**Bylaws for Welch Medical Library Advisory Committee**

1. **Purpose of the Welch Medical Library Advisory Committee**

Established by the Deans of the Johns Hopkins School of Medicine, School of Nursing, and Bloomberg School of Public Health, and the President of the Johns Hopkins Health System, the Welch Medical Library Advisory Committee (WLAC) is the institutional body that provides oversight for the overall design, management, and evaluation of medical library services and facilities. The Welch Medical Library supports the academic and patient care activities of the faculty, students and staff and alumni of Johns Hopkins Medicine, School of Nursing, and Bloomberg School of Public Health.

The WLAC examines a wide range of issues including, but not limited to, these aspects of the medical library:

* Strategies for maintaining the Welch library as an information resource of national prominence
* Planning for purchase of and access to comprehensive collections that support the patient care and research needs of Johns Hopkins Medicine;
* Understanding the library services needs of the entire Johns Hopkins user community and strategies to meet them;
* Optimal use of Welch Library building to support learning;
* Engagement of and communication with the JHM community
* Fiscal stewardship

The WLAC will also consider other issues related to medical library services and physical plant.

1. **Membership**

To carry out its breadth of work, the WLAC has a diverse membership including representation by faculty, administrative staff and students as voting members of the Committee. All members of the WLAC have the responsibility of attending meetings, participating in Subcommittee work, and communicating with the group they represent about library services and issues.

The Chair of the WLAC is the Vice Dean for Education. The Chair votes only to break a tie.

Faculty Representation

The presidents of the Faculty Senates for the Johns Hopkins School of Medicine, School of Nursing, and Bloomberg School of Public Health, or their designees, shall serve on the WLAC. The terms of appointment for these members are coincident with their terms as president of the Faculty Senates. The Deans for the School of Medicine, School of Nursing, and Bloomberg School of Public Health shall each appoint one at-large faculty representative. The terms of the at-large faculty representation will be three years, and shall be staggered so that no more than one representative rotates off each year. To accomplish this, the initial terms of the at-large faculty shall be as follows: School of Medicine one year; School of Nursing two years; Bloomberg School of Public Health three years. At-large members may be renewed no more than one time for an additional three year term, regardless of the number of years of the initial term.

Student Representation

Each of the student governing bodies shall appoint one member to serve on the WLAC:

* *School of Medicine*: Medical Student Senate; Graduate Student Association; Postdoctoral Association
* *School of Nursing*: Baccalaureate Student Government Association; Doctoral Student Organization;
* *Bloomberg School of Public Health*: Student Assembly

The terms of appointment for these members are one to three years, as determined by the student governing body.

Hospital Representation

The president of the House Staff Council, or a designee, will serve on the WLAC. His/her term will be coincident with his/her term as president; a designee may be reappointed by an incoming president.

The Johns Hopkins Hospital shall appoint two at-large representatives. The terms for these members will be three years and will be staggered so that no more than one rotates off the WLAC in any one year. To achieve this, one of the first appointees will serve a two-year term and the other member a three-year term.

Administrative Staff Representation

The Financial Offices of each school and the hospital shall each appoint one member. There are no term limits for these representatives.

The Community Division shall appoint one member, whose term shall be three years.

Various administrative staff members that provide service in support of the medical library or collaborate closely with the Welch Library are ex officio members:

* Director, Welch Medical Library
* Associate Director, Finance and Administration, Welch Medical Library
* Director, Institute for the History of Medicine
* Sheridan Dean of University Libraries

The terms of the appointment of these members coincides with their appointments in these positions.

Other Representation

Other individuals may serve limited terms at the request of the Dean and are voting members.

Non-voting Members

The following individuals attend and advise WLAC, but are not voting members.

* Director, Bayview Library
* Chief Medical Information Officer, IT@JH
* Director of the School of Medicine Simulation Center
* Director, the Alan Mason Chesney Medical Archives
* President or designee of the Medical and Surgical Alumni Association
* Executive Director or designee, School of Medicine Office of Development
* Secretary (to be appointed by the Director, Welch Library)

1. **Meetings**

Regular meetings of the WLAC are held at least four times per year.

Special meetings of the WLAC are held from time-to-time when matters need to be addressed before the next regular meeting.

Regular and Special meetings of the WLAC are open to members of the School of Medicine, School of Nursing, Bloomberg School of Public Health, and the Johns Hopkins Hospital, including faculty, staff and students. Individuals who attend but are not WLAC members will be identified as visitors.

All WLAC members and visitors shall sign in when attending meetings and the names of attendees will be recorded in the minutes.

A meeting can be held when at least 10 members of the WLAC are present.

Agendas for Regular and Special meetings will be distributed at least 48 hours before the meeting. The agenda will indicate informational items and action items that require a vote from WLAC members. Only those regular WLAC members physically in attendance at the meeting may vote on action items.

Voting on action items will be conducted by a show of hands of regular WLAC members; a majority of regular WLAC members present at the meeting is necessary to carry an action. Should there be a tie in a vote, then the WLAC Chair will cast the deciding vote or decide to table the item to a future meeting.

Draft minutes of the meeting will be prepared and distributed to WLAC for review within two weeks of the meeting. The minutes will be approved as final minutes, or approved as final minutes with revisions, at the next Regular meeting of the WLAC. Approved minutes shall be available to the Johns Hopkins community via a secured webpage linked to the Welch Medical Library website.

1. **Committees of the WLAC**

The primary role of the WLAC is to assure that the medical library meets the needs of the Johns Hopkins School of Medicine, School of Nursing, Bloomberg School of Public Health, and the Johns Hopkins Health Systems. In this regard, there is ongoing review and optimization of the strategies to ensure appropriate collections, services, and space, as well as methods of assessment, evaluation, and resource management. The work of the WLAC is carried out through a number of Subcommittees that have various charges focusing on different library components. Additionally, from time to time the Chair of the WLAC may form Ad Hoc Subcommittees to consider an issue that is not addressed by the standing Subcommittees. An example of this will be the Welch Building Advisory Subcommittee which will be created to advise on the future of the Welch building. All Subcommittees will prepare written reports or meeting notes for WLAC meetings so their deliberations can be included in the WLAC minutes. The WLAC chair and each Subcommittee chair may appoint non-WLAC members to to Subcommittees.

The Chair of the WLAC appoints the Chair of each Subcommittee except the Agenda Subcommittee. The Chair of the WLAC is also the Chair of the Agenda Subcommittee. The standing Subcommittees include:

Agenda Subcommittee

Charge: To identify and manage agenda items for Regular and Special meetings of the WLAC.

Membership: Chair of the WLAC, Director of Welch Library, Senior Associate Dean for Education Coordination (School of Medicine); Director, Institute for the History of Medicine; Sheridan Dean of University Libraries; Chairs of Standing Committees

Finance Subcommittee

Charge: To provide fiscal oversight and develop annual operating budgets for the Welch Medical Library.

Membership: The appointed Chair; Director of Welch Library; all financial representatives; the Senior Associate Dean for Education Coordination; Associate Director for Finance and Administration, Welch Library; one faculty from each school; one representative from Johns Hopkins Hospital, two students.

1. **Policy Changes**

Proposed changes to policies will be presented as an informational agenda item at a Regular meeting, and will be presented as an action item at the following Regular meeting. If the vote on the action results in changes to a policy then the minutes will contain the details of the changes and the revised policy will be posted as necessary.

1. **Changes to These Bylaws**

From time to time the WLAC may find it necessary to change these bylaws to better meet its purpose. Proposed changes to the Bylaws will be presented as an informational agenda item at the next Regular meeting, and will be presented as an action item at the following Regular meeting. If the vote on the action results in changes in the Bylaws then the minutes will contain the details of the changes and the revised Bylaws will be distributed at the next Regular meeting and will contain a footer with the date of the revision in these Bylaws.