University of New York at Buffalo, Department of Library and Information Studies Advisory Board Bylaws

Preamble:
The LIS Advisory Board was formed as a result of the 2006 American Library Association (ALA) accreditation process. A group of local and national constituents with ties to the school were brought together to provide strategic advice in support of the accreditation Program Presentation. The LIS Advisory Board was officially formed in 2006. The Board charter (see Article 2 – Purpose & Role) was approved by the LIS Council in 2007. These Bylaws were approved by the LIS Council on December 6, 2012 and approved by the Advisory Board on December 13, 2012.

Article 1 — Name
The name of this organization shall be the State University of New York at Buffalo Department of Library and Information Studies (LIS) Advisory Board.

Article 2 — Purpose & Role
The Advisory Board will:

• represent the national, international, and primary constituent* groups, which have a stake in the success of the LIS program
• provide advice to the LIS program regarding those areas relating to its mission and strategic direction, with a primary focus on areas related to curriculum, research, and service
• provide advice to the LIS program regarding those administrative areas that bear directly on the ability of the LIS program to pursue its mission: most notably, funding and technology
• collaborate with the LIS department through committee work and attendance at LIS strategic planning events, such as the Annual Strategic Planning Forum and the Annual Faculty Retreat
• serve as a liaison between the constituent groups, which its members represent, and the LIS program
• advocate for the LIS program in the public forum and informally assist in marketing the program

* Primary constituents are defined as: students, faculty, alumni, Western New York (or “regional”) library community, and potential employers of UB LIS graduates.

Article 3 — Composition
The Board will be comprised of distinguished information professionals who exemplify the library and information science professions and who represent varied experiences and backgrounds.

The persons selected for the Board should be distinguished individuals in the professions or services who have demonstrated success within their field; are currently active in prominent positions in the public sector (including government, nonprofit, and private
corporations), business, or the professions; are policy-makers in their organizations or professions; and have distinguished themselves as individuals with vision for the profession of librarianship.

Board make-up shall include the following:
A minimum of ten (10), but no more than fifteen (15) members representing:
1. Public libraries
2. Large Academic libraries
3. Small Academic Libraries
4. Corporate libraries
5. Information Vendor/Publisher
7. School Libraries, Public
8. Museum/Non-profit Libraries
9. Library Association/Regional Library Council
10. Special Libraries (including Medical-Scientific, Research, Hospital and/or Museum
11. Knowledge Management
12. Competitive Intelligence
13. Ontology/Taxonomy
14. Other

The Board will also include at least one, but no more than two student representatives, selected by the UB Library and Information Studies Graduate Student Association (LIS-GSA). Student representatives will have full rights of membership, including voting, and will serve as members throughout their matriculation in the program. Should there be need for additional board members at the time of a student member’s graduation, the student may be suggested for a full term to be approved of by the Board Selection Committee.

In addition to voting members, the Board will be comprised of ex-officio members from the Department of Library and Information Studies including, but not limited, to the current DLIS Chair, as well as interested DLIS faculty who will serve as liaison(s) to the DLIS Council. DLIS faculty members on the Advisory Board will comprise of no more than one (1) member in addition to the DLIS Chair.

Article 4 — Size
The Board will consist of at least ten (10), but no more than fifteen (15) members. A quorum consists of a simple majority of members.

Article 5 — Terms
In consultation with the DLIS Chair and Advisory Board LIS Council liaison(s), Board members will be selected by the Board Selection Committee, chaired by a current member of the Board, and consisting of four (4) other members including non-Board, students, and faculty. Board members are selected for a three-year term, in staggered succession.
The Selection Committee will review all applications/nominations following the established criteria for membership (see Article 3), document reasons why applicants/nominees were not selected, and make final evaluations and selection of new members after all applicants/nominees have been reviewed.

All Board members are expected to participate in the scheduled quarterly meetings and correspondence directly resulting from Meeting Agenda items. Board members are expected to participate in committees appropriate to their education and/or background. Failure to meet these expectations may result in early dismissal from the Board, which will be discussed as a special occurrence and voted on by secret ballot.

**Article 6 — Meetings**
The Board will meet once each quarter of the calendar year. Additional meetings may be held as deemed appropriate by the DLIS Chair and/or Advisory Board President. Quarterly meetings will be held as teleconferences. Committee meetings will be held at the discretion of committee chairpersons and members.

The President will provide adequate notice for the agenda, date and time, along with call-in information, to the Board.

Meeting minutes will be submitted to the Board within two weeks of each meeting for review and necessary changes. Once finalized, the Secretary will provide a finalized copy of the minutes to the Board and DLIS Chair for submission to the DLIS Council.

**Article 7 — Budget**
Board members are expected to cover their own travel and housing expenses for Board meetings and events, whenever possible.

**Article 8 — Parliamentary Authority**
The rules contained in the Modern Edition of Robert’s Rules of Order will govern the Board in all cases where they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

**Article 9 — Amendments**
These Bylaws may be amended by a seventy percent vote of the membership of the Board in attendance.

**Article 10 — Officers**
*Section 1* — The elected officers of the Board will be the President, and Vice-president (President-elect), and Secretary.

1. The President, in consultation with the DLIS Chair, will preside at all meetings, plan the program of activity for the year, appoint committees as appropriate, and assume any other duties necessary. The immediate Past-President will serve at least one year on the Board following the year as President.
2. Vice – President. The Vice-President provides support to the President as needed, and serves as an active Board member. The terms of the VP includes, a one year term as VP, one year as President, and one year as Past-President.

3. The Secretary will keep records of all the proceedings and distribute in a timely fashion.

Section 2 – Officers will be elected by a majority of Selection Committee Members casting secret ballots. The Secretary is elected each year by a majority vote of the Board.

Section 3 – Upon completion of the one year term, the President will succeed to the office of immediate Past-President, and the Vice-president (President-elect) will succeed to the office of President. The Secretary may stand for re-election. Officers will assume their duties at the end of the final quarterly meeting based on the calendar year.

Section 4 – The DLIS Council will select one member of the DLIS faculty to serve as liaison to the DLIS Advisory Board.