

UNIVERSITY OF HAWAII LIBRARY COUNCIL

BYLAWS

ARTICLE I - NAME

The name of this organization is the University of Hawaii Library Council, a nonprofit organization. It is hereinafter referred to as the Council.

ARTICLE II - PURPOSE

The purpose of the Council is to establish policies that improve and expand services and resources offered by individual members specifically in the following ways:

- Improve services and access to resources through cooperation
- Benefit economically by bargaining/purchasing/applying for grants collectively
- Serve as a means of communication among University of Hawaii library directors
- Make decisions and/or recommendations and represent the point of view of University of Hawaii library directors to any agency affecting their library services

ARTICLE III - MEMBERSHIP AND VOTING

Section 1. Member Eligibility and Admission Procedure. Any Library of the University of Hawaii System shall be eligible for membership, provided that the Library meets all of the following criteria:

- the primary mission of the library is to support the academic activities of the students, faculty, and staff of the UH system campus/center
- the librarians and staff of the library are recognized as University of Hawaii faculty and staff
- the primary source of funding for the library is from the University of Hawaii system
- the library participates in the common integrated management system
- the library commits to system wide cooperative agreements concerning policies, procedures and collections
- the library participates in either Western Association of Schools and Colleges accreditation review or some other recognized higher education accreditation review such as the American Bar Association or the American Medical Association

New members shall be accepted upon a two-thirds vote of the membership.

Section 2. Ex-officio Member. The Associate University Librarian, UHM, shall be an ex-officio member.

Section 3. Others. Others may attend by invitation from the Council.

Section 4. Voting. The sole voting representative of each institution shall be the person who directs the Library. Each director, hereinafter referred to as Full Member Representative, shall have one vote. A Full Member Representative shall be present in order to cast his/her vote. In his/her absence, a Full Member Representative may designate a substitute who shall have full voting privileges. When an institution's library directorship is vacant, the institution may designate a temporary Representative who shall have full voting rights. A two-thirds vote is needed to pass a motion.

ARTICLE IV - OFFICERS

Section 1. Officers. The officers of the Council shall be a Chair, Chair-Designate and Secretary.

Section 2. Chair and Chair-Designate. Full Member Representatives will serve as the Chair and Chair-Designate on a rotating basis in the following order:

- UH Manoa
- UH Hilo
- UH West Oahu
- UH Honolulu CC
- UH Kapiolani CC
- UH Kauai CC
- UH Leeward CC
- UH Maui CC
- UH Windward CC
- UH West Hawaii Center
- UH School of Medicine
- UH School of Law

If for extenuating reasons, the new Chair or Chair-Designate cannot serve, he/she has the option to decline or defer.

Section 3: Secretary: The Secretary shall be elected from the membership by a simple majority vote of the Full Member Representatives. Nominations will be made from the floor by Full Member Representatives and must be seconded. This election will take place at the December meeting of the Council.

Section 4. Term of Office. The new officers will assume their duties January 1. Officers will serve a one-year term, January 1 - December 31.

Section 5. Office-holding Limitations. No Member shall hold more than one office at a time, and no Member shall be eligible to serve for more than two consecutive terms in the same office.

Section 5. Vacancy of Chair-Designate. Should a vacancy occur within the office of the Chair-Designate, the unexpired term will be filled by the next full Member Representative listed in the order referred to in Section 2.

ARTICLE V - DUTIES OF OFFICERS

Section 1. Chair. The Chair shall preside at all meetings of the Full Membership, be responsible for the overall functioning of the Council, and represent the point of view of University of Hawaii library directors to any agency affecting their library services.

Section 2. Chair-Designate. The Chair-Designate shall perform the duties of the Chair in the absence or disability of the Chair.

Section 3. Secretary. The Secretary shall have charge of the records of the Council and shall be responsible for the minutes of the meetings of the Full Membership.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Board Composition. The officers of the Council shall constitute the Executive Board.

Section 2. Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the Council between its business meetings, make recommendations to the Council, and perform such other duties as are specified in these by-laws.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees. The Chair with advice from the Council will establish standing committees and charge them with their duties.

Section 2. Special Committees. The Chair with advice from the Council will establish special committees and charge them with their duties. All special committees shall go out of existence upon completion of their charge.

ARTICLE VIII - MEETINGS

Section 1. Meetings. The Council shall meet once each month for at least nine months out of each fiscal year at a time previously agreed upon. Full Member Representatives will take turns hosting the meeting.

Section 2. Special Meetings. The Executive Board may call special meetings of the full membership upon ten days notice.

Section 3. Quorum. Two-thirds of the Full Member Representatives shall constitute a quorum for regular business and voting purposes

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of the Council.

ARTICLE X - AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the full membership by a two-thirds vote of the Full Member Representatives present and voting provided that the amendments have been submitted in writing at 30 days before the meeting at which they are to be discussed. All amendments shall become effective immediately upon adjournment of the meetings at which they are approved.

ARTICLE XI - DISSOLUTION

The Council may be dissolved at any regular meeting of the full membership by two-thirds vote of the total voting Full Member Representatives, provided that 15 days notice of this proposal has been sent to the Full Member Representatives. Proxies will be recognized for this purpose. In the event of a vote to dissolve, the Full Member Representatives shall set forth the date of such actual dissolution, except that such date shall not be less than 60 days following the date of action.

Bylaws adopted January 10, 2003.