University Libraries Student Advisory Council

University of Missouri

Mission

This Council shall be charged with advising the University Libraries on important matters of concern to the students of the University of Missouri. Members of this council shall represent the University Libraries to their respective organizations, constituents, and peers. Specific duties of the ULSAC shall include but not be limited to:

- Reviewing the Libraries' annual budget
- Participating in long range planning
- Establishing a Student Vision for the University Libraries
- Advising the University Libraries' Administrators on matters such as
  - Space renovation
  - Collection development
  - Services and technologies and
  - Prioritization of critical services
- Traveling to and viewing of other great libraries as University Libraries resources allow
- Facilitating communication between student users, student organizations and governments, other advisory council, and other campus committees.

Bylaws

I. Committee Membership

a. The Council shall be comprised of members appointed by their respective Student Organizations. Each Organization is responsible for determining their appointment structure. Membership shall be as follows:

i. Three (3) members shall be appointed by the Graduate Professional Council.
ii. Two (2) members shall be appointed by the Missouri Student Association.
iii. Two (2) members shall be appointed by the Residence Halls Association.
iv. Two (2) members shall be appointed by the Missouri International Student Council.
v. Two (2) members shall be appointed by the Interfraternity Council.
vi. Two (2) members shall be appointed by the Panhellenic Association.

vii. Two (2) members shall be appointed by the National PanHellenic Council.
viii. Two (2) members shall be appointed by the Legion of Black Collegians.
ix. Two (2) members shall be appointed by Fourfront.
x. One (1) member shall be appointed by the Latino Graduate and Professional Network.
xi. One (1) member shall be appointed by the Association of Black Graduate and Professional Students
xii. One (1) member shall be appointed by the Multicultural Greek Council
xiii. Five (5) members shall represent the Library Ambassadors.

b. Whereas members of ULSAC are expected to represent the University Libraries to various audiences, they shall be automatically be given membership in the Library Ambassadors.

c. Whereas the Library Ambassadors are to act as the agents of change for the Council’s purpose, all Library Ambassadors not appointed as representatives of the group shall be considered nonvoting members of the Council.

d. Members shall be appointed to serve for the duration of the year unless otherwise determined by their respective organization.

e. In the case of the absence of a member, that member shall be responsible for finding an alternate and alerting the chair of the alternate’s contact information not later than 48 hours before the meeting.

f. Should an organization consistently fail to be represented (having no representation at least ½ of all regularly scheduled meetings through the semester) then their membership rights shall be reevaluated.

g. No member shall hold ULSAC voting rights with more than one organization listed under sub point a.

II. Committee Structure

a. Organization

i. ULSAC

1. ULSAC shall work towards the mission stated previously in this document.
2. ULSAC shall be considered a Committee at Large to review and approve all major decisions.

ii. Library Ambassadors

1. The Library Ambassadors shall act as a semi-autonomous student group closely affiliated with the Committee.
2. The Library Ambassadors shall act as agents of change, promoting the mission and vision of the Committee.
3. The Library Ambassadors shall be the primary link between the Library and the most frequent library users.

iii. Special Committees

1. Special Committees shall be created to initially address the goals and challenges of the Committee.
2. These Special Committees shall consist of ULSAC members of not less than two organizations.
3. Special Committees shall submit their findings to the Committee at Large for further deliberation.
4. Chairs for Special Committees shall be appointed by the ULSAC committee chair.

b. Meetings
   i. ULSAC shall meet not less than once per month throughout the regular (Fall and Spring) semesters, excluding the first month of the semester.
   ii. The week of the meeting shall be determined by the Committee Chair and the University Libraries-ULSAC Liaison.
   iii. Meetings shall be held on a day and time suitable for ULSAC members, to be decided by the Chair prior to the first meeting of the semester.

c. Voting
   i. The committee shall follow the voting procedure detailed in Robert’s Rules of Order.
   ii. Quorum shall be defined as 50% of ULSAC members.
   iii. Should a member be required to exit a meeting before it is adjourned, they shall have the opportunity to specify their vote. Should they choose not to specify their vote, it shall be counted as an abstention. Their presence shall still meet the needs for quorum.

III. Committee Election & Leadership
   a. Election
      i. The Committee shall elect new leadership for the following semester at the last regularly scheduled meeting of the semester.
      ii. The election process shall consist of a one-minute speech from each candidate followed by a ballot vote to be counted by the University Libraries-ULSAC Advisor and the outgoing chair.
         1. Should the outgoing chair run for reelection, the Advisor shall appoint a member in the committee to assist instead of the outgoing chair.
      iii. Elections shall be made in the order listed in the Bylaws, with members having the ability to run for positions if they should not be elected to their first choice.

b. The Chair
   i. The Committee Chair shall facilitate all meetings of the ULSAC.
   ii. The Chair shall regularly meet with the University Libraries-ULSAC Advisor and other members of the Libraries Leadership.
   iii. The Chair shall maintain the membership records of the Committee within the Microsoft Outlook Group and coordinate with Student Organizations that have not appointed representatives or whose representatives do not regularly participate.
   iv. The chair shall serve as a voting member of the Library Ambassadors and relinquish their ULSAC vote for any other organization.

c. The Vice Chair
i. The Committee Vice Chair shall fulfill the duties of the chair if the chair should become unavailable.

ii. The Vice Chair shall take notes for all ULSAC meetings and disseminate them to the Committee.

iii. The Vice Chair shall maintain the Microsoft Outlook Group by updating the Governance Document and disseminating all required materials provided by the Chair and the University Libraries-ULSAC Liaison.

IV. Amendment

a. Amendments to this document may be drafted by any voting member of the Committee.

b. These amendments shall be submitted to the Committee Chair for dissemination at least one week prior to the next meeting.

c. Amendments shall be adopted upon a ¾ vote in the affirmative of those present and voting.