

APPROVED BYLAWS FOR TTUHSC LIBRARY COMMITTEES
3/16/2010

- I. GENERAL:** TTUHSC library committees are present on four campuses of TTUHSC (Lubbock, Amarillo, El Paso, Odessa). Each of the library committees is empowered to act independently of the other library committees, i.e., there is no senior or superior library committee. These committees shall cooperate with one another in the sharing of minutes among all of the library committees.
- II. COMPOSITION:** TTUHSC library committees shall be comprised of at least one faculty representative from each school on a particular campus. These representatives are appointed or elected according to the faculty bylaws governing the schools that they represent. The library committees are further comprised of at least one student representative from each school on a specific campus also serve. Student membership on the library committees is determined by appointment by the Student Government Association. The Executive Director of Libraries serves as an ex officio member of the Lubbock campus library committee, while Associate Directors of the Library serve in the same capacity for the library committees at Amarillo, El Paso, and Odessa.
- III. VOTING:** All committee members (student and faculty) may vote on voting issues before the committee. Ex officio members do not vote, nor do non-committee persons attending meetings.
- IV. MEETINGS:** TTUHSC library committees meet at least four times per year. They are led in their deliberations by Chairs who are elected by majority vote of the local committees for a term of two (2) years. All library committee meetings are open meetings and may be attended by anyone from the student population or the faculty population. Minutes of the deliberations shall be recorded, transcribed, and disseminated by members of the library staff as directed by the Executive Director of Libraries or by the Associate Directors.
- V. DUTIES:** TTUHSC library committees shall serve as advisory bodies to the Executive Director of Libraries, the Associate Directors, and ultimately to the President of TTUHSC. The committees do not have policy-making powers. An informing document approved by the Lubbock Library Committee and entitled "Library Charge" (September 22, 1998) describes duties, as well as the role and scope of the committees.
- VI. BUSINESS:** Business activities of the committees are directed by the Chairs according to Roberts Rules of Order. Voting, the making of motions, the making of seconds, or other business related to voting may

only be conducted if a quorum (comprised of a simple majority of voting members) is present. All other informational business of the committees may be conducted without a quorum being present.

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Adopted by Lubbock TTUHSC Library Committee on March 16, 2010