

Western Illinois University
University Libraries
Executive and Planning Committee

By-Laws

Article 1 – Name

The name of the committee shall be the University Libraries Executive and Planning Committee (ExPC)

Article II – Purpose

The committee creates a forum to collectively discuss issues and exchange ideas that affect the library, its faculty, its staff, and its users. The committee also serves in an advisory capacity in strategic planning for the libraries in areas such as library services, long-term program and fundraising developments.

Article III – Membership

The Chair of the committee will be the dean of University Libraries. The dean may appoint a co-chair at anytime. Membership will include two elected representatives from faculty (Unit A and Unit B) and civil service. Elected library faculty and civil service staff will serve no more than two consecutive years. Appointments run from September 16 of the year appointed through September 15 of the following year.

A vacancy shall be declared for any committee member who is absent without cause from three regular EPC meetings in the period of one year.

A vacancy on the Committee shall be filled by an interim appointment by the Dean, with the approval of the EPC and shall serve the remainder of the unexpired term.

Permanent members to the committee are: Associate Dean for Library Operations and the Libraries Administrative Assistant. The Dean may appoint others to serve by virtue of their position.

Article IV – Meetings

The committee will normally meet twice monthly and no less than once monthly. The time for meetings will be determined by committee members' schedules. A quorum will consist of one-half of the membership.

Article V – Officers and Duties

- Section 1. The dean of University Libraries will serve as chair of the committee
- Section 2. The dean may appoint a co-chair to preside in the dean's absence and to assist with the execution of committee functions.
- Section 3. Library Administration will scheduled meetings and send out agendas, and communicate to the library staff when minutes are posted on the Web Asset Management System (WAMS).
- Section 4. Minute taking will rotate among members of the committee.

Article VI – Subcommittees

Subcommittees and/or ad hoc committees may be constituted to facilitate certain initiatives of the Executive Planning Committee, thus allowing more inclusion of faculty and civil service members in the libraries. Membership is on a volunteer basis.

Article VII – Amendments

These By-Laws may be amended at any meeting of the committee. Amendments require a two-thirds affirmative vote of the membership present and voting.

Updated: 9/22/09