

**UNIVERSITY OF NORTH TEXAS
DEPARTMENT OF INFORMATION SCIENCE**

**BOARD OF ADVISORS
BYLAWS**

Revision: Approved addition by Board of Advisors at the board meeting on October 25, 2021 in SECTION III MEMBERSHIP

SECTION I. NAME

The name of this organization shall be the Board of Advisors for the Department of Information Science of the University of North Texas.

SECTION II. OBJECTIVES

The purpose of this Board is to:

- Provide advice to the department chair and faculty on strategy, issues, and trends affecting the future of the IS Program in general and accreditation process in particular;
- Assist in public relations and strengthen relationships with libraries, archives, industry, and other key information and knowledge agencies;
- Provide input for assessing the quality of the IS programs, faculty and students;
- Assist in identifying skills and competencies as well as performance levels for target professions;
- Act as a vital link to the community of practice for faculty and students to facilitate research, teaching, and service; and
- Act as advocate to the department and support fundraising efforts of IS programs.

SECTION III. MEMBERSHIP

The Board of Advisors governing body consists of up to 25 members selected by the department chair and the faculty. Members on the Board of Advisors serve for a period of three years renewable once upon recommendation by the chair and approval of the faculty. Members can return to the board for a new three-year period after a three-year break.

Exception can be made if the member rotating off is an officer. Once the person has completed their officer duties, they will rotate off if they do not renew.

Membership will rotate with one third of the board rotating off every year. A meaningful annual contribution of each active member of the Board of Advisors will be donated to the Department of Information Science no later than one month before each annual board meeting.

Board of Advisors should have at least one representative and not more than three (3) from the following stakeholder groups:

- Public Libraries
- School Libraries
- Academic Libraries
- Archives and Museums
- Medical Libraries and Health Informatics
- Legal and Law Librarians
- Special Libraries and Information Centers
- Data Science
- Others

SECTION IV. ADMINISTRATION

Officers

The officers of the Board shall be a Chair, a Vice-Chair, who shall be Chair-elect, and Past-Chair.

A nominee for the position of Vice-Chair/Chair-Elect shall be presented to the Board and voted on at the annual meeting.

The Vice-Chair/Chair-Elect shall take office immediately after the annual meeting following election.

Executive Committee

The officers shall constitute an Executive Committee who shall administer the affairs of the Board when it is not in session.

With the exception of the office of Chair, vacancies on the Executive Committee shall be filled by appointment of the Chair, the persons so appointed to serve only until the end of the term. A vacancy in the office of Chair shall be filled by the Vice-Chair/ Chair-Elect, who shall serve until the end of the elected term as Chair. Should the office of Chair and Vice-Chair both be vacated, the Chair of the Department of Library and Information Sciences shall appoint a new Chair to serve until the end of the term.

Duties

1. The Chair shall
 - a. Serve as the official representative of the Board
 - b. Preside at Board meetings
2. The Vice-Chair/Chair-Elect shall
 - a. Preside at meetings in the absence of the Chair
 - b. Assume the office of Chair if it is vacated
 - c. Other duties as assigned or needed
3. The Immediate Past-Chair shall
 - a. Serve on Executive Committee

- b. Serve in advisory capacity
- c. Prepare nomination for Vice-Chair/Chair- Elect

SECTION V. MEETINGS

A regular Meeting of the Board shall be held annually each year.

The Executive Committee may meet via conference call as needed during the year.

SECTION VI. COMMITTEES

Ad hoc committees shall be appointed by the Chair as needed.

SECTION VII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly revised, latest edition, shall govern the conduct of the meetings of the Board unless suspended by two-thirds of the members in attendance at any regular meeting.

SECTION VIII. AMENDMENTS TO THE OPERATING PROCEDURES

The Board may at any Meeting by a two-thirds vote of the membership present, adopt, suspend, or amend these Procedures as necessary.