

**FLORIDA ACADEMIC LIBRARY SERVICES COOPERATIVE
MEMBERS COUNCIL ON LIBRARY SERVICES OPERATING PROCEDURES**

I. MEMBERS COUNCIL ON LIBRARY SERVICES

Section A. Authority and Responsibility

The Members Council on Library Services (MCLS) is an advisory body to the Florida Academic Library Services Cooperative (FALSC), part of the Florida Virtual Campus (FLVC) under the Innovation Institute at the University of West Florida, that provides advice and recommendations concerning resources and functions critical for supporting the needs of public postsecondary education in Florida, including, but not limited to, library automation services, electronic resources, and digital library services. FALSC is established in law by Florida Statute 1006.73, which outlines its legislative requirements.

The values of the MCLS are stated as follows: *The Members Council on Library Services is a collaborative body committed to the statewide values of teaching, learning, and discovery upheld by the Florida public colleges and universities. This group sustains these values in a reciprocal partnership with FLVC/FALSC through a foundation based upon mutual accountability, active participation, civility, open and thoughtful communication, diverse points of view, ethical behavior, fairmindedness, integrity, respect, responsibility, and transparency. Through this foundation and by being responsible stewards of state and institutional funds, we conduct our business.*

Section B. Membership

The Members Council consists of one primary representative and one alternate representative from each university in the State University System and each institution in the Florida College System.

The institutional representatives shall be appointed by the President or his/her designee. The Law libraries will be represented by one non-voting member, selected by the Law Libraries group. The Medical/Health Librarians Task Force will be represented by one non-voting member, selected by that group.

In the absence of the primary representative, the alternate representative will have the institution's vote, including voting authority on the primary representative's committee assignment.

The composition of the Members Council will be reviewed periodically by the Executive Committee and the Members Council. Amendments to the composition of the Members Council will be recommended by the Executive Committee to the Members Council and approved by vote of the Members Council.

Section C. Officers of the Members Council on Library Services

- 1) Officers: The officers of the Members Council on Library Services shall consist of the Chair, the Vice Chair (Chair-Elect), the Past Chair, and the FALSC Executive Director, who serves as an Ex Officio member. The Chair, Chair-Elect, and FALSC Executive Director serve on the Florida Virtual Campus Executive Advisory Council.

- 2) Selection of Officers and Term of Office: The Members Council will hold an annual election for its Officers. The Chair and Vice Chair shall alternate between members from the State University System and the Florida College System. The term of office shall commence on the first day of July each year. Each officer shall serve for one year. A Nominating Committee consisting of one current officer and one non-officer and one additional Member Council member will provide a slate of nominations for the June MCLS meeting, where the vote will be taken.
- 3) Vacancy in Office: In the event of a vacancy in the office of the Chair, the Vice Chair shall assume the position of Chair and shall serve out the remainder of the Chair's term of office. In the event of a vacancy in the office of the Vice Chair, the Members Council shall hold a special election as soon as possible to select a successor who shall serve out the remainder of the Vice Chair's term of office. In the event of a vacancy in the office of Past Chair, the previous Past Chair shall serve out the remainder of the Past Chair's term of office.
- 4) Chair: The Chair shall preside at all meetings of the Members Council and shall have the authority to call any special or emergency meetings of the Board. The Chair shall serve as the official spokesperson of the Members Council.
- 5) Vice Chair (Chair-Elect): The Vice-Chair shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.
- 6) Staff: FLVC staff will assist the Members Council by arranging the meetings and logistics, preparing minutes for the Member Council meetings, conducting searches for committee members, and other activities as needed.

E. Meetings of the Members Council on Library Services

- 1) Meetings: The Members Council shall meet periodically and no less than twice a year, as determined by the Chair. Typically, the MCLS meets quarterly.
- 2) Use of Technology: Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means.
- 3) Agenda: The Chair, in consultation with the Executive Committee and the Executive Director of FALSC, shall approve items to be placed on the agenda for each Members Council meeting. Any member may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the Members Council. All agenda items and supporting documentation must be submitted to FLVC staff with sufficient time for distribution to the Members Council members at least seven days in advance of the meeting where the item will be considered. A call for additional agenda items from the MCLS at large will be sent to the MCLS prior to each meeting.

- 4) Quorum and Voting: A majority of the members of the Members Council must be present to constitute a quorum to transact official business. The recommendation of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion, or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. A member may abstain from voting. Voting by proxy is not permitted. Members may vote online during the meeting.
 - A. Motions Requiring More Than a Majority of the Member in attendance: The following recommendations will require 75% of the votes cast by members (30 members) to carry.
 1. Recommendations concerning expenditures on statewide electronic resources
 2. Recommendations concerning electronic system options
 3. Recommendations concerning amendments to the Members Council on Library Services Operating Procedures
 - B. Recommendations related to expenditures on electronic resource collections for the State University System libraries will require a majority vote of the State University System libraries members. Florida College System members will not vote on recommendations related to electronic collections for the State University System libraries. 50% + 1 all members of the State University System libraries will constitute a majority.
 - C. Recommendations related to expenditures on electronic resource collections for the Florida College System libraries will require a majority vote of the Florida College System members. State University System members will not vote on recommendations related to electronic collections for the Florida College System Libraries.
 - D. Under special circumstances, the Executive Committee, in consultation with the Executive Director of FALSC may require an affirmative vote of at least 75% of the State University System MCLS members (9 total) and at least 75% of the Florida College System MCLS members (21 total) to provide guidance on a proposed decision.
- 5) Minutes: Minutes of the meetings of the Members Council shall be kept by the FALSC Executive Director's staff. Staff shall file and preserve all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.
- 6) Appearances before the Council: Non-members who desire to appear before the Members Council to initiate a subject within the Members Council's jurisdiction shall submit a request specifying the matter on which they wish to be heard to the Chair of the MCLS Executive Committee. The Chair, in consultation with the Executive Director of FALSC, will determine whether the item will be considered and, if so, the timing of when such item will be placed on the agenda. The Chair may place time limits on any presentation and the number of speakers permitted to present the item.
- 7) Parliamentary Rules: When not in conflict with any of the Members Council's Operating Procedures, policy, or state law, Robert's Rules of Order shall be utilized as a guide in conducting the meetings and business of the Members Council on Library Services.

- 8) Amendment and Review of Procedures: The operating procedures of the FALSC Members Council on Library Services may be amended as needed after review by the Executive Committee, being recommended for adoption by the Members Council. Recommendations to amend the operating procedures will be submitted to the Chair of the Members Council for review by the Executive Committee. Recommendations to amend the operating procedures of the Members Council may be submitted by any member of the Members Council. After review by the Executive Committee, the recommendation will be either returned to the person recommending the amendment for more information or will be submitted to the members of the Members Council for consideration. After the recommended amendment has been received by the members of the Members Council, it will be placed on the agenda as a discussion item for the next meeting of the Members Council.

II. The Executive Committee

Section A. Authority and Responsibility

The Executive Committee is the coordinating body of and represents the Members Council. The Executive Committee of the MCLS shall work together with the FLVC staff and the FALSC Executive Director to facilitate a collaborative and open communication process for FLVC operations.

The Executive Committee's responsibilities include:

- Fostering communication among member institutions about FALSC issues and operations
- Helping set the agenda for areas of interest for advisement
- Soliciting, synthesizing, and communicating advice from the Members Council on Library Services to FALSC regarding service and product development
- Creating committees and task forces as needed
- Participating in the selection of the FALSC Executive Director when a vacancy occurs
- Recommending legislative budget requests and e-resource funding recommendations
- Reviewing recommendations of the Members Council on changes to Council membership and operating procedures
- Developing and maintaining relationships with the Members Council on Distance Learning and Student Services and other entities

Section B. Membership of the Executive Committee

- 1) Membership: The Chair, Vice Chair (Chair Elect), and the Past Chair of the Members Council will serve as officers of the Executive Committee for the duration of their terms as officers of the Members Council. In addition, the Members Council shall elect two at-large representatives for two-year terms on the Executive Committee and a Secretary who shall record, prepare, and submit minutes of all Executive Committee meetings. The FALSC Executive Director is an Ex Officio member of the Executive Committee.
- 2) Term of Office: Terms will be staggered, with a new at-large representative being elected each year. As with the Chair and Vice Chair (Chair Elect), these two additional representatives shall be selected so that one is from the Florida College System and one from the State University System.

- 3) Election Process: The Members Council will hold an annual election for its officers. The Chair and Chair Elect shall alternate between members from the State University System and the Florida College System. One representative may not serve concurrently in more than one office. The term of office shall commence on the first day of July each year. Each officer shall serve for one year. Each spring the Members Council shall seek members to serve on a Nominating Committee. The Nominating Committee will seek candidates from the Members Council and recommend a slate of candidates to be voted on at the Annual Member's Council Meeting in June.

Section C. Meetings of the Executive Committee

Meetings: The Executive Committee shall meet periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. Typically the Executive Committee meets monthly. If meetings are held in person, any member may choose to participate by any other available means. Standing Committee members may not send alternates to meetings. A quorum will consist of a majority of members.

III. Standing and Ad Hoc Committees and Task Forces

Section A. Authority and Responsibility

Purpose: The Executive Committee shall have the authority to establish standing and ad hoc committees and task forces of the Members Council. Standing and ad hoc committees and task forces of the Members Council shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the Members Council. Committees must submit a written report for each Members Council meeting and have someone on hand at the meeting to answer questions.

Section B. Membership of the Standing Committees

Membership and Quorum: The Executive Committee shall have the authority to appoint and remove members of each committee. Each Committee will select a Chair and a Secretary. Committees may also have a co-chair. A majority of committee members present at a committee meeting constitutes quorum for purposes of committee business. Committee membership is at the discretion of MCLS Executive Committee. Committee terms last for three years and begin July 1, except for the Collection Management and E-Resources Standing Committee, whose term begins January 1. If a committee member leaves before the end of her or his term, a new member will be selected, from recent committee applications or at the next selection period depending on the timing of the departure, at the discretion of the Executive Committee. Committee members are expected to attend all committee meetings.

Section C. Meetings of the Standing Committees

- 1) Meetings: Meetings of the Standing Committees shall occur periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means. A quorum will consist of a majority of the members present.

- 2) Minutes: Minutes of committee or task force meetings shall be kept by the Secretary for each committee, and each meeting will be audio recorded. The minutes will be accessible through the FALSC website.
- 3) Roles and Responsibilities: Each committee and task force shall elect a Chair and a Secretary. The Members Council on Library Services shall provide a liaison to each committee. FALSC staff also will serve as committee liaisons. Liaisons are expected to attend all committee meetings. The Chair of each committee or the liaison shall report on any committee business at each Library Members Council meeting.