

BOOTH COLLABORATIVE ADVISORY COMMITTEE BYLAWS

Approved by Booth Collaborative Advisory Committee

I. The committee shall be named the Booth Collaborative Advisory Committee.

II. Mission and Vision

Mission

The Booth Collaborative Advisory Committee supports the Faculty Development and Innovation Center and Booth Library in the fulfillment of their respective missions.

Vision

This collaborative body serves as a voice for Booth Library and FDIC stakeholders. As such it promotes excellence in teaching; supports scholarship, research, and creative activity; fosters active partnerships; inspires creative thinking; encourages innovation; and curates conditions for student success.

III. Roles and Responsibilities of the Booth Collaborative Advisory Committee

- A. The primary function of the Booth Collaborative Advisory Committee is to assist and advise the Director of Faculty Development and Innovation Center and the Dean of Library Services.
 - a. The Booth Collaborative Advisory Committee makes recommendations to the Director of Faculty Development and Innovation Center in planning for each academic year and in providing a variety of programs, activities and resources that are relevant to the professional development of Eastern Illinois University faculty.
 - b. Booth Collaborative Advisory Committee makes recommendations to the Dean of Library Services regarding policies governing the development of collections, services, and facilities in the library; policies for apportioning the materials budget; and other policies relevant to Library Services.
- B. It is the responsibility of each member of the Booth Collaborative Advisory Committee to be aware of the professional development needs of Eastern's faculty and to help address them in accordance with Faculty Development's mission, the University's mission and University policy.
- C. The Booth Collaborative Advisory Committee assists the Dean of Library Services by providing input for the implementation of a viable positive library program for the University and community.

- D. The Booth Collaborative Advisory Committee is responsible for selecting recipients of FDIC Partnership Grants and the Booth Library Awards for Excellence in Student Research and Creativity.
- E. Members of the Booth Collaborative Advisory Committee bring ideas and issues from their faculty, staff and student constituencies to the office of the Dean of Library Services and/or Director of the Faculty Development and Innovation Center.
- F. The Booth Collaborative Advisory Committee provides, as requested, representatives from its membership for various internal library service committees and task forces.

V. Meetings

- A. The Booth Collaborative Advisory Committee normally meets on the second Wednesday of each month during the academic year in September, October, November, January, February, March, and April.
- B. A quorum shall consist of at least a majority (6 members) of the voting members of the Booth Collaborative Advisory Committee.
- C. Other meetings of the Booth Collaborative Advisory Committee or its subcommittees shall occur as necessary.

VI. Membership

- A. The Booth Collaborative Advisory Committee shall consist of
 - i. One faculty member from the College of Education, College of Health and Human Services, Lumpkin College of Business and Technology, and two faculty members from the College of Liberal Arts and Sciences (one Humanities faculty and one Sciences faculty), and one at-large appointment. All six faculty positions will be appointed by the Faculty Senate.
 - ii. One faculty member from the Library, appointed by the Dean of Library Services.
 - iii. One Department Chair, appointed by the Council of Chairs.
 - iv. One representative from the Council on Academic Affairs (CAA) appointed by the council's executive committee.
 - v. One representative from the Council on Graduate Studies appointed by the Dean of the Graduate School.
 - vi. One student representative from Student Government (SGA), appointed by SGA.
 - vii. One student representative from the Graduate Student Advisory Committee (GSAC), appointed by GSAC.

- viii. The Dean of Library Services (non-voting, ex officio).
- ix. The Director of Faculty Development and Innovation Center (non-voting, ex officio).
- B. The term of service shall be three years for each faculty and staff appointments, and one year for student appointments. Appointments to the Booth Collaborative Advisory Committee shall be staggered so that roughly one-third of the voting Booth Collaborative Advisory Committee members are appointed each year.
- C. Each committee member's term of service shall begin effective with the Fall Semester succeeding their selection.
- D. A member who will be absent for an extended period of time and who is unable to serve (e.g., sabbatical, sick leave, etc.) shall be replaced by an appropriate alternate for that period. If no alternate has been designated and a replacement is needed, it is the responsibility of the Booth Collaborative Advisory Committee to provide one.

VII. Officers and Subcommittees

- A. At the beginning of each Fall semester, the Booth Collaborative Advisory Committee shall elect one of their members as Chair. The Chair shall meet with the Director of the FDIC and the Dean of Library Services at least a week before each month's scheduled Booth Collaborative Advisory Committee meeting to determine the agenda. The Chair will run the meetings.
- B. A professional staff member from the Library Dean's Office will act as recorder.

VIII. Voting

- A. Hand votes may be used on general committee matters, except when Robert's Rules of Order is invoked at the discretion of the Chair and in consultation with the Director of the FDIC or Dean of Library services.
- B. Voting shall be conducted upon the completion of discussion of the motion or item under consideration. Voting may be postponed to a subsequent Booth Collaborative Advisory Committee meeting if a majority of members in attendance so desire.
- C. Votes cast as abstentions are not counted as votes.
- D. There shall be no absentee or proxy votes.

Approved: November 9, 2022