**Charge**

The Library Council serves as an advisory body to the University Librarian with regard to the promulgation and implementation of standards, procedures; and public space use, improvement, and management, including issues of facility accessibility, inclusion, and events. The Library Council drafts and implements operational policies at the behest of the University Librarian, maintains a schedule of policy lifecycles, and notifies the University Librarian of necessary review or revision issues.

The Library Council, in conjunction with Executive Committee, advises the University Librarian on the preparation of the Library budget, appointments, reappointments, and non-reappointments of non-faculty positions, and creation and appointment of library-wide committees not exclusively comprising Library faculty.

The Library Council performs other advisory functions as may be assigned or delegated to the Library Council by the University Librarian, in consultation with EC, and codified in the Library bylaws.

**Membership**

Elected members serve two-year terms, and may not serve more than two terms consecutively.

University Librarian, Chair

*Elected Members*

3 Faculty Representatives, as specified in the criteria of Article III, Section 1A of the Library Bylaws.

3 Academic/Civil Service Professionals

3 Civil Service Staff

*Ex-officio Members* (non-voting)

Associate University Librarians

Assistant Deans

Director of Teaching and Learning

Director of Reference and Research Services

Director of Diversity, Equity, Inclusion, and Accessibility

Director of Library Information Technology (IT)

**Eligibility**

Elected members must have at least a 50% appointment in the Library,and have been employed by the library for a minimum of six months.

**Officers**

The University Librarian serves as chair of the Library Council.

One voting member is elected annually as vice-chair of the Library Council. Duties include chairing sessions of the Library Council in the absence of the University Librarian, and communicating decisions to parties who brought issues to the attention of the Library Council.

One voting member is elected annually to serve as secretary of the Library Council. The secretary’s duties include:

* providing agendas and minutes for Library Council sessions
* aiding the chair and vice-chair as needed
* inviting ex-officio members as well as the chair, co-chairs, or vice chair of EC, LCP, and LSSC to specific meetings as appropriate.
* soliciting agenda items from Council members, Division Chairs, EC, LCP, LSSC and the Library at-large.

Ex-officio members will advise on areas under their purview, and collaborate with the Library Council in the execution of the Library Council’s work.

The Library Council may appoint other positions to support work from the charge.

**Meeting Schedule**

Library Council will meet twice per month. Library Council should coordinate with Executive Committee to meet on alternating weeks as appropriate.

Agendas will be posted at least two business days prior to the meeting. Library Council will establish a schedule to provide regular updates on its work to the library at-large. Minutes, agendas, and final versions of approved documents will be the posted to the Library Council webpage in a timely manner. Any Library employee can, and is encouraged to, submit issues for the consideration of Library Council as they deem necessary.

Each Library Council meeting will allot a time slot for open session to invite feedback from any library employee. Library Council will reserve the right to go into closed session based on the sensitivity of the agenda items being discussed. Votes will be conducted in closed session with names being withheld from final vote results in order to empower equitable participation from all voting members regardless of classification or rank. Ex-officio members will be dismissed prior to votes.

Joint sessions of Executive Committee and Library Council will be called at the discretion of the University Librarian in cooperation with the secretaries of those bodies or by a majority vote of the members of Executive Committee or Library Council.

**Method of Election**

Election to the Library Council shall be conducted by the Nominations, Elections and Voting Procedures Committee in the spring of each year, with the term of office to begin the following August 16th. Members of the Library Council shall be elected by and from the members of all classifications (Civil Service, Academic Professional, Faculty, and Civil Service Professional) by electronic or mail ballot. A nominating ballot shall contain the names of all those members eligible and willing to serve for each classification, with a separate page to designate each classification.

The final ballot shall contain at least two candidates for each vacancy to be filled. For the nominating and the final ballots, each voter shall have as many votes as there are vacancies to be filled. The names receiving the highest number of votes on the Final ballot shall be elected

NEVP would run elections for all nine elected positions concurrently. There would be a single ballot with three pages, one page for each classification (civil service professionals and APs are to be group as one classification).