

UNT Libraries Council on Diversity and Inclusion Charter

Article 1. Name

Name: UNT Libraries Council on Diversity and Inclusion (LCDI)

Article 2. Purpose

Section A. General Purpose

- Intentionally foster diversity, inclusion, and equity across the library community at the University of North Texas (UNT)
- Assist with the pursuit of the UNT Libraries Strategic Directions with the following actions:
Routinely identify and evaluate areas in which diversity, inclusion, and equity can be improved within the libraries and provide recommendations to the Libraries leadership
 - Suggest, support, and encourage activities, trainings, and resources that foster diversity and inclusion in the library community
- Communicate and collaborate with other Diversity and Inclusion councils within the University

Section B. Compliance with UNT

The LCDI shall follow the procedures and regulations established by the University of North Texas, and comply with local, state, and federal government regulations.

Article 3. Membership and Meetings

- a. **Members:** Membership on the LCDI is open to any full-time employees within the University Libraries.
 - a. The council aspires to have divisional representation with around 10 members and a maximum of 15 as applications are received.
 - b. The council will have one ex-officio member appointed by the Dean.
 - c. Council members will involve students and student employees in implementing council initiatives.
 - d. Work completed on LCDI shall be listed under the UPO and Performance Agreement section recommended by LDC and in coordination with the Library-wide Personnel Affairs Committee.
- b. **Joining LCDI:** Membership shall cycle on a fiscal year basis. The call for applications shall be made by the Executive Board by May 15th. Applicants shall be reviewed and notified of their applications' result by July 1st.
- c. **Membership Appointments:** Members will serve for one year with the option of serving for a second year without resubmitting an application. Staggered terms among members should help avoid complete turn-over in any given year.

- d. **Meetings:** Meeting shall be held once a month unless otherwise scheduled by the Executive Board. The first LCDI meeting of the fiscal year should be held by the end of September. Additional special meetings may be arranged in-between monthly sessions.
- e. **Meeting Reports:** Notes for the meeting should be recorded and sent out to council members and the Libraries Deans Council (LDC) in a timely manner. Summary of meetings will be reported by email to all library employees and/or within a regular Libraries' newsletter (e.g. Friday Frags).

Article 4. Governance

Section A. Executive Board

- 1. **Co-Chairs:** Are responsible for planning meeting agendas in coordination with the council Secretary, leading meetings, establishing yearly priorities with the council, reporting on council accomplishments for the year, acting as liaison with the LDC, and completing other duties as needed.
- 2. **Secretary:** Will plan meetings with the Co-Chairs, distribute meeting agendas, record or collect meeting minutes, distribute them to council members after meetings, submit or send out meeting reports to the larger Libraries community, and complete other duties as needed.

Section B. Election of Officers

- 1. **Terms of Office:** The two Co-Chairs (or individual Chair) will serve staggered terms of 1-2 years. The Secretary shall serve for (1-2) years. The staggered terms should help avoid total turn-over in any given year.
- 2. **Vacancies:** A vacancy in the office of either Co-Chair or Secretary will be filled by LCDI members' quorum vote. In the event that two Chairs are not an option, the Council may also decide not to fill a Co-Chair position and instead elect to have a single Chair. Vacancies in any Sub-Committee Co-Chair positions shall be filled through volunteer or a vote, requiring a quorum of members. If needed, Co-Chairs may appoint an interim Sub-Committee Co-Chair to fill any vacancy to serve no longer than to the end of the current semester.
- 3. **Dismissal:** Officers failing to fulfill the given responsibilities and duties may be replaced by vote requiring a quorum of members.

Section C. Committees

Sub-Committees: Shall be established based on the needs and activities of the group and will last until the objectives of the sub-committee have been met. A Sub-Committee Chair or Co-Chairs shall be appointed by a vote of the sub-committee at the formation of the sub-committee. A Sub-Committee may schedule meetings outside of regular LCDI meetings.

Section D. Prohibition

Prohibition against Discrimination: The LCDI shall prohibit discrimination against any member, or potential member, on the basis of political or religious opinion or affiliation, marital status, race, color, creed, national origin, age, gender or gender expression, physical or mental disability or sexual orientation.

Political Campaigns: As a council, LCDI shall not participate or intervene in any political campaign on behalf or in opposition to any candidate for public office, except for bipartisan issues that may affect the organization. Individuals on the council may conduct themselves as they see best outside of committee and university affiliation.

Social Justice Issues: The LCDI will decide how they wish to respond or support social justice issues relating to the groups' purpose. They may choose to draft and submit as statement for or against these issues to the LDC for approval.

Section E. Charter Amendments

Charter Amendments: Any member of LCDI can propose an amendment, in writing, through email to the Executive Board. The Board will then consider the amendment and make any changes it deems necessary. The proposed amendment will then be sent, in writing, to the entire LCDI for consideration at the next meeting. The Executive Board may also call a special meeting.

Article 5. Values

- **Accountability** – We value fostering open communication and individual/group responsibility to follow through on commitments and actions.
- **Accessibility** – We value ensuring that facilities, operations, and technologies create an environment welcoming for people of all communities.
- **Action** – We value translating our knowledge into meaningful progress and measurable impacts.
- **Building relationships** – We value both an internal and patron-focused development of the UNT Libraries community.
- **Collaboration** – We value reaching across silos to work together through respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich the library community.
- **Candor** – We value delivering honest and direct communication in a collegial manner. We recognize that we cannot improve things if we cannot talk openly about them.
- **Collegiality** – We value respect for the diverse ideas and opinions of others and support of a welcoming and collaborative environment.
- **Discretion** – We value respecting the privacy of others and offering a safe space to discuss DEI issues and concerns.
- **Diversity** – We value the visible and invisible traits of our community in the broadest definition.
- **Equity** – We value stewarding fair practices so that all individuals feel empowered to seek and access timely, usable resources that not only meet their needs but also help them to thrive.

- **Growth** – We value a collaborative commitment to individual and cultural improvement made possible through open and judgement-free dialogue, the sharing of resources, and the encouragement of each other’s progress.
- **Hiring and Retaining a Diverse Workforce** – We value and acknowledge that the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences, and we are committed to cultivating and maintaining such an employee population.
- **Inclusion** – We value equal and shared access to institutional information, resources, processes, and opportunities.
- **Learning and Development** – We value continuous learning and development through making recommendations on DEI learning & development, hosting/facilitating learning opportunities and by calling each other in (not out) when we make mistakes.
- **Respect** – We value respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- **Transparency** – We value the Council’s open sharing of meeting activities and efforts.

Effective 2021-01-26

Ratified by Council vote 2021-01-26

Approved by Libraries Dean/LDC 2021-01-05