

UNIVERSITY OF HAWAI‘I LIBRARIES INFORMATION LITERACY COMMITTEE

BYLAWS (Adopted Nov. 7, 2014)

ARTICLE I – NAME

The name of the organization is the University of Hawai‘i Libraries Information Literacy Committee (UHLILC).

ARTICLE II – PURPOSE

The University of Hawai‘i Libraries Information Literacy Committee (UHLILC) provides a formal, independent voice and organization through which librarian faculty of the University of Hawai‘i system can participate in the determination and development of library-wide information literacy policies and promote and improve coordination, communication, and understanding on information literacy issues and projects.

The purposes of the UHLILC include the following:

- 1) To advise the University of Hawaii Library Council (UHLC) on library-wide information literacy issues;
- 2) To share information regarding library information literacy programs;
- 3) To facilitate library-wide information literacy projects;
- 4) To promote an open, democratic, and collegial discussion of information literacy issues of library-wide concern.

ARTICLE III – MEMBERSHIP AND VOTING

Section 1. Voting Membership. The membership of UHLILC shall include a representative from each of the University of Hawai‘i Libraries and a representative from the University of Hawai‘i Library & Information Science Program. The list follows:

1. UH Hilo & UH Hawai‘i CC
2. UH Honolulu CC
3. UH Kapiolani CC
4. UH Kauai CC
5. UH Leeward CC
6. UH LIS Program
7. UH Mānoa
8. UH Maui College
9. UH School of Law (Richardson)
10. UH School of Medicine (JABSOM)
11. UH West Hawai‘i Center
12. UH West O‘ahu
13. UH Windward CC

Section 2. Non-Voting Member. A representative from the UHLC shall be a non-voting member of the UHLILC.

Section 3. Removal of a Voting Member. A member may be removed with or without cause by a two-thirds vote of the membership. Removal of a member is based on the best interests of the organization. A removal petition must be signed by at least four active members and given to the Chair at least 15 days prior to the meeting at which the removal vote will be taken. The removal action must be circulated to all members at least 10 days prior to the meeting at which the removal vote will be taken.

Section 4. Voting by e-mail. The chair shall develop the time frame for the e-vote.

1. A minimum of seven (7) days notice shall be provided to all participants via e-mail, or telephone by the secretary or chair. Such notice shall include the motion and supporting documentation for the e-vote.
2. A second is not necessary for the motion to be considered.
3. If there is debate prior to the e-vote, the voting member must "Reply All."
4. The chair shall close debate by asking, "Are you ready to vote on the question?" in the subject line.
5. Members shall "Reply All" and state "I vote yes," or "I vote no" in the first line of the response.

ARTICLE IV – OFFICERS

Section 1. Chair. A voting member will serve as the Chair on a rotating basis in alphabetical order from the list of libraries in Article III, Section 1. Annually, in May, a new Chair will be named. The Chair's term begins August 1 and ends July 31 the following year.

Section 2. Secretary. The responsibility of recording meeting minutes will be rotated among members.

ARTICLE V – DUTIES OF OFFICERS

Section 1. Chair. The Chair presides at all meetings, is responsible for reporting to the UHLC, and for the overall functioning of the UHLILC.

Section 2. Secretary. The Secretary shall have charge of the records of the UHLILC and shall be responsible for the minutes of the meetings including posting the minutes to the organization's archives.

ARTICLE VI - COMMITTEES

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

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

ARTICLE VII - MEETINGS

Section 1. Meetings. The UHLILC shall meet at least four times during the academic year at a time previously agreed upon. The UHLILC may meet as often as monthly, should the need arise, with at least a 30-day advance notice.

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

Section 3. Quorum. A majority of the membership shall constitute a quorum for regular business and voting purposes.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

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

ARTICLE IX - AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the full membership by a two-thirds vote of the members present and voting provided that the amendments have been submitted in writing at least 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 UHLILC may be dissolved at any regular meeting of the full membership by two-thirds vote of the total voting membership, provided that 15 days notice of this proposal has been sent to the entire membership. In the event of a vote to dissolve, the members 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.