**Library Assembly Guidelines   (revised: 28 January 2014)**

1. Charge
	1. The Library Assembly will serve as a communications group and forum to share information across units. It is advisory to the Director of Libraries.   Operational matters may be discussed as informational items when presented by members of other internal library groups.  Matters that need decisions or actions will be referred to the appropriate library entity. The Chair or the Library Director may poll the Assembly, but it is a non-voting group.
	2. All members of the Assembly are responsible to communicate reports of the Assembly discussions to their respective areas and to solicit information and questions from those areas for presentation to the Assembly as needed.
2. Membership
	1. The group shall consist of representatives from within the MU Libraries. Representation is defined in Appendix A.
	2. Members shall be elected each June to staggered three-year terms, with all terms beginning July 1 and ending June 30. (In the first year elections occurred shortly after the establishment of the Assembly. Those elected drew lots for length of terms).
	3. If for any reason an elected member cannot attend a meeting or meetings, the alternate shall attend.
	4. All benefits-eligible MU Libraries employees are eligible to serve and each will be listed on the annual ballot if not already an elected member.   Outgoing members can request to be placed on the ballot for one additional term but cannot serve a third consecutive term.  The Administrative Office shall provide ballots each June in consultation with the Assembly officers. Assembly members are elected by simple plurality of votes cast.
	5. If a department needs to replace a representative before that representative’s term has been served, then the department may appoint a representative to serve until the end of the term year in June. In the event a new department is created, that department must elect a representative from among its ranks to serve until the next election in June.

1. Ex-Officio members
	1. Members of Library Management Team.
	2. MULAC chair
	3. SRC chair

1. Officers

A.    The Assembly shall have three officers: Chair, Vice-chair and Recorder. The Assembly members shall elect from within their membership two officers each year, a Vice-chair/Chair-elect and a Recorder, each for a one-year term.  The Vice-chair will succeed to the Chair each July, and serve one year as Chair.

B.    Duties of the Chair are to officiate at meetings, set a monthly meeting agenda in consultation with the Library Director, and to ensure orderly operation of the Assembly.  The Chair may not serve consecutive terms, but may be re-elected after a break in service from Assembly office.

C.    Duties of the Vice-chair are to assist the Chair, officiate in his or her absence and to solicit information from committees and task forces as needed.

D.    Duties of the recorder are to take minutes at meetings and distribute previous minutes no later than one week after each meeting if possible. Current agendas should be sent to members at least three days before meetings. The Recorder will forward approved minutes to the Communications Officer for publication in News Notes and posting on the Library web pages. He or she will also inform the Library Administrative Office of the need to hold elections each June. The Recorder will serve one year and may be re-elected.

1. Meetings
	1. Meetings will be held monthly and scheduled by the Chair in consultation with the Director, and follow appropriate rules of order.
	2. Each meeting will include time for announcements and the opportunity for discussion by members. Other university staff and campus offices may be invited to report as desired.
	3. All meetings are open meetings, but guests wishing to speak must contact the Chair in advance of the meeting.

1. Assessment
	1. The elected officers and the Library Management Team will seek broad input to assist in evaluating the effectiveness of the Library Assembly after each year of operation.
	2. Those officers and Library Management Team will report the results of the evaluation to all staff. They will make recommendations and seek suggestions for the future operation of the Assembly.

1. Subcommittees
	1. Staff Webpage Subcommittee – Duties of this subcommittee are to review and update the Staff Webpage in consultation with the Library Assembly and/or other affected staff.

Appendix A:  Library Assembly representation (01-28-2014)

Representation:  One elected member from each department:

**Ellis Library Access Services**
**Ellis Library Acquisitions** & **Collection Development**

**Ellis Library Cataloging & Metadata**

**Ellis Library Collection Services**

**Ellis Library Digital Services**
**Administration**

**SCARaB**

**Branches** (Engineering, Math, Journalism, Columbia Missourian)
**Health Sciences and Veterinary Medical
Library Technology Services**

**Reference**
**Security**

Members of LMT (Ex-officio)
SRC Chair (Ex-officio)
MULAC Chair (Ex-officio)

“Each department shall only have one representative” cf. Assembly Proposal

Dual Appointments:  Employees with a dual appointment can only represent the department their timesheet is submitted from.

Transfers:  Should a current assembly member transfer to a different department that person will no longer represent their former department.  The alternate for that department will become the representative.

Alternate:  An alternate shall be defined as the staff person who received the next highest amount of votes for that department.

A department is defined as the first subdivision directly under a division head (currently Jeannette, Mike, Ann, Deb, Jim) and is based on the Organizational chart [deptorgchart.pdf](http://library.missouri.edu/staff/committees/LibraryAssembly/deptorgchart.pdf) some departments have been combined for Library Assembly purposes, based on the number of staff with in that department.