for consultation when requested by the President of Florida Atlantic University, the President of Broward College, the FAU Director of Academic & Enrollment Management Support Services, Broward Campuses or designee, the President of the BC South Campus or other appropriate bodies, and shall perform all duties that may be necessary and proper to insure the effective operation of GPAC. The Vice Chair shall assume the Chair should a vacancy occur, preside over meetings in the Chair's absence, and perform other duties as the Chair may assign.

- 1.3 Meeting All meetings of the GPAC shall be open meetings and members of the administration, faculty, and staff of the Broward Campuses and the broader university/college community may attend and participate in discussion, but shall not vote. The Associate Provost, FAU Broward Campuses and the President of the BC South Campus shall be ex-officio members of the GPAC but shall not vote. GPAC members will be notified of meeting dates and times by email. Upon request to the BC Dean, Libraries and Academic Success Centers or Chair, others may be added to the email notification list.
- 1.3.1. Regular Meeting The GPAC shall meet at least once each during the fall and spring term.
- 1.3.2. Special Meetings The Chair of the GPAC may call a special meeting.
- 1.3.3 Quorum A quorum shall consist of five voting committee members.

Chapter 2

Committees

2.1 GPAC Standing Committees

The following standing committees shall be established to perform essential functions of the GPAC. Additional committees may be established as deemed advisable by the GPAC.

2.1.1. Budget Committee Composition and Functions

Composition: The committee shall consist of the BC Dean, Libraries and Academic Success Centers, the FAU Dean of University Libraries, the FAU, Director of Academic & Enrollment Management Support Services, Broward Campuses or designee, the FAU Broward Business Officer and the Dean of Business Affairs, Broward College South Campus.

Functions: The committee will meet at least annually and will develop the budget for the University/College Library.

2.1.2. By-laws Committee Composition and Functions

Composition: FAU and BC will have one representative appointed by the GPAC Chair to the By-laws Committee. Appointees will serve for a one year term.

Functions: The committee will meet as needed and will recommend by-law revisions to the GPAC.

2.1.3. Library Advisory Committee Composition and Functions

Composition: FAU and BC will each have up to three faculty representatives appointed to the Library Advisory Committee by the FAU Director of Academic & Enrollment Management Support Services, Broward Campuses or designee and the President of the BC South Campus. Appointees will serve a two-year term. One appointee should also be a member of GPAC. The FAU Director of Academic & Enrollment Management Support Services, Broward Campuses or designee and the President of the BC South Campus, in consultation with student government, will each appoint one student representative serving one year terms. The BC Dean, Libraries and Academic Success Centers will serve as an ex-officio committee member.

Functions: The committee will meet as needed and advise the BC Dean, Libraries and Academic Success Centers on the following: collection development, quality of user services, and proposed changes in services.

Chapter 3

Amendment of the By-laws

Proposals for new by-laws or amendments to existing by-laws shall be referred to the By-laws Committee for review and recommendation to the GPAC. Recommendations from the By-laws Committee shall be submitted in writing to the members of the GPAC at least one week prior to the meeting at which the proposal will be considered.

Revised and approved April 24, 2017