

**State University of New York at Buffalo  
Department of Library and Information Studies  
Advisory Board Bylaws, January 2015 Revision  
Approved February 19, 2015**

**Preamble:**

The Department of Library and Information Studies (DLIS) 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 DLIS Advisory Board was officially formed in 2006. The Board charter (see Article 2 – Purpose & Role) was approved by the DLIS Council in 2007.

**Article 1 — Name**

The name of this organization shall be the State University of New York at Buffalo Department of Library and Information Studies (DLIS) 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 DLIS program
- provide advice to the DLIS 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 DLIS program regarding those administrative areas that bear directly on the ability of the DLIS program to pursue its mission: most notably, funding and technology
- collaborate with the DLIS department through committee work and attendance at DLIS strategic planning events, and semi-annual faculty “Advance” meetings serve as a liaison between the constituent groups, which its members represent, and the DLIS program
- advocate for the DLIS program in the public forum and informally assist in marketing the program

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

**Article 3 — Composition**

The Board will be comprised 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 DLIS Chair, a DLIS faculty representative, and at least one DLIS student. Student representatives will have full rights of membership, including voting, and they will serve as members throughout their matriculation in the program.

#### **Article 4 — Size**

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

#### **Article 5 — Terms**

Board members are appointed for three-year terms. Nominations for new or replacement members are accepted from current members and DLIS faculty. Candidates for membership are vetted and voted on by the Board as needed. Members may serve for consecutive terms, with approval of the Board.

All Board members are expected to participate in the scheduled quarterly meetings and correspondence directly resulting from meeting agenda items. Members are also expected to participate in ongoing Board activities: for example, development of the DLIS annual newsletter, *The Informed*. Failure to meet these expectations may result in early dismissal from the Board, which will be discussed as a special occurrence and voted on by secret ballot.

#### **Article 6 — Meetings**

The Board will meet once each quarter of the calendar year. Additional meetings may be held as deemed appropriate by the Board and the DLIS Chair. Quarterly meetings will be held as teleconferences, unless otherwise planned. The Board Chair will provide adequate notice for meeting agendas, dates and times, and other relevant meeting information.

The Secretary will distribute 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.

#### **Article 7 — Budget**

Board members are expected to cover their own travel and housing expenses for Board meetings and events.

#### **Article 8 — 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 9 — Amendments**

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

#### **Article 10 — Officers**

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

1. The Chair, in consultation with the DLIS 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 quarterly meeting based on the calendar year.