



Western New York
Library Resources Council

Western New York Library Resources Council (WNYLRC):

Standing Committee Guidelines

Revised March 2026



***Western New York Library Resources Council:
Standing Committee Guidelines***

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Western New York Library Resources Council

Who We Are

Purpose statement

WNYLRC is a member-driven organization that helps libraries build connections with each other, library users, and the larger community.

Vision statement

Questioning existing practices. Testing new ideas. WNYLRC: a leader in library innovation.

WNYLRC Guiding Principles

- Strategic Principle 1: WNYLRC facilitates collaboration
- Strategic Principle 2: WNYLRC embraces experimentation
- Strategic Principle 3: WNYLRC cultivates learning
- Strategic Principle 4: WNYLRC advocates for libraries
- Strategic Principle 5: WNYLRC builds community

Western New York Library Resources Council: Standing Committee Guidelines

The basis for the establishment of WNYLRC committees is found in the Member Bylaws.

The role of any standing committee is to support the WNYLRC Five-Year Plan of Service or as sometimes referred to as The Member Plan of Service. The work initiated by the committee supports the goals and objectives as outlined in the current Strategic Plan of Service and must also adhere to the purpose of the organization and the five operating principles of the organization as outlined above.

To fulfill the goals of the plan, the WNYLRC Board of Trustees approves the charge to each standing member committee and may assign a charge to any other ad hoc or discussion group it deems necessary. Advisory groups may also be developed as short-term work groups that have a specific task at hand. Excepting the WNYLRC Board of Trustees Executive Committee, the relationship of standing committees to the WNYLRC Board of Trustees is advisory in nature.

Article I Representation

Section 1 In appointing members to committees, the WNYLRC Board of Trustees Executive Committee will consider appropriate qualifications provided by the nominee on the application form in relation to the committee's charge. Criteria for consideration include, but are not limited to, experience and awareness of library service in the areas relevant to the committee;



membership and participation in such professional groups as ALA, NYLA, SLA, MLA, etc.; and the constituency represented by the appointee.

A committee member must be employed by a member institution or be a dues-paying individual member under the patron category. The category of representation may be changed anytime during the Committee member's term by a vote of the committee initiated by the Committee Chair, WNYLRC Executive Director, and/or by the WNYLRC Board of Trustees Executive Committee.

If the committee member is separated from his/her current employer or who becomes employed by another organization that is not a member of WNYLRC anytime during the committee year, the Committee Chair(s) can choose to have the committee member stay on the committee until the end of the committee member's current term. The member does have the option to rejoin WNYLRC and reapply to the committee as a Personal Patron Member.

Committee Chairs work with the committee liaisons to temporarily fill committee vacancies until the next appropriate committee recruitment window is open. Temporary appointments may complete the term vacated by his/her predecessor and then are obligated to complete the committee recruitment requirements if he/she wishes to stay on the committee for two official terms.

Section 2

Every committee can have up to twelve (12) voting committee members. In the case of a committee that has received more requests for members than the committee requires, preference will always be given to those members who do not currently serve on other committees, who are from an institution not represented on the committee, and/or who fulfill the required geographical and professional representation.

Every attempt will be made to ensure broad representation of WNYLRC constituencies on every standing committee including at least one member from each constituent group up to twelve (12) voting representatives.

- Private academic library (1)
- Public academic library (1)
- Public library (1)
- School library P-12 (1)
- Special library - hospital, corporate, cultural (1)
- Member-at-large representatives (7)

Up to four additional non-voting committee members can be appointed by the standing committee:

- Representative from the Patron Membership level (organizational, personal, or student) (1)
- Liaisons appointed by committee (maximum 2)
- Member Emeritus (1) (see Article II, Section 4)



If representation from a specific constituency cannot be achieved, a member-at-large will be substituted. The official member-at-large participants are selected with care given to balance by library type, organization, and geographic area.

Each committee may also appoint liaisons to other WNYLRC committees as appropriate and will be identified by the name of the committee. Liaisons from other committees have voting status.

Additionally, a WNYLRC staff committee liaison without voting status will be appointed to each committee by the WNYLRC Executive Director but is not related to the number of committee members.

Each new committee member will receive an invitation to the *New Committee member Orientation* held each spring which will provide the opportunity for a meeting with the chair(s) of the committee and/or WNYLRC staff committee liaison. Each new committee member will receive information from the WNYLRC staff committee liaison about WNYLRC and the committee. Additionally, each new (as well as existing) committee member will be added to the committee listserv and the regional listserv WNYLIB-L to facilitate communication avenues.

Article II Terms of Service

- Section 1 Standing committee appointments shall be made for a period of three (3) years with a limit of two (2) consecutive full terms. Committee member terms are staggered so that a portion of the members on the committee expire each year. Each year, the terms will expire for approximately one-third of the members. A committee member who has served two (2) consecutive terms and wishes to be reappointed to the same committee may reapply after having been off the committee for one full year. The committee service year and terms of committee appointments begin on July 1st and end on June 30.
- Section 2 Conscientious attendance at committee meetings is expected of all committee members. Two (2) consecutive absences, excused or unexcused, may cause a participant to be dropped from committee membership by a vote from the committee. The committee chair(s) is responsible for contacting the individual to let them know of the committee's decision.
- Section 3 If a committee member is unable to complete the term of service on a committee, a letter of resignation should be sent to the committee chair(s) with a copy sent to the WNYLRC Executive Director.
- Section 4 At the discretion of the committee chair(s), a committee member whose term is expiring may be elected to serve as a Member Emeritus for a temporary period after their service term has ended. The Emeritus status must be approved by a vote from the committee and may not exceed six months. The Member Emeritus may attend committee meetings and participate in committee functions but will not have voting status.

Article III Governance



- Section 1 Each committee shall elect a chair from the committee membership. The term of office of a standing committee chair shall be one (1) year. The committee chair can be re-elected for an additional consecutive one-year term. The Committee Chair(s) is responsible for calling all meetings.
- Section 2 If a member leaves a committee mid-term, the committee chair(s) in consultation with the committee can recruit a replacement committee member on a temporary basis until the term is completed. Afterwards, the recruited member must officially nominate him/herself to be appointed to the first three-year term.
- Section 3 The WNYLRC Board of Trustees Executive Committee may discontinue a committee, even though some members may have unexpired terms. The Executive Committee may increase the size of the committee by making additional appointments. The importance of assigning terms to maintain the composition of the committee with first, second, third/final year members shall be considered.
- Section 4 The WNYLRC Executive Director of the Council shall be a member of all committees and considered *ex officio*.

Article IV Conducting a Meeting

- Section 1 Each committee is required to hold a minimum of four (4) meetings per year. Meetings can be held online or in-person. It is highly encouraged that in-person committee meetings are prioritized and are held throughout the region or planned for a convenient midpoint to minimize travel inconvenience for committee members.
- Section 2 Agendas, meeting minutes, and supporting documents will be transmitted by email by the committee chair, with assistance from the WNYLRC liaison, approximately seven (7) days prior to scheduled meetings. It is encouraged that each committee appoint a note-taker or secretary to record minutes for each meeting.
- Section 3 Meeting minutes will be reported in the action step format. (See sample action step format attached to these *Guidelines*.) The committee secretary or note-taker shall send the committee chair(s) a draft of the minutes for review. The committee chair(s) will forward meeting minutes to committee members. One hard copy must be on file at WNYLRC and posted to the standing committee page on www.wnylrc.org.
- Section 4 A simple majority of the whole number of committee members shall be a quorum.

Article V Committee Support

- Section 1 Standing committees are provided with funds to sponsor events, grants, or training sessions. The amount of committee support will vary year to year based on committee activities and the total money received for the General Operating Fund. Expenditures must be approved by a majority vote of the committee. The committee is responsible for tracking expenditures. The



committee is required to report on a committee's expenditures at the fall and/or spring Committee Chairs meeting.

Events that may include a door prize or raffle, items that are to be raffled off should be self-supporting either through a paid drawing by event attendees or with items donated or paid by WNYLRC or the committee members. Committee members are encouraged but not required to remove themselves from the raffle or drawing whenever possible.

Section 2 Each standing committee is assigned a WNYLRC staff liaison. All committee members must pay for any committee-sponsored events and supplemental or extra events or activities requiring a fee. WNYLRC will provide funding for the liaison, as their attendance falls within the scope of the liaison's job duties. If, however, the event also charges for extraneous or additional features, such as tours or raffle tickets, the liaison will be required to pay for these add-on features - either personally or, if approved, through WNYLRC. WNYLRC staff who wish to attend a committee-sponsored event, yet do not hold the role of the committee's liaison, will be required to pay for the event – either personally or, if approved, through WNYLRC.

Article VI Responsibilities

WNYLRC Standing Committee Chairs

- Section 1 Effective leadership is essential for the work of WNYLRC's committees. Committee chairs work closely with their members and with the designated WNYLRC staff committee liaison to accomplish the goals of the committee and are expected to attend two meetings with other WNYLRC standing committee chair(s) annually.
- Section 2 Committee Chairs will preside at committee meetings, work with committee members and WNYLRC staff committee liaisons to develop annual committee goals, and work with the WNYLRC committee liaison and/or the WNYLRC Executive Director to fill committee vacancies temporarily until the next appropriate committee recruitment window is open.
- Section 3 Committee Chairs should work with the WNYLRC staff committee liaison to set the agenda, arrange meeting dates, and review other documents as needed. Agenda and documents should be sent electronically to committee members in advance of the meeting no later than seven (7) days before the meeting.
- Section 4 Committee Chairs and the committee's WNYLRC staff committee liaison is responsible for reviewing and revising draft minutes before they are distributed to committee members.
- Section 5 Committee Chairs attend WNYLRC committee chairs meetings twice per year to share plans/annual reports with other committees and provides a written report of committee accomplishments.
- Section 6 Committee Chairs (and staff committee liaison assists in orienting his/her successor(s) to chairmanship.
- Section 7 Committee Chairs welcomes new members and introduces the WNYLRC Standing Committee Member Orientation Handbook and the Committee individual section on the website.



WNYLRC Standing Committee Members

- Section 1 Committee Members should make every effort to attend committee meetings or notify the committee chair(s) or WNYLRC staff committee liaison in advance if unable to attend a meeting. Two (2) consecutive absences excused or unexcused from a meeting may terminate membership on a committee (see Article II, Section 2).
- Section 2 Committee Members should be prepared in advance for each meeting by reading the agenda, minutes and supporting documentation beforehand. The committee member should be prepared to provide information and participate in the discussion.
- Section 3 Committee Members should have the agenda, minutes, and supporting documentation available for reference at each meeting. The committee member should be prepared to take minutes if asked.
- Section 4 Committee Members unable to complete a term of service, the committee member should send a letter of resignation to the committee chair(s) with a copy to the WNYLRC Committee liaison and the Executive Director (See Article II, Section 3).
- Section 5 Committee members are excluded from reduced pricing for any committee or WNYLRC sponsored workshops, conferences, or events.
- Section 6 Committee members are required to create an account on www.wnylrc.org. This allows committee members to access complete committee rosters, meeting minutes, google workspaces, and other committee documents as well as register for events.

WNYLRC Executive Director

- Section 1 The Executive Director with the WNYLRC Board of Trustees Executive Committee appoints new committee members to all established standing committees. The WNYLRC Executive Director provides new members with a letter of appointment to the committee stating the committee member's appointment and term.
- Section 2 The Executive Director calls two meetings per year for all committee chairs to provide updates and discuss any projects they are currently working on. The Executive Director prepares the agenda and sends it in advance to the committee chairs prior to the meetings.

WNYLRC Committee Staff Liaison

- Section 1 The Committee Staff Liaison will consult with the Committee Chair about meeting agendas no later than ten (7) days before scheduled meetings. The Staff Committee liaison will assist in preparing support documentation for meetings for duplication and distribution to the committee.
- Section 2



- Section 3 The Committee Staff Liaison will maintain the committee roster and ensure each new committee member is added to all appropriate communication channels while safeguarding committee terms.
- Section 4 The Committee Staff Liaison will ensure that an archival copy of the agenda and minutes are filed at WNYLRC.
- Section 5 The Committee Staff Liaison will assist in coordinating activities and projects between committees and within the scope of the WNYLRC Guiding Principles as identified on www.wnylrc.org and in the *WNYLRC Five-Year Plan of Service*.
- Section 6 The Committee Staff Liaison ensures that a copy of the *Western New York Library Resources Council: Standing Committee Guidelines*, a current committee roster, a copy of WNYLRC's *Bylaws of Members*, and a copy of the *WNYLRC Five-Year Plan of Service* or links to their locations are available on the committee webpage or google workspace.

Members of the WNYLRC Board of Trustees Executive Committee

- Section 1 The Board of Trustees Executive Committee will appoint new members to established standing committees in the spring prior to the new committee year.

Members of the WNYLRC Board of Trustees

- Section 1 The Board of Trustees will approve any changes in committee charges proposed by the Committee Chairs.
- Section 2 The Board of Trustees will establish and approve changes to the standing committee guidelines as needed.



ANNUAL WNYLRC COMMITTEE CALENDAR

In consultation with the WNYLRC liaison, each committee will set annual goals that fit with the committee's charge and that further the WNYLRC Five-Year Plan and mission. Note: Distribution of information below is via the WNYLIB-L listserv, posted on www.wnylrc.org, and mailed directly to membership when fiscally possible. Committee updates are included in the WNYLRC Executive Director's report distributed at each WNYLRC Board of Trustees meeting.

July

- Committee terms begin on July 1.
- Committee rosters including identified committee chair are given to each WNYLRC staff committee liaison.
- WNYLRC compiles rosters and makes them available on www.wnylrc.org.

September

- Fall WNYLRC Standing Committee Chairs Meeting is held with the chairs of all WNYLRC standing committees, WNYLRC staff committee liaisons, WNYLRC Executive Director.

February/March

- Call for WNYLRC standing committee representatives will be posted on WNYLIB-L listserv and on www.wnylrc.org.
- Interested members submit their nomination form for consideration of an appointment to a WNYLRC standing committee. Current committee members may be required to submit an application to be considered for an additional term.

April

- The WNYLRC Board of Trustees Executive Committee and WNYLRC executive director meet to appoint/reappoint committee representatives.
- The WNYLRC executive director informs the newly appointed standing committee members via a formal letter.

May

- Following the Spring Committee Chairs Meeting, a *New Committee Member Orientation* is held in which new committee members meet the committee chairs, WNYLRC staff, and any board members in attendance.

June

- A new committee chair for the following year is elected.



Meeting Minutes Template

MINUTES/DISCUSSION RECORD

COMMITTEE:
ATTENDING:
EXCUSED:
ABSENT:
DATE:
LOCATION:
RECORDED BY:

<i>TOPIC</i>	<i>DISCUSSION/ CONCLUSIONS</i>	<i>RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP</i>	<i>RESPONSIBILITY & TARGET DATE</i>



Standing Committees Charge Template (revised 11/16/2021)

About: Standing committees are created by the Board of Trustees to support the organizational goals and objectives as outlined in [WNYLRC's Strategic Plan of Service](#). The Board is responsible for approving committee charges. Any proposed changes to existing committee charges must be approved by the Board and the proposal must include both the current and the proposed new charge. Committees are encouraged to review the Strategic Plan of Service annually.

Additionally, any services or projects developed by standing committees must adhere to the five strategic principles.

- Strategic Principle 1: WNYLRC facilitates collaboration
- Strategic Principle 2: WNYLRC embraces experimentation
- Strategic Principle 3: WNYLRC cultivates learning
- Strategic Principle 4: WNYLRC advocates for libraries
- Strategic Principle 5: WNYLRC builds community

Required Committee Charge components

- Scope – the charge must include the committee's focus and for what purpose it was created and what committee goals it will address. It should also demonstrate how the committee will address and incorporate Diversity, Equity, and Inclusion (DEI) principles
- Tasks, activities, concepts that will be addressed by the committee in bullet form

Committee Charge Format

[Current Committee Name]

[Proposed Committee Name if applicable]

[Current or Old Charge]

[Scope Statement]

[Proposed Charge: list as many as needed]

- Tasks, activities, concepts that will be addressed

[Date revised]



Version Control:

- 2001: Established June 18, 2001.*
- 2005: Revised and Approved by the Board of Trustees on 20 September 2005.*
- 2006: Revised and approved by the Board of Trustees on January 31, 2006.*
- 2008: Revised and approved by the Board of Trustees on June 24, 2008*
- 2011: Revised and approved by the Board of Trustees on April 27, 2011*
- 2011: typos fixed August 18, 2011*
- 2012: Revised August 6, 2012, approved by the Board of Trustees on September 18, 2012*
- 2014: Revised March 2014, approved by the Board of Trustees on March 25, 2014*
- 2014: Revised May 2014, approved by the Board of Trustees on September 23, 2014*
- 2015: Revised November 2015, approved by the Board of Trustees on April 20, 2016*
- 2017 Revised May 2017, approved by the Board of Trustees on May 24, 2017*
- 2019: Revised November 2019, approved by the Board of Trustees on January 21, 2020*
- 2021: Revised April 2021, approved by the Board of Trustees on June 15, 2021*
- 2021: Revised July 2021, approved by the Executive Committee on July 15, 2021*
- 2022: Revised November 2022, revised capitalization*
- 2022: Revised July 2022, grammar and capitalization*
- 2024: Revised Dec. 2024, Approved by the board March 18, 2025*

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