

By-Laws of the Learning Resources Academic Affairs Committee

The mission of the LR-AAC shall be to provide information resources for the University of Guam Community in support of its programs and research.

I. ARTICLE –LR-AAC

In accordance with the *University of Guam Board of Regents-Faculty Union Agreement*, this representative body shall be called the Learning Resources Academic Affairs Committee (hereinafter referred to as the LR-AAC).

II. ARTICLE - PURPOSE

The purpose of the LR-AAC: In recognizing the professional status of LR faculty and their experience in the operation of academic libraries, the LR-AAC shall promote the free and open exchange of ideas and views that are necessary in the operation of the Learning Resources and its academic functions. In partnership with the Director of the Learning Resources, the LR-AAC is committed to the principle of shared governance. To ensure an independent faculty voice, the LR-AAC provides the administration with policy recommendations through open consultation and guidance of all participating parties.

III. ARTICLE - MEMBERSHIP

In accordance with the *University of Guam Board of Regents-Faculty Union Agreement*, the membership of the LR-AAC shall be composed of the elected Unit Representative of the LR unit and all permanent faculty members of the Learning Resources, with the non-voting member of the Director. Part-time (contract) faculty may participate and offer consultation, but do not count toward a quorum or have a vote.

IV. ARTICLE - AAC OFFICER

The LR-AAC shall have an elected Unit Representative from among the permanent faculty and a Recorder which shall be rotated among the members of the LR-AAC.

ELECTION OF THE UNIT REPRESENTATIVE

- A. The Unit Representative shall be elected for a two-year term by a simple majority vote of the LR faculty of LR at the April meeting of the LR-AAC.
- B. Duties of the Unit Representative of the LR-AAC
The Unit Representative shall act as the chair and:
 1. chair all special and regular LR-AAC meetings;
 2. develop the agenda for all special and regular LR-AAC meetings and distribute the agenda to LR-AAC members before the scheduled meeting;
 3. encourage participative and group leadership within the LR-AAC;
 4. be the official spokesperson for the LR-AAC, or designate another member to be the official spokesperson;
- C. Issues of Unit Representative's removal and/or replacement/vacancy shall be handled per the *University of Guam Board of Regents-Faculty Union Agreement* (p.11).

APPENDIX M3

D. The Duties of the Recorder:

1. Keep the minutes of the proceedings of all regular and special LR-AAC meetings and distribute them prior to the next meeting.

E. Archives of Minutes

1. The minutes of the proceedings of all regular and special LR-AAC meetings shall be maintained in the Director's Office.

V. SCHEDULE AND PROCESS FOR MEETINGS

The regular LR-AAC meetings shall be held at least once a month during each semester, and the specific dates shall be determined by the LR-AAC members. Minutes of each regular and special LR-AAC meeting shall be kept, regardless of whether or not a quorum was present. A quorum shall be defined as one (1) more than half the LR faculty. The minutes shall show, as a minimum, each member in attendance and any actions taken or recommendations made.

During the semester-breaks LR-AAC meetings shall be held when a quorum (1 more than half) of 12 month faculty can be obtained.

The rules contained in the current edition of *Robert's Rules of Order* shall govern all LR-AAC meetings to which they need apply and in which they are not inconsistent with the By-laws and not inconsistent with any special rules of order the LR-AAC may adopt.

E. AGENDA FOR LR-AAC REGULAR MEETINGS

The order of business on agenda for all LR-AAC regular meetings shall be:

1. Call to order by the presiding officer
2. Reading and approval of the minutes of the previous meeting
3. Old/Unfinished business
4. New business
5. Announcements
6. Open Forum
7. Adjournment

VI. ARTICLE - AMENDMENT PROCESS

Amendments of this LR-AAC By-Laws may be made at any regular meeting of the LR-AAC by a vote of two-thirds of the LR-AAC members, provided that the amendments have been submitted in writing at the LR-AAC's previous regular meeting. Unless otherwise noted in the amendment, an amendment shall become effective immediately after the LR-AAC approves of the amendment.

VII. ARTICLE - RATIFICATION

These articles were ratified and approved by a majority of the LR Faculty voting in an election held on the 2nd day of May, 2005.

APPENDIX M3

The agenda of the first meeting of the CPS-AAC in each academic year shall include a preliminary selection and ranking of curricular matters and policy issues to be considered by the body.

4. Notice of meetings and distribution of the agenda

Notices of all meetings and the agenda, shall be distributed to all full-time faculty members of all three Schools at least twenty-four (24) hours in advance of the scheduled meeting.

5. Conduct of meetings

Half of the voting members plus one shall constitute a quorum. Voting shall ordinarily be by voice or by show of hands, at the discretion of the presiding chair. Conduct of the meetings shall conform to the latest edition of Robert's Rules of Order Revised, as modified by these bylaws and by any special rules adopted by the CPS-AAC. Changes in these rules shall require a majority vote of members present for a meeting.

Any member of the University community may attend a CPS-AAC meeting as an observer. The presiding chair may recognize or invite observers to participate in discussion, at his or her discretion.

IV. Interdisciplinary Programs

Proposals originating in a multidisciplinary program (composed of faculty assigned to two or more different units) may be submitted directly to the CPS-AAC.

V. Amendments

These bylaws may be amended by a two-thirds majority vote of all CPS-AAC members and ratified by the faculty of the College.

Name	Signature	Date
<u>Dr. Sheying Chen, Dean</u>	<u>- signed -</u>	<u>03-22-05</u>
<u>Dr. Anita Borja-Enriquez, AC</u>	<u>- signed -</u>	<u>04-04-05</u>
<u>Dr. Vivian Dames, AC</u>	<u>- signed -</u>	<u>04-04-05</u>
<u>Dr. Catherine Stoicovy, AC</u>	<u>- signed -</u>	<u>03-22-05</u>
<u>Dr. Lourdes Ferrer, UR</u>	<u>- signed -</u>	<u>03-23-05</u>
<u>Ms. Alicia Limtiaco JD, UR</u>	<u>- signed -</u>	<u>04-04-05</u>
<u>Dr. Velma Sablan, UR</u>	<u>- signed -</u>	<u>03-28-05</u>
<u>Dr. John Salas, UR</u>	<u>- signed -</u>	<u>03-29-05</u>
<u>Dr. Maria Salomon, UR</u>	<u>- signed -</u>	<u>04-04-05</u>
<u>Dr. Gerhard Schwab, UR</u>	<u>- signed -</u>	<u>04-04-05</u>

Background and Statement of Appreciation

A first draft of CPS-AAC Bylaws was prepared by Acting Dean Jones during Spring 2004. In August-September 2004 a second and third draft were developed by acting Administrative Chairs (A. Borja-Enriquez , V. Dames, and C. Stoicovy,) in consultation with Dean Chen. The third draft was distributed to all Unit Representatives on September 20, 2004 for review and input. The faculty of the School of Nursing, Social Work, and Health Science met to review this draft and to provide additional input which was incorporated into a fourth draft which was distributed and discussed by the members of the CPS-AAC on September 22, 2004. At the request of the CPS-AAC the faculty of all three Schools nominated members for a special Ad Hoc Committee on CPS Bylaws (J. Salas, G. Schwab, A. Limtiaco) to further study this issue and work on developing the CPS-AAC bylaws. This work occurred from October to December 2004. Following the recommendations of this special task force and of the CPS-AAC, Dean Chen solicited nominations from the faculty of all three Schools and appointed an Ad Hoc Writing committee (J. Guthertz, M. Miller, and G. Schwab) to use this collective work to formulate the CPS-AAC Bylaws. G. Schwab was appointed chair and completed the draft on January 23, 2005; committee members M. Miller and J. Guthertz solicited further faculty comments and suggestions from their respective Schools. This additional input was considered, partially integrated, and submitted to the CPS-AAC for consideration on February 11, 2005. The members of the CPS-AAC reviewed the draft during the meetings on February 11 and March 11, 2005, made several additional changes in response to faculty recommendations and unanimously agreed on the CPS-AAC Bylaws on March 11, 2005.

Special thanks go

- to *Dr. Roseann Jones* and *Dr. Sheying Chen* for initiating, facilitating, and supporting the process
- to *Dr. Anita Borja-Enriquez*, *Dr. Catherine Stoicovy*, and *Dr. Vivian Dames* for their work on previous drafts and for consulting with faculty members
- to *Drs. John Salas*, *Gerhard Schwab* and *Prof. Alicia Limtiaco* for their research and development work for this draft as part of the special Ad Hoc Committee on CPS-AAC Bylaws
- to *Drs. Judi Guthertz*, *Mary Jane Miller* and *Gerhard Schwab*. for soliciting additional faculty input and assistance in formulating this final draft

Sincere thanks and appreciation also go to *all other CPS faculty, administrators, and staff* for their direct and indirect participation in the dialogue and discussion pertaining to the drafting of these CPS-AAC bylaws.