

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) Central Campus:

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

Florida Atlantic University (FAU):

- Associate Provost, Broward Campuses or designee
- Dean of University Libraries
- Two Academic Faculty (Term Limited)

Non-Voting Members

- University/College Library Dean
- FAU Library Representative
- One BC Academic Faculty Member (Term Limited)
- One PTS Library Staff (Term Limited)

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

1.1.1. Appointment

The Dean of Academic Affairs, the Associate Provost, Broward Campuses, the Dean of University Libraries, the FAU Library Representative, and the Dean of the University/College Library are permanent members of the committee by virtue of position. The University/College Library Dean in consultation with library staff shall appoint the faculty librarian and a professional/technical staff member. The President of the BC Central Campus and the FAU Associate Provost, Broward Campuses 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.

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 Dean of the University/College Library. The GPAC will recommend the budget to the President of the BC Central Campus and FAU Broward Campuses Associate Provost.
- C. The GPAC shall serve as the majority of the search committee responsible for recruitment of the Dean of the University/College Library.
- 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 Dean of Academic Affairs and the FAU Associate Provost, Broward Campuses, or designee. The University/College Library Dean 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 Broward Campuses Associate Provost, the President of the BC Central 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 FAU Broward Campuses Associate Provost and the President of the BC Central 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 University/College Library Dean 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 a majority of the 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 Dean of the U/CL, the Dean of the FAU Library, the Associate Provost of the FAU Broward Campuses or designee, the FAU Broward Business Officer and the Dean of Business Affairs, Broward College Central 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 Associate Provost, Broward Campuses, or designee and the President of the BC Central Campus. Appointees will serve a two-year term. One appointee should also be a member of GPAC. The FAU Associate Provost, Broward Campuses, or designee and the President of the BC Central Campus, in consultation with student government, will each appoint one student representative serving one year terms. The University/College Library Dean will serve as an ex-officio committee member.

Functions: The committee will meet as needed and advise the University/College Library Dean 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 18, 2014