



UNIVERSITY  
LIBRARIES

# **The University of Maryland Libraries**

## **Plan of Organization**

Approved by vote of the Library Assembly, May 6, 2013

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## **PREAMBLE**

The Plan of Organization of the University of Maryland Libraries serves several purposes:

1. It establishes the framework for the conduct of the Libraries' affairs as an academic unit of the University of Maryland;
  2. It specifies details of the Libraries' organization; and
  3. It ensures that all activities of the University of Maryland Libraries are consonant with the policies, procedures, and regulations for the governance of the University of Maryland.
  4. It embodies the Libraries' commitment to free and open participation in shared governance among the library faculty, staff and administrators at every level, thereby promoting good will and mutual regard.<sup>1</sup>
  5. It further strives to ensure academic and professional growth among all employees for the purpose of achieving the Libraries' mission to the University.
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## **ARTICLE I: NAME AND MISSION**

The name of the unit shall be the University of Maryland Libraries.

The University of Maryland Libraries enable the intellectual inquiry and learning required to meet the education, research and community outreach mission of the University.<sup>2</sup>

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## **ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY**

This Plan of Organization is formulated pursuant to the University Senate *Plan of Organization* and the University of Maryland Board of Regents *Policy on Shared Governance in the University System of Maryland* and is intended to provide for the internal shared governance of the Libraries, to define further the rights and responsibilities of the Dean of Libraries, the faculty, staff, and graduate assistants, and to guide in the appointment and conduct of library committees.

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<sup>1</sup> Adapted from the Preamble of the 2006 Revised Plan of Organization for the University of Maryland

<sup>2</sup> From the Libraries' 2010 strategic plan

## **ARTICLE III: LIBRARY ADMINISTRATION**

### **SECTION 1. THE DEAN OF LIBRARIES**

#### **A. Appointment.**

The Dean of the University of Maryland Libraries shall be appointed by the Senior Vice President for Academic Affairs and Provost and approved by the President of the University.

#### **B. Duties and Responsibilities.**

The Dean of the University of Maryland Libraries shall:

1. Be the chief administrative officer of the Libraries;
2. Ordinarily hold a tenured appointment as Professor or its equivalent in an academic department or the rank of Librarian IV with Permanent Status in the Libraries;
3. Fulfill the service and scholarship criteria of a faculty appointment;
4. Report to the Senior Vice President for Academic Affairs and Provost;
5. Consult with the University Library Council on policies, services and programs;
6. Execute University policies insofar as they affect the Libraries;
7. Formulate and present policies to the Library Assembly for its consideration;
8. Prepare an annual report that will be submitted to the Library Assembly and campus;
9. Prepare and manage the budget of the Libraries in consultation with the Library Management Group (LMG) and other appropriate staff;
10. Recommend the appointment, reappointment, non-reappointment, permanent status, affiliate and emeritus status, promotion, and research leave of members of the library faculty with the advice of the library faculty, the Appointment, Promotion, and Permanent Status Committee or search committees;
11. Periodically review the management, training and advancement of non-faculty staff and address matters as findings dictate;
12. Organize and conduct annual reviews for associate or assistant deans, directors and others who report directly to the Dean;

13. Create and dissolve administrative committees and other units or partnerships as needed to achieve the mission of the Libraries in consultation with LMG and other appropriate staff;
14. Represent the Libraries, in person or by proxy, for official business of the Libraries, to Campus and University communities, professional and scholarly organizations, and the public at large; and
15. Prepare and implement the Libraries' Strategic Plan in consultation with LMG, the Library Assembly, and other appropriate staff.

C. Evaluation.

The Dean of Libraries shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

## **SECTION 2: THE DIVISION HEADS**

The division heads are the chief administrative officers of their divisions.

A. Appointment

The division heads are appointed by the Dean and with the approval of the Provost.

B. Duties and Responsibilities

The division heads report to the Dean and shall be responsible for all tasks delegated to them by the Dean.

C. Evaluation

The division heads shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

## **SECTION 3. THE LIBRARY MANAGEMENT GROUP**

The Library Management Group (LMG) consists of the Dean of Libraries, the division heads, the Chair of the Library Assembly, and others the Dean may appoint. LMG constitutes the senior administrative staff of the Libraries and is responsible for establishing the overall direction of the Libraries, which includes issues of budget, policy, strategic planning, and operations.

As appropriate, LMG shall invite faculty and staff to report on specific matters under consideration. LMG will also meet at least twice per year with the Library Assembly Advisory Council.

## **ARTICLE IV. THE LIBRARY ASSEMBLY**

The Library Assembly, hereafter referred to as the Assembly, shall include all faculty and representatives of staff and graduate assistants employed by the University of Maryland Libraries. The Assembly shall:

- a. Discuss and advise on proposed policies, procedures, services, and programs and discuss and advise on any matter of concern to the Libraries and brought before the Assembly by any member or group of members;
- b. Participate in the continued development of the organization;
- c. Discuss and advise on updates and revisions of the Strategic Plan;
- d. Share information with and promote the skills and abilities of the faculty, staff, and graduate assistants;
- e. Advise on the creation of opportunities for the professional growth and development of faculty, staff, and graduate assistants;
- f. Make recommendations to the Dean on annual merit and salary review for library faculty.

### **SECTION 1. MEMBERSHIP**

The membership of the Assembly shall consist of:

- A. All library faculty including contractual faculty with the academic rank of Librarian I and above and who have an appointment of at least 50 percent in the Libraries, emeritus faculty, and affiliate library faculty. They shall each have one vote and shall be eligible for membership on Assembly committees.
- B. Elected representatives of the exempt and non-exempt staff and the graduate assistants (who are employees of the Libraries). To qualify for election as a representative from the staff groups, an individual must have a permanent or contractual appointment of at least 50 percent in the Libraries. Representation shall equal 20 percent of the population of each employment group. The representatives of the exempt and non-exempt staff shall be elected for staggered three-year terms, with approximately one-third of each of the two staff groups elected annually. The representatives of the graduate assistants shall serve one-year terms renewable for a maximum of two years' service. All representatives shall have one vote and shall be eligible for membership on Assembly committees except for those whose membership is specifically limited by this Plan of Organization or by a superseding authority. In the event that an elected representative of exempt or non-exempt staff or graduate assistants cannot complete his or her term of office, the Chair of the Assembly, in consultation with the remaining elected representatives, will appoint a

replacement to fill the vacancy until the next election. The Nominations, Elections, and Voting Procedures Committee, in consultation with the Libraries' Human Resources Office, will determine the eligible population within each employment group prior to the annual election for staff and graduate assistant representatives.

- C. All elected officers of the Assembly shall be voting members, regardless of their employment categories.
- D. The dean and the division heads shall be *ex officio* members of the Assembly with full voting privileges.

## **SECTION 2. OFFICERS**

The officers of the Assembly shall be elected by the Assembly and shall consist of a Chair, Vice Chair, immediate past Chair, and Secretary, as well as a Parliamentarian and a Webmaster appointed by the Chair with the advice and consent of the Vice Chair and Secretary. All officers shall also serve on the Advisory Council. (See Section 4 for details.) Members of the LMG are not eligible for election to Assembly offices set forth in this section.

- A. The Assembly shall elect a Vice Chair/Chair Elect from the library faculty and staff representatives for a three-year term. The Vice Chair shall assume the duties of Chair during his or her second year and of immediate past Chair in the third year. The Chair shall be the presiding officer of the Assembly and the Assembly's representative on LMG. The Vice Chair shall preside in the Chair's absence. The immediate past Chair shall serve in an advisory capacity to the current Chair.

In the event that the Vice Chair is unable to complete her or his term of office, a new Vice Chair shall be elected by the Assembly. In the event that the Chair is unable to complete her or his term of office, the Vice Chair will become Chair and a new Vice Chair shall be elected by the Assembly. In the event that the immediate past Chair is unable to complete her or his term of office, the Advisory Council shall appoint a previous Chair to serve as immediate past Chair.

- B. Secretary. The Secretary of the Assembly shall be elected annually from the Library Assembly membership and may serve a maximum of two successive terms. In the event that the Secretary is unable to complete her or his term of office, the Advisory Council shall appoint a replacement. Duties of the Secretary shall include:
  - 1. Recording and preserving minutes of Assembly and Advisory Council meetings;
  - 2. Ensuring that Assembly documents are properly archived.

- C. Parliamentarian. The Chair shall appoint annually, with the advice and consent of the Vice Chair and Secretary, the Parliamentarian to advise the Chair on questions of procedure. In the event that the Parliamentarian is unable to complete her or his term of office, the Chair, with the advice and consent of the Vice Chair and Secretary, shall appoint a replacement.
- D. Webmaster. The Chair shall appoint annually a Webmaster to manage the content of the Assembly web site.

### **SECTION 3. MEETINGS**

#### **A. Meetings of the Assembly.**

Meetings of the Assembly are open to all library faculty, staff, and graduate assistants. Any library faculty, staff member, or graduate assistant may speak at Assembly meetings, regardless of voting status.

1. The Chair or the Vice Chair shall preside at meetings of the Assembly.
2. Types of Meetings
  - A. Regular Meetings. The regular meetings of the Assembly shall be held as needed with a minimum of one per semester. A call for agenda items shall be issued prior to each regular meeting.
  - B. Special Meetings. The Chair may call Special meetings of the Assembly on the request of ten members of the Assembly.
3. Notice of Meeting. All library faculty, staff, and graduate assistants shall receive notice of each regular meeting at least ten days before the meeting. All library faculty, staff, and graduate assistants shall be sent notice of a special meeting in advance of the meeting. A written agenda prepared by the Chair in consultation with the Library Assembly Advisory Council shall be provided at least five days in advance of a regular meeting.
4. Minutes. The Secretary shall record and preserve minutes of all meetings. The Chair will distribute them to all library faculty, staff, and graduate assistants with the agenda for the next Assembly meeting.
5. Quorum. A quorum shall consist of 35 percent of the voting members of the Assembly. Prior to the beginning of each semester the Secretary shall identify the total voting membership. If no business can be transacted due to a lack of quorum, the Chair may wait a reasonable amount of time to allow a quorum to be assembled. Failing that, the Chair will adjourn the meeting.



6. The latest edition of *Robert's Rules of Order* shall govern meetings of the Assembly when not in conflict with these Articles.
7. Voting.
  - A. Voting on motions is normally accomplished by voice vote. A simple majority carries the motion. A show of hands is used to verify an inconclusive voice vote and to vote on motions requiring two-thirds for adoption.
  - B. On request of a member of the Assembly, a secret ballot shall be used instead of voice or hand votes.

#### **B. Meetings of the Faculty and the Staff.**

As an element of shared governance, the library faculty and staff may meet separately from the Library Assembly to discuss matters of interest and concern. These meetings shall be open to all interested parties. Such meetings may result in proposals for consideration by the Library Assembly.

1. Library Faculty Meetings. Either the chair of the Appointment, Promotion, and Permanent Status Committee (APPSC) or the Faculty Merit and Annual Review Committee (FMARC) may call a meeting of the library faculty, including those holding contractual appointments. Library faculty meetings also may be called by either the chair of APPSC or FMARC at the request of ten or more members of the library faculty. Such meetings are separate from meetings of the eligible library faculty called to vote on promotion and permanent status cases.
2. Library Staff Meetings. Either the chair of the Staff Affairs Committee or the staff representatives to the Library Assembly Advisory Council may call a meeting of the library staff. Such meetings may also be called at the request of ten or more exempt, non-exempt or contractual library staff members.

#### **SECTION 4. THE LIBRARY ASSEMBLY ADVISORY COUNCIL**

The Advisory Council of the Assembly consists of the Chair, the Vice Chair, the immediate past-Chair, the Secretary, the Parliamentarian, chairs of the standing committees, a senator elected by the current senators, and one non-exempt and one exempt staff member who are Assembly members elected by the staff representatives of the Assembly. The Chair also may invite guests to participate in Advisory Council meetings as appropriate. Minutes of the meetings shall be published. The Advisory Council acts as an executive committee of the Assembly. It consults regularly with the

Dean and LMG on matters of interest and concern to the Libraries, including budget decisions and facility planning. The Dean shall report to the Advisory Council regarding action on and status of recommendations from the Assembly. The Advisory Council may appoint persons to take on specific technical roles for the Assembly, e.g. webmaster and electronic list manager. The Advisory Council shall report regularly to the Assembly on all of its activities.

## **SECTION 5. COMMITTEES**

The Assembly may establish committees as necessary to conduct its activities and fulfill its purpose.

Types of committees. The Assembly may have standing committees and special committees. Special committees shall not be established when the specific problem or issue may reasonably be assigned to a standing committee within its role and scope. However, standing committees may request that a specific problem or issue falling within its role and scope be assigned to a special committee when the standing committee cannot accomplish the task in a timely fashion.

- A. Standing committees support the work of the Assembly on a continuing basis. The Assembly shall review each standing committee at least every five years. Standing committees may create and revise policies within the scope of their charge and may create and revise procedures to implement these policies. These policies and procedures shall be posted on the Assembly's web site. Any policy established or revised by a standing committee must be approved by the Assembly.
  1. Creation and dissolution of standing committees. The Assembly shall create standing committees with the guidance of the Committee on Committees in accordance with the Plan of Organization amendment process. The charge, membership, terms of office, and the manner of selecting the chair of each standing committee shall be specified in the Plan of Organization. Standing Committees may be dissolved only by amendment to the Plan of Organization.
  2. Membership on Standing Committees. The Assembly shall elect members to its standing committees. Any member of the Assembly may nominate candidates to serve on standing committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on standing committees, except as determined by Article IV, Section 5, Subsection C of this Plan of Organization or by a superseding authority. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on standing committees to serve until the next election.

B. Special committees undertake work falling outside the role and scope of standing committees. At the request of a standing committee, a special committee may be formed to do clearly defined work within the scope of the standing committee, and its progress will be monitored by the Committee on Committees.

1. Creation and dissolution of special committees. Any member of the Assembly may propose the creation of a special committee. A majority vote of the Assembly shall be required to create a special committee. It is the responsibility of the Committee on Committees to draft the charge, the membership requirements, the term of operation, and the method for selecting the chair of the committee. The draft charge and accompanying documentation shall be presented to the Assembly for discussion and approval by a majority vote. The charge of a special committee shall include a time limit for completing its work. The final reports of special committees shall be presented to the Assembly.
2. Membership on Special Committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on special committees, except as determined by a superseding authority. Members shall be appointed by the Advisory Council upon recommendation from the Committee on Committees. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on the special committees.

C. Standing Committees. The Assembly shall maintain the standing committees listed below:

1. Nominations, Elections, and Voting Procedures Committee

a. Charge:

The Nominations, Elections, and Voting Procedures Committee shall be responsible for the overall supervision and conduct of nominations and elections of Library Assembly officers, staff representatives to the Advisory Council, standing committee members, representative staff and graduate assistants to the Assembly, and university senators representing the Libraries; for coordinating University Senate representation according to the bylaws of the University Senate; and for conducting the balloting to amend the Libraries' Plan of Organization. The committee may use preference voting when conducting elections. The composition of committees should represent as broad a spectrum of interests as possible, consistent with the functions of committees and the availability of candidates to serve. The committee, in consultation with the Libraries' Human Resources Office, will determine the

eligible population within each employment group prior to the annual election for staff and graduate assistant representatives for the Library Assembly.

b. Membership:

The Committee shall consist of four members, three of whom shall be elected at large by and from the Assembly, and one elected by and from the exempt and non-exempt library staff.

c. Term of Office:

Members shall serve three-year staggered terms, with at least one member elected annually. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

2. Appointment, Promotion, and Permanent Status Committee

a. Charge:

The Appointment, Promotion, and Permanent Status Committee (APPSC) coordinates the procedures governed by the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.

b. Membership:

The Committee shall consist of six library faculty members above the rank of Librarian II, two of whom must be at the Librarian IV rank, elected at large by and from the library faculty. All committee members must hold regular appointments (non-temporary, non-contractual) in the UM Libraries and must have achieved permanent status. The Dean of Libraries is ineligible for service on the committee.

c. Term of Office:

Members shall serve a two-year term for no more than two consecutive terms. Members shall serve staggered terms.

d. Chair:

Following each year's election, the committee shall meet to elect a chair. The APPSC chair shall preside at meetings that deal with appointment, promotion, and permanent status decisions. If the APPSC chair cannot or is not eligible to attend a meeting dealing with these decisions, the APPSC member in attendance with the

most years of service to the Libraries shall call the meeting to order and preside over the selection of a chair *pro tem* for the meeting.

### 3. Committee on Committees

#### a. Charge:

The Committee on Committees shall write or provide guidance in the writing of the charge, the membership requirements, the term of operation, and the method for selecting the chair of the Assembly's committees. The Committee on Committees shall oversee the establishment and monitor the progress of special committees of the Assembly. The Committee on Committees shall communicate its work and transmit all reports of special committees to the Advisory Council. The Committee on Committees is responsible for the five-year reviews of standing committees.

#### b. Membership:

The Committee shall consist of three members, elected at large by and from the Assembly.

#### c. Term of Office:

Members shall serve a three-year staggered term, with one member elected annually. Members shall serve no more than two consecutive terms.

#### d. Chair:

Following each year's election the committee shall meet to elect a chair.

### 4. Faculty Merit and Annual Review Committee

#### a. Charge:

The Faculty Merit and Annual Review Committee conducts an annual assessment of all eligible library faculty members to provide peer review of merit applications for the purpose of advising the Dean of Libraries on merit pay awards, and is responsible for monitoring, evaluating, and reporting on the effectiveness of the Annual Review Process for library faculty.

#### b. Membership:

The Committee shall consist of five library faculty members, elected at large by and from the library faculty. The Director of the Libraries' Human Resources or her/his designee shall also serve as an *ex officio* member of the committee.

Members of the Library Management Group are ineligible for service on this Committee.

c. Term of Office:

Members shall serve for two years. Members may serve no more than two full consecutive terms. Members shall serve staggered terms.

d. Chair

Following each year's election the committee shall meet to elect a chair.

## 5. Staff Affairs Committee

a. Charge:

The Staff Affairs Committee shall review library policies as they affect staff members, recommend new policies, serve as a point of contact for staff who are not members of the Assembly, and actively promote understanding of and opportunities for staff involvement, particularly from non-faculty, in shared governance at every administrative level.

b. Membership:

The Committee shall consist of seven members. Two members shall be elected by and from the exempt library staff; two members shall be elected by and from the non-exempt staff; two members shall be elected by and from the library faculty; and one member shall be elected by and from the library graduate assistants.

c. Term of Office:

Exempt and non-exempt staff members and library faculty members shall serve two-year staggered terms, with at least one member within the two membership groups elected annually. Members may serve no more than two consecutive terms. The Graduate Assistant shall serve a one-year term.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## 6. Library Research Fund Committee

a. Charge:

The Library Research Fund Committee shall award funds from the Library Research Fund to conduct research and other scholarly and

creative activities. The committee shall solicit and evaluate proposals, oversee the expenditures of funds, and promote and publicize the research fund process. The committee shall encourage library faculty and exempt staff in their research through relevant activities, such as workshops.

b. Membership:

The committee shall consist of three library faculty members, elected at large by and from the library faculty and at least one of whom should have permanent status, and one library staff member, elected at large by and from the library exempt staff.

c. Term of Office:

Members shall serve two-year staggered terms. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## 7. Faculty Mentoring Committee

a. Charge:

The Faculty Mentoring Committee creates guidelines and procedures for and monitors and reports on the effectiveness of the faculty mentoring process for all library faculty. This committee shall ensure appropriate mentoring for library faculty pursuing promotion and permanent status.

b. Membership:

The committee shall consist of three library faculty members, elected at large by and from the library faculty and at least one of whom should have permanent status, and the Head of the Libraries' Human Resources Office (*ex-officio*) or her or his designee.

c. Term of Office:

Elected members shall serve two-year staggered terms. Members may serve no more than three consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

## **ARTICLE V: THE UNIVERSITY LIBRARY COUNCIL**

The University Library Council (ULC) provides advice about policy issues concerning the Libraries to the University Senate, to the Provost, and to the Dean of Libraries. The ULC meets regularly, usually with the Dean of Libraries.

Members of the ULC are appointed jointly by the Provost and the University Senate according to the *Bylaws of the University Senate*.

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## **ARTICLE VI: AMENDMENTS AND REVIEW**

### **SECTION 1. PROPOSAL OF AMENDMENTS**

Amendments to these articles may be proposed by committees of the Assembly or through written petition signed by three or more members of the Assembly.

### **SECTION 2. RATIFYING AMENDMENTS**

- A. Proposed amendments shall be presented in writing to the Chair of the Assembly, who shall transmit them to members of the Assembly at least ten working days in advance of any regular or special meeting.
- B. Within fourteen days after the regular or special Assembly meeting, the Nominations, Elections, and Voting Procedures Committee will distribute a ballot on the proposed amendment/s.
- C. The ballots must be received by the Nominations, Elections, and Voting Procedures Committee by the deadline indicated on the ballot.
- D. Adoption shall require the support of two-thirds of those voting. The amendments shall be in effect immediately after the announcement by the Nominations, Elections, and Voting Procedures Committee that the required number of votes for adoption has been obtained.

### **SECTION 3. REVIEW OF THE PLAN OF ORGANIZATION**

- A. Review of the Plan of Organization shall be undertaken every fifth year by a special committee established by the Advisory Council.
- B. That special committee shall include representation of each employment group (faculty, exempt staff, non-exempt staff, and graduate assistants) of the Assembly and



shall be constructed to reflect the proportional relationship of those constituencies within the Assembly.

- C. The special committee shall elect its own chair.
- D. Members of the special committee shall serve until their report has been presented to the Assembly. That report should be presented no later than six months after the date of the first meeting of the special committee.
- E. The requirements for adopting proposed revisions resulting from the special committee review shall be the same as those for adopting amendments to the Plan of Organization as described in Article VI, Section 2.

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Committee on the Plan of Governance:

Sue Baughman, Betty Day, Angela Domanico, David Glenn, Beth Guay, Douglas McElrath, Gary Phillips, Carol Spector, Cynthia Todd, Philip Vandermeer (Chair), Desider Viktor, Jane Williams, Bruce Wilson

Ratified by the University of Maryland Library Faculty on April 16, 2001.

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Task Force for Revision of the Library Faculty Assembly Plan of Governance:

Peter Armstrong, Lulu Barnachea, Marian Burreight, Elizabeth Borja, David Glenn, Charles Howell, Bobbie Mallett, Douglas McElrath (Chair), Bruce Wilson.

Report to the Assembly on April 16, 2003 and May 12, 2003.

Approved by vote of the Assembly May 30, 2003

Amended by vote of the Assembly November 17, 2003.

Amended by vote of the Assembly November 30, 2004.

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Task Force for Revision of the Plan of Governance:

Patricia Kosco Cossard, Irma Dillon, Jill Fosse, Paula Greenwell, Charles Howell (Chair), Alan Mattlage, Ashley Rogers, Laura Wrubel.

Report to the Assembly on February 27, 2007.

Approved by vote of the Assembly on March 26, 2007.

Amended by vote of the Assembly on November 14, 2007

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Plan of Organization Review Special Committee:

Bryan Draper, Jill Fosse, Beth Guay (Chair, 2013), Rebecca Kemp (*ex officio* Parliamentarian),  
Vincent Novara, Lara Otis, Caitlin Wells, Jane Williams (Chair, 2012), Michael Zelif  
Report to the Library Assembly on April 25, 2013  
Approved by vote of the Library Assembly, May 6, 2013