

**LAUC- I
2012 - 2013
Executive Board and Standing Committees
Charges and Supplemental Charges**

Last Updated: March 21, 2013

Executive Board

Chair: Brian Williams, March 16, 2013- ; Kristin Andrews, September 1, 2012 – March 15, 2013

Vice Chair: Vacant, March 16, 2013- ; Brian Williams, September 1, 2012 – March 15, 2013

Secretary: Kathryn Kjaer

Immediate Past Chair: Pauline Manaka

Member at Large: Cathy Palmer

Web Manager (Ex Officio): Annette Buckley

LRC Chair: Ying Zhang

Program Committee Chair: John Sisson

RPDC Chair: Christina Woo

Charges:

Chair: Brian Williams (Kristin Andrews, Sept. 1, 2012-March 15, 2013) (IV.5.)

- a) Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration and community.
- b) Determine the will of the membership and act in accordance with that will.
- c) Expedite LAUC-I business in a manner consistent with the best interests of the membership.
- d) Bring to the attention of the membership and the Executive Board any matters which require a LAUC-I response or which may be of concern to LAUC-I.
- e) Report to the membership regularly.
- f) Preside over meetings of the membership and of the Executive Board.
- g) Create ad hoc committees upon the advice and consent of the Executive Board.
- h) Participate in a nonvoting capacity in the deliberations of any committee, except the Library Review Committee, the Nominating- Elections Committee or other committees as may be specified.
- i) Provide annual supplemental charges to the LAUC-I standing committees by October 1st.
- j) Prepare and distribute agendas for the Executive Board and General Membership meetings with the advice of the Executive Board.
- k) Nominate or appoint LAUC-I representatives to LAUC Committees, with the advice and consent of the Executive Board.

- l) Serve as a member of the LAUC Executive Board and report back to LAUC-I on all Executive Board decisions and deliberations and perform the duties specified in the [LAUC Bylaws](#).
- m) Serve as a delegate to the LAUC Assembly, and designate alternate delegates from the LAUC-I Executive Board in the event that the regular delegates cannot attend.
- n) Prepare an annual report of LAUC-I activities to be presented to the membership prior to 31 August each year.

2012-2013 Supplemental Charges:

- a. Draft procedures for the position of Chair and consult with the Executive Board and committees regarding procedures for their positions/committees.

Vice-Chair/Chair-Elect: Vacant/Brian Williams (IV.6.)

- a. Serve as a delegate to the statewide Assembly of LAUC if LAUC-I is allocated two or more delegates.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Assume the duties of the Chair of LAUC-I in the Chair's absence or incapacity.
- d. Report regularly on the status of the LAUC-I budget to the Executive Board and the membership.
- e. Nominate or appoint LAUC-I representatives to UCI Academic Senate Committees, with the advice and consent of the Executive Board.
- f. Perform other duties as assigned by the Chair.

2012-2013 Supplemental Charges:

- a. Draft procedures for the position of Vice Chair/Chair Elect, particularly in regard to budget responsibilities and working with the business office.

Secretary: Kathryn Kjaer (IV.7.)

- a) Record and distribute minutes of the LAUC-I Executive Board and General Membership meetings.
- b) Serve as a member of the LAUC-I Executive Board.
- c) Compile and provide public access to a list of the officers and committee members of LAUC-I.
- d) Maintain LAUC-I records and archives with the assistance of other assigned persons, as necessary.
- e) Perform other duties as assigned by the Chair.

2012-2013 Supplemental Charges:

- a. Draft procedures for the position of Secretary, including duties related to working with the Web Manager & Chair.
- b. Clean up the wiki so it is well organized and easy to navigate. Consult with appropriate persons and committees regarding the disposition of outdated working documents.

Immediate Past Chair: Pauline Manaka (IV.8.)

- a) Serve as a member of the LAUC-I Executive Board.
- b) Serve as Chair of the Nominating Elections Committee.
- c) Provide orientations of LAUC and LAUC-I to new members of LAUC-I.

2012-2013 Supplemental Charges:

- a. Draft procedures for the position of Past Chair.

Member(s)-at-Large: Cathy Palmer (V.2.)

- a. The term of the position shall be one year commencing on 1 September.
- b. The number of Members-at-large shall be equal to the number of LAUC-I Divisional representatives to the LAUC Assembly in addition to the Chair and Vice-Chair needed to fulfill the requirements of the LAUC Bylaws, Article VII, Section 2.b and 2.c.
- c. In the event of a vacancy in a position of a Member-at-large, the Chair shall appoint a replacement with the approval of the Executive Board unless the vacancy occurs within sixty days of the next regularly scheduled election.
- d. The duties of the Member-at-large shall be as follows:
 - i. Serve as a member of the Executive Board.
 - ii. Serve as a Divisional representative to the LAUC Assembly.
 - iii. Perform other duties as assigned by the Chair.
- e. A Member-at large may be removed from the position for valid cause (see the current edition of The Standard Code of Parliamentary Procedure by Sturgis) by means of the same procedures specified for officers (see Article V. Section 2).y means of the same procedures specified for officers (see Article V. Section 2).

2012-2013 Supplemental Charges:

- a. Draft procedures for the position of Member-at-Large.

Web manager (Ex Officio): Annette Buckley (2013)

2012-2013 Charges:

- a. Draft procedures for the position of Web Manager.
- b. Post final agendas, minutes & documents to the LAUC-I website.
- c. Working with the Executive Board, review the structure of the LAUC-I website for usability/clarity and implement changes as approved by the board.
- d. Serve as a member of the Ad Hoc Committee on Archives.
- e. Serve as a consultant to the Ad Hoc Committee on Procedures.

Standing Committees (VII.)

LAUC-I standing committee members are elected for 2-year terms with the exception of the Library Review Committee (LRC) whose terms shall be three years, commencing September 1 in year of election. Standing charges are included in the LAUC-I Bylaws. Supplemental charges for the current year are noted below; these may be augmented by Executive Board during the course of the year.

Library Review Committee (LRC) (VII.8.a)

Chair: Ying Zhang

Ying Zhang (2013), Carole McEwan (2013), Danielle Kane (2014), Colby Riggs (2015)

Charge: The LRC is a standing committee elected by LAUC-I in accordance with the procedures set forth in [Section 360](#) and [210.4](#) of the [Academic Personnel Manual](#), together with local procedures approved by the University Librarian for their implementation.

- a) The LRC shall consist of four members in the librarian series. Three of these members shall have career status. The fourth member is not required to have career status but shall have completed at least one successful academic review.
- b) The chair of LRC shall be the member with career status who has served the longest on the committee. If both members elected in the same year have career status, the chair shall be the member who received the higher number of votes.
- c) No person shall serve consecutive terms on the LRC.
- d) No two members shall be from the same department. Efforts shall be made to nominate candidates from all segments of the UCI Libraries and the Law Library.
- e) The LRC advises the University Librarian on personnel actions, as applied to the Librarian series, including but not limited to matters concerning appointment, merit increase, and promotion.
- f) The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these.
- g) The LRC shall submit an annual written report to the LAUC-I membership by the end of the fall quarter in the following year; the report shall include a statistical analysis of the review actions.

2012-2013 Supplemental Charges:

- a) Draft procedures for the LRC.

Research and Professional Development (VII.8.b)

Chair: Christina Woo

Wanda Jazayeri (2013), Christina Woo (2013), Linda Murphy (2014), Dana Peterman (2014)

Charge: Research and Professional Development Committee (RPDC). The RPDC shall monitor and provide leadership on ongoing research, professional development, and mentoring opportunities for LAUC-I members.

- a) Coordinate LAUC-I activities associated with the LAUC (System wide) Call for Research Proposals, UC Research Grants for Librarians.
- b) Undertake other duties as directed by the LAUC-I Chair and the Executive Board.

2012-2013 Supplemental Charges:

- a) Draft procedures for the Research and Professional Development Committee.
- b) Work on ways to better market the LAUC research and mini grants and to encourage colleagues to apply.
- c) Plan and implement a program/workshop(s) on topics such as LAUC grants and professional writing and presenting.

Program Committee (VII.8.c)

Chair(s): John Sisson

John Sisson (2013), Becky Imamoto (2014), Cynthia Johnson (2014), Brendan Starkey (2014)

Charge: The Program Committee. The Program Committee shall organize, advertise, and coordinate programs of interest to LAUC-I membership at the direction of or in consultation with the LAUC-I Chair and Executive Board. The committee shall also undertake other duties as directed by the LAUC-I Chair and the Executive Board.

2012-2013 Supplemental Charges:

- a) Draft procedures for the Program Committee, particularly in regard to how to plan programs, book speakers, and handle logistical arrangements.
- b) Plan and implement programs such as Faculty speakers, Lunch with LAUC-I, etc.

Special Ad Hoc: Nominating-Elections Committee (VII.9.b)

Chair: Pauline Manaka (2013)

Dan Tsang (2013), Christopher Thomas (2013)

- a) This Committee shall be appointed by the Executive Board no later than 1 October.
- b) The Immediate Past Chair of LAUC-I shall serve as Chair of the Nominating Elections Committee.
- c) The members shall prepare slates of candidates for office and shall act as an elections committee in accordance with the provisions of Article VIII.
- d) Following the procedures described in Article VIII, the Nominating Elections Committee shall hold the election before the end of Spring Quarter.
- e) The date for the LAUC-I elections will coincide with the date selected for the election of LAUC officers but no later than 30 June of each year.

2012-2013 Supplemental Charges:

- a) Draft procedures for the Nominating Elections Committee

Special Ad Hoc: Committee on Archives (continued from 2011-2012)

Chairs: Dana Peterman & Audra Eagle Yun
 Dana Peterman (2013), Audra Eagle Yun (2013), Chloe Lerit (2013),
 Annette Buckley (2013)

Charge: Continue the work from 2011-2012 to complete the development of the plan to archive LAUC-I documents.

- a. Assess the effectiveness of training the LAUC-I Executive Board and other persons responsible for archiving.
- b. Assess the suitability of our documentation and best practices based on the needs and requirements of the membership.
- c. Consult periodically with the Chair and Vice Chair/Chair Elect to ensure continuity of roles and responsibilities regarding archival procedures.
- d. Create a checklist or other method to measure the effectiveness of committee documents to be reviewed every three years by a representative outside of the LAUC-I Executive Board (and reporting to the board).
- e. Facilitate the addition of the new Web Manager, who is appointed to the LAUC-I Ad Hoc Committee on Archives.

Special Ad Hoc: Committee on Procedures (2012-2013)

Chair: Kathryn Kjaer
 Kathryn Kjaer (2013), Melody Lembke (2013), Linda Murphy (2013)

Charge: The Ad Hoc Committee on Archives recommended the formation of an Ad Hoc Committee on Procedures to coordinate the drafting of procedures for each Executive Board position and Standing Committee. The goal is to create a living document that will reflect the responsibilities of LAUC-I's officers and committees in

further detail than the bylaws and will provide for increased continuity and communication as leadership changes over time. The committee will:

- a. Determine what procedures might be needed and from whom: this includes all officers and committees.
- b. Develop a timeline for drafting and finalizing the procedures. Most of it should be done by the end of the 2012-2013 LAUC-I year.
- c. Work with the various officers and committees to ensure they stay on track. The wiki is recommended for working documents related to procedures.
- d. Create a structure for the procedures documentation on the wiki and determine how to make it available from the LAUC-I website (ex. a link to the wiki).