

Library Environmental Committee Guidelines

These guidelines for the MSU Library Environmental Committee are intentionally simple and meant to provide a basic framework for leadership and operations.

1. Chair
 - 1.1. Role
 - 1.1.1. Leads meetings
 - 1.1.2. Responds to emails sent to the LEC email address or delegates another member of the committee to respond
 - 1.1.3. Liaises between the LEC and Library administration
 - 1.1.4. Books a conference room for LEC meetings
 - 1.2. Term length
 - 1.2.1. The chair's term is one year beginning at the August meeting.
 - 1.2.2. A chair may serve up to two consecutive terms.
 - 1.3. Election of chair
 - 1.3.1. An election for chair will be held at the June meeting for the term beginning the following August.
 - 1.3.2. If there is only one candidate for chair, chair will be elected by acclamation.
 - 1.3.3. If there is more than one candidate for chair, chair will be elected by secret ballot.
 - 1.4. What happens when the chair is absent from a meeting
 - 1.4.1. Chair will designate an acting chair for that meeting unless there are no agenda items, then the meeting may be canceled at the chair's discretion
 - 1.5. Special circumstances
 - 1.5.1. If the chair leaves the committee or resigns from the position before their term is up, a special election should be held at the next meeting with the new chair taking over immediately and serving the remainder of the term.
 - 1.5.2. If the chair fails to fulfill the requirements of the position, the rest of the committee may vote to remove them and hold a special election (see 1.5.1).
2. Membership
 - 2.1. Membership is open to all employees of the Libraries and Archives.
 - 2.2. Annually, or as needed, the committee will send out an invitation for new members via email to all staff.
3. Recording duties
 - 3.1. Recording duties will rotate among the members of LEC at each meeting. A schedule will be posted on the website at the beginning of the year. If an individual isn't able to be present at their assigned meeting, they are responsible for finding a replacement.

- 3.2. The recorder will solicit agenda items approximately one week before each meeting and distribute the final agenda one day before the meeting. The new agenda should incorporate unresolved items from the previous meeting notes.
 - 3.3. Following the meeting, the recorder will send out a copy of the minutes to the committee membership for comment and correction. They will then send the final version of the minutes to the website editor no more than one week after the meeting.
4. Voting
 - 4.1. Most decisions will be made by acclamation.
 - 4.2. If acclamation does not settle the question, a vote by hand or ballot may be taken. Settlement will be by simple majority.
5. Meeting schedule
 - 5.1. The LEC meets on the 4th Tuesday of every month from 11am-noon.
6. Amending these guidelines
 - 6.1. The guidelines are adopted and can be amended by acclamation.
 - 6.2. Any member may propose an amendment.

Drafted August 27, 2019.

Adopted August 27, 2019.