

# **Committee on Bylaws LAUC-I Ad Hoc Committee 2011-2012 Report**

**Submitted to General Membership:** August 10, 2012

**Submitted by:** Kathryn Kjaer

**Members (End Term):** Katherine Harvey; Kathryn Kjaer; Jessica Wimer (terms end no later than December 2012 per charge)

## **Charge:**

### Some History

The last time LAUC-Irvine bylaws were revised was in 2009. Currently LAUC has requested all UC LAUC branches to revise their bylaws; using certain uniform criteria as those of the system wide LAUC bylaws. LAUC Davis became the first to embark on the project last year. If possible, LAUC Irvine would like to do this in 2011-2012 or 2012-2013.

Historically, LAUC I has invited member volunteers to work on revising the bylaws. Once again in 2011-2012 we are seeking LAUC-I members' help, by asking anyone of you out there, to give your service on the Ad hoc committee to revise the LAUC-I bylaws.

### The Call

Please volunteer your services on the LAUC-I Ad Hoc Committee for Bylaws. The task will be brief and rewarding as you review, revise and update the LAUC-I bylaws based partially on standards and criteria similar to the system wide ones. In addition, the bylaws will add and/or revise positions and criteria that are meant to move LAUC-I ahead with certain the LAUC-I documents' archiving procedures.

The following are some of the membership criteria to serve on the committee,

1. No previous experience working with bylaws revision is required, but the experience is desirable.
2. Willingness to work with one or two other LAUC Irvine colleagues; consult with and get directives from LAUC system wide via the UC Irvine Professional Governance member and LAUC-I Chair
3. If possible check with, and meet the 2012-2013 Nominations calendar. The dates are provided by the LAUC I Nominations committee chair
4. Questions? Ask; please check with the LAUC Irvine Chair
5. Must be willing to present your report to the LAUC Irvine executive Board and membership according to the schedule(s) agreed upon.

### Committee Expectations/Timeline

The committee shall serve for less than a year, if possible from December 12, 2011. The chair shall report to the LAUC Irvine Executive Board. Further details later.

### References:

LAUC-I Bylaws:

<http://lauci.lib.uci.edu/membership-info/laucibylaws-June2009.php>

LAUC Bylaws <http://www.ucop.edu/lauc/about/bylaws/Bylaws-03-09.pdf>

**Supplemental Charges (if applicable):** NA

### **Summary of Activities:**

The Committee began deliberating in February, 2012. Based on our charge, we set the following goals:

1. Clean up grammar, sentence structure, etc.
2. Keep the Bylaws simple and clear.
3. Align the LAUC-I Bylaws with the LAUC Bylaws as much as possible.
4. Compare to other recently updated LAUC division bylaws.
5. Address archiving issues.
6. Address web maintenance issues.
7. Update the Bylaws to incorporate the Law Library and law librarians as needed.
8. Remove the Academic Librarianship Committee as requested by membership.
9. Change the Member-at-Large to one position, not two, as requested by membership.

Shortly after we began our work, we met with the Ad Hoc Committee on Archives to discuss how to incorporate and update guidelines for archiving and web maintenance. Their input was very useful and we incorporated many of their suggestions in the revised bylaws. That discussion also led us to recommend that LAUC-I develop a procedures section on our website to describe, in as much detail as appropriate, specific procedures and processes for officers, committees, and other assigned persons such as the web manager.

According to the *Standard Code of Parliamentary Procedure*, by Sturgis, bylaws are an outline of the structure of an organization. They are usually simple and brief and lay out the fundamental framework for the organization. The membership must vote to approve any proposed amendments to the Bylaws, which of course we only want to do every few years or so. Sturgis states that detailed procedures should not be added to the Bylaws, but should be included in a separate set of adopted procedures. These procedures may be changed and updated frequently as circumstances require with the approval of the Executive Board.

The Ad Hoc Committee reviewed the 2009 Bylaws line-by-line with the above goals in mind and used the track changes feature in Word to show proposed revisions. We shared the revisions with the LAUC-I Executive Board and the LAUC Committee on Professional Governance, and incorporated their feedback and suggestions. After receiving the approval of these two groups, we placed the proposed revisions on the LAUC-I website for the membership to review. The proposed revisions were presented for discussion at the July 16, 2012 general membership meeting. The Nominating Elections Committee sent an email ballot to all members to vote to approve or reject the proposed changes. The proposed revisions were approved on July 24, 2012 with 51% of membership casting votes, all in favor of adoption.

The final revised version of the Bylaws has been given to Chloe Leric, Web Services, who will archive the previous 2009 Bylaws and post the 2012 Bylaws as current by the end of August in time for the beginning of the new term.

**Recommendations for the Future:**

We recommend that LAUC-I begin development of a set of adopted procedures to help guide the officers, committees, and other appointed individuals and groups in carrying out their roles. These procedures will add detail to the Bylaws which describe the framework and governing structure of LAUC-I.