

Library Faculty Bylaws, 1

LIBRARY FACULTY BYLAWS

Adopted: July 17, 1984

Amended:

March 23, 2006

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May 21, 2003

December 10, 2001

November 11, 1999

November 12, 1997

August 15, 1995

June 14, 1993

June 6, 1990

February 12, 1987

November 20, 1985

PREAMBLE

The Library Faculty, in accepting the responsibility of collecting, organizing, preserving, and disseminating recorded knowledge in its various forms, of instructing and assisting students in its use, and of conducting research, joins its colleagues in other academic departments in the pursuit of the goals of the University of Illinois at Chicago. These Bylaws are established to facilitate the effective performance of the Faculty's role, and to provide the Faculty with a governance structure which is in conformity with the Statutes of the University of Illinois.

ARTICLE I. NAME

The name of this organization shall be the Library Faculty, University of Illinois at Chicago.

ARTICLE II. LIBRARY FACULTY

1. The Library Faculty (hereafter called Faculty) shall consist of those with academic rank of assistant professor or above, as defined in Article IX, Sections 3c and 4a of the University of Illinois Statutes, with an appointment more than 50% in the Library.
2. Faculty members on tenured, tenure-track, or clinical appointments as defined in Article IX, Sections 3c and 4a of the University of Illinois Statutes, shall have one vote and are eligible for membership on faculty committees. Faculty on other than tenured, tenure track, or clinical appointments may participate in faculty meetings but shall have no vote. Academic appointees on other than tenured- tenure-track, or clinical appointments may be appointed to faculty committees with the approval of the Executive Committee. The Executive Committee shall report all appointments to committees at the faculty meeting following the appointment. .
3. Retired Faculty members may participate in meetings, but shall have no vote (see University of Illinois Statutes, Article IX, section 8c), and may not hold membership on faculty committees.
4. The performance of the campus librarian shall be evaluated at least once every five years in a manner to be determined by the faculty of the campus library and the library committee of the campus senate (see University of Illinois Statutes, Article VI, e).

ARTICLE III. OFFICERS AND EXECUTIVE COMMITTEE

1. The officers shall consist of the Chairperson and the Secretary of the Faculty. The University Librarian shall serve as Chairperson. The Secretary shall be elected by the Faculty from among those faculty who are tenured.

2. The Executive Committee shall consist of the officers and five faculty members elected at large. At least one member shall have a clinical appointment, at least one member shall be tenured, and at least one member shall be untenured tenure-track faculty. All members shall have the opportunity to complete their term of office, irrespective of change of faculty status.

3. The Executive Committee shall meet not less than once a month. Four members, one of whom shall be an officer, shall constitute a quorum; a quorum may agree to cancel a given meeting. Meetings shall be open except for executive sessions. By majority vote of the members participating and voting at any meeting, the Executive Committee may go into executive session.

4. Duties and responsibilities of the Chairperson

- a. To serve as Chairperson of the Faculty and of the Executive Committee;
- b. To appoint members to appropriate committees, subject to the approval of the Faculty;
- c. To appoint a parliamentarian;
- d. To appoint a committee to review these Bylaws not later than two years after their adoption, and every two years thereafter;
- e. To schedule and announce all meetings of the Faculty and of the Executive Committee;
- f. To prepare and distribute the agenda for the meetings of the Faculty and Executive Committee;
- g. To distribute the minutes of all Faculty and Executive Committee meetings, and deposit them in the University Archives together with other official records of the Faculty on an annual basis;
- h. To maintain two rosters of the Faculty. One roster will include name but not tenure symbol and be made available on request to the Secretary and the faculty. A separate roster of the Faculty with name and tenure symbol will be made available to the Library Promotion and Tenure Committee annually.

5. Duties and responsibilities of the Secretary

- a. To consult with the Chairperson on the agenda of the Faculty meetings;
- b. To record the minutes of all Faculty and Executive Committee meetings and submit them to the Chairperson within 15 days;
- c. To appoint teller(s) pro tem at meetings;
- d. To conduct correspondence for the Faculty as directed;
- e. To convene meetings of the Executive Committee in the absence of the Chairperson.

6. Duties and responsibilities of the Executive Committee

- a. To represent the Faculty as a whole, to which it is responsible;
- b. To act for the Faculty in cases where the entire Faculty cannot meet; however, all actions shall be subject to review and ratification by the Faculty at its next regular meeting.
- c. To solicit advice from the Faculty and to advise the University Librarian on faculty issues;
- d. To conduct performance evaluations when requested by the University Librarian or the Chancellor, or the Chancellor's designee;
- e. To advise the University Librarian on the imposition of severe sanctions;
- f. To serve in other capacities as delegated by the Faculty or as requested by the University Librarian.

ARTICLE IV. ELECTIONS

1. The general election of the Secretary and all elected committee members shall be held in April; those elected shall take office August 16 of that year, with organization and orientation taking place during the summer months.

2. The term of office for the Secretary shall be one year and for the at-large members of the Executive Committee two years. Three members at large shall be elected in odd-numbered years and two in even-numbered years. They may serve in the same capacity no more than two consecutive full terms. Full terms are defined as one or more years of service.

3. The Nominations and Elections Committee shall be responsible, as specified in Article VI, section 1, for all elections.

4. If a vacancy occurs in the term of an Executive Committee member at-large, the Faculty shall hold a special election within thirty days to fill the unexpired term if that term is greater than four months. If the office of Secretary becomes vacant, an election shall be held within thirty days to complete the term. In the interim, the Executive Committee shall designate one of its members to serve as Secretary.

5. If a vacancy occurs in any committee not covered elsewhere in these bylaws, the term of office will be completed by the next highest vote-getter in the most recent election for that office. In the absence of a next highest vote-getter, the Faculty shall hold a special election within thirty days to fill the unexpired term if that term is greater than four months.

ARTICLE V. FACULTY MEETINGS

1. Regular meetings shall be held three times an academic year, with fifteen days prior notice in written or electronic format. There shall be no less than three months and no more than five months between regular meetings. Special meetings may be called by the Chairperson, by the Secretary, or by petition of five (5) members of the voting Faculty.

2. There shall be an agenda distributed in written or electronic format to all Faculty members at least ten working days prior to the regular meeting. Any Faculty member may submit items for the agenda. The agenda shall provide for discussion of items suggested from the floor. Special meetings shall be announced to all Faculty members one week in advance of such a meeting.

3. Meetings shall be conducted according to Robert's Rules of Order Newly Revised, latest edition. Meetings shall be open except for executive session.

4. A simple majority of the voting Faculty, as listed on the roster available from the Secretary, shall constitute a quorum.

5. Voting may be done by voice; by show of hands; or by secret ballot.

6. The minutes of meetings shall be distributed to all Faculty with the agenda of the next Faculty meeting, subject to subsequent approval at that meeting.

ARTICLE VI. COMMITTEES

1. The standing committees of the Faculty shall be the Executive Committee, the Nominations and Elections Committee, the Appointment Committee, the Promotion and Tenure Committee, the Faculty Development Allocation Committee, the Lectures and Forums Committee, the Teaching Support and Documentation, and others which may be established by vote of the Faculty. The Chair of each committee shall report to the Faculty at each Faculty meeting.

2. Nominations and Elections Committee

a. The Nominations and Elections Committee shall consist of three members, elected for a two year term (see Article IV. Section 1 herein). One member shall be elected in odd-numbered years and two members in even-numbered years. A vacated seat shall be filled by the Faculty member who received the next highest vote total in the most recent election for members of the Nominations and Elections Committee.

b. Its duties shall be: to prepare slates; to accept petitions from the Faculty in addition to the prepared slates; to prepare and distribute ballots fifteen days prior to the closing date for the election; to supervise elections; to act as tellers; and to announce the results of elections. This Committee is responsible for all internal and Senate related elections. This Committee is also responsible for preparing slates for other elections in which the Faculty participate as a Library Faculty.

c. The Senate elections shall be carried out in accordance with the Bylaws of the Senate of the University of Illinois at Chicago. For the Senate election the committee shall be chaired by a Library Senator. In the event that a Senator is not serving on the Nominations and Elections Committee, the Library Faculty Executive Committee shall appoint a Library Senator to serve as chair for the Senate election.

d. Members of the Nominations and Elections Committee may not hold the office of chair for consecutive terms.

3. The Appointment Committee and the Promotion and Tenure Committee shall exist as constituted under the Procedures for Appointment, Promotion, Tenure, and Non-Retention adopted by the Faculty in July, 1984, or as amended by the Faculty.

4. The Faculty Development Allocations Committee shall exist as constituted under the guidelines adopted by the Faculty in November 1985 or as amended by the Faculty.

ARTICLE VII. ADOPTION

1. These Bylaws shall become effective upon adoption by two-thirds vote of all voting members of the Faculty.

2. These Bylaws may be amended by a two-thirds vote of the voting Faculty present at a regular meeting. Copies of proposed amendments shall be distributed to all Faculty by the Secretary at least fifteen days in advance of the meeting.

3. Final authority to interpret these Bylaws shall be the Faculty. A two-thirds vote of all voting members of the Faculty shall be required.

4. Nothing in these Bylaws shall be taken to contravene any provision of the University of Illinois Statutes.