

# Personnel Committee Standing Rules

The Personnel Committee is a standing committee of the Indiana Library Federation (ILF) Board of Directors. The Personnel Committee, a recognized administrative unit of the Indiana Library Federation, adheres to the latter's bylaws, policies, and procedures.

## Purpose

The purpose of the Indiana Library Federation Personnel Committee is to provide personnel guidance and oversight of the Indiana Library Federation office.

## Membership

The Personnel Committee shall consist of five (5) voting members and four (4) ex-officio members, except when there is no assistant treasurer (in which case there will be three (3) ex-officio members). The chair and the other non-Indiana Library Federation officer appointments to the committee shall be for a one (1) year period.

### Voting Members

- Chair
- ILF Treasurer
- ILF Past President
- ILF First Vice President
- ILF member with human resource knowledge/expertise appointed by the Indiana Library Federation president

### Ex-Officio Members

- ILF Executive Director
- ILF President
- ILF Second Vice President
- ILF Assistant Treasurer

## Officers

The chair of the committee shall be appointed by the Indiana Library Federation president. Other officers may be elected from within the committee. An archival file of minutes, member roster, and annual report shall be maintained in the ILF archives.

## Duties

The duties of the Personnel Committee shall be as follows:

1. Recommend, review and update personnel policies.
2. Review performance reviews.
3. Recommend salaries and benefits for ILF employees to the ILF Board of Directors.
4. Search committee for the Executive Director when appropriate.
5. Serve as consultant to Indiana Library Federation executive director and employees in personnel issues or problems.

## Meetings

There shall be a minimum of two (2) meetings per year, one of which will be held between August 15th and September 15th each year for the purpose of determining a pay and benefit package to be recommended to the ILF Board of Directors for ILF employees for the following year.

Additional meetings may be called by the chair. Notice of meetings shall be given in advance, either in writing, by telephone, fax, or electronically. Minutes of proceedings shall be provided to all members of the committee (voting and non-voting) and to the Indiana Library Federation office.

### **Quorum**

A quorum shall consist of a simple majority of voting members.

### **Parliamentary Authority**

The latest version of *Robert's Rules of Order* shall govern the committee in all cases in which they are not inconsistent with the Indiana Library Federation Bylaws.

### **Amendments**

These standing rules shall be amended by a  $2/3$  majority vote of the Indiana Library Federation Board of Directors.

Adopted by Committee: 1/9/03  
Recommended by COES: 6/18/96  
Ratified by ILF Executive Board: 9/11/96