

State University of New York at Buffalo
Department of Information Science
Advisory Board Bylaws, May 25, 2023 revision
Approved via email May 2023

Preamble

The Department of Information Science (DIS) Advisory Board was formed as a result of the 2006 American Library Association (ALA) accreditation process. A group of local and national constituents with ties to the school were brought together to provide strategic advice in support of the accreditation Program Presentation. The DIS Advisory Board was officially formed in 2006. The Board charter (see Article 2 – Purpose & Role) was approved by the DIS Council in 2007.

Article 1 — Name

The name of this organization shall be the State University of New York at Buffalo Department of Information Science (DIS) Advisory Board.

Article 2 — Purpose and Role

The Advisory Board will:

represent the national, international, and primary constituent* groups, which have a stake in the success of the DIS program:

- provide advice to the DIS program regarding those areas relating to its mission and strategic direction, with a primary focus on areas related to curriculum, research, and service.
- provide advice to the DIS program regarding those administrative areas that bear directly on the ability of the DIS program to pursue its mission: most notably, funding and technology.
- collaborate with the DIS department through committee work and attendance at DIS strategic planning events, and annual faculty “Advance” meetings serve as a liaison between the constituent groups, which its members represent, and the DIS program.
- advocate for the DIS program in the public forum and informally assist in marketing the program.
- the board year is July 1 to June 30.

* Primary constituents are defined as students, faculty, alumni, Western New York (or “regional”) library community members, and potential employers of UB DIS graduates.

Article 3 — Composition

The Board will be composed of library and information professionals who represent varied experiences and backgrounds and who have distinguished themselves with demonstrated success in their fields. The Board membership must include the current DIS Chair, a DIS faculty representative, and at least one DIS student. Student representatives will have full rights of membership, including voting, and they will serve as members throughout their matriculation in the program.

Board members should represent stakeholders who have a vested interest in the success of the department or have expertise to share (identified as member-at-large). The board should comprise membership from both within and beyond the Western New York area in order to include perspectives useful to students from outside the department's geographic location.

Representation of the following stakeholder groups may include:

- Archives
- School libraries
- Public libraries
- Library systems
- Special libraries (hospital, cultural, corporate)
- Academic libraries (small independent, community college)
- DIS faculty
- DIS adjuncts
- MIS students
- PhD. students
- Outside Western New York State

Article 4 — Size

Board make-up will include enough members to conduct all official business, as determined by the Board and DIS Chair. A quorum will consist of a simple majority of members.

Article 5 — Terms

Board members are appointed for three-year terms with a maximum of two terms. A board member who is elected to complete an existing term is still able to be appointed for two more complete terms.

Nominations for new or replacement members are accepted from current members and DIS faculty. Candidates for membership are vetted and voted on by the Board as needed. Members may serve for two consecutive terms, with the approval of the Board. Once the terms have been completed, the member can only be reappointed after one year has passed.

- All Board members are expected to fulfill the following responsibilities: review and engage with reports and email correspondence throughout the rest of the year. Members are also expected to participate in ongoing Board activities: for example, review Contribute to and review the DIS annual newsletter, The Informed.
- Recruit new members as required.
- If a Board member is unable to adhere to the responsibilities, the board member may be asked to reconsider its participation on the Board.

Article 6 — Meetings

The Board will meet in-person/online in November and May. Additional meetings may be held as deemed appropriate by the Board and the DIS Chair. The Board Chair will provide adequate notice for meeting agendas, dates and times, and other relevant meeting information.

The Secretary will distribute via email a draft of meeting minutes to the Board within two weeks after each meeting for review, commentary, and necessary revisions. A revised copy of the minutes will be submitted to the Board for approval at the following meeting.

The department chair will provide written reports in February and August.

Article 7 — Budget

Board members are expected to cover their own travel and housing expenses for Board meetings and events. The DIS may provide refreshments at meetings.

Article 8 - Operating Time Frame

The Advisory Board fiscal and advisory activities are based on a July 1 to June 30 fiscal year.

Article 9 — Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order will govern the Board in all cases where they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article 10 — Amendments

These Bylaws may be amended by a seventy percent vote of the membership of the Board in attendance.

Article 11 - Officers

Section 1 – The elected officers of the Board will be the Advisory Board Chair and Advisory Board Secretary. These are one-year positions.

1. The Advisory Board Chair, in consultation with the DIS Chair will preside at all meetings, plan the program of activity for the year, appoint action items as needed and assume any other appropriate duties.
2. The Secretary will keep records of all the proceedings and distribute them in a timely fashion

Section 2 - Officers will be elected by a majority of Board members. Secret balloting will be used for contested elections.

Section 3 -Upon completion of the one-year term, officers may volunteer to serve consecutive terms. If necessary, elections will be held. Officers will assume their duties at the end of the final meeting based on the fiscal year.