



LIBRARIANS' ASSEMBLY

# BYLAWS

## ARTICLE I: PURPOSE OF THE LIBRARIANS' ASSEMBLY

The Librarians' Assembly (the Assembly) is the governing body of library faculty of the Z. Smith Reynolds Library. The Assembly facilitates collegial interaction among the library faculty, provides a forum for addressing issues of mutual interest, and furthers the professional development and welfare of the library faculty.

## ARTICLE II: MEMBERSHIP

The Assembly consists of all library faculty as defined in the Governing Document (cf. Section II "Organizational Structure"). Other personnel may be invited to meetings of interest and may participate in group discussions, but only members of the Assembly have full voting privileges. Faculty with Visiting status are full voting members.

## ARTICLE III: OFFICERS

### SECTION 1 CHAIR

The Chair shall be the Dean of the Z. Smith Reynolds Library or their designee. The Chair will preside over the meetings of the Assembly, appoint relevant ad hoc committees, and serve as Chair of the Executive Committee.

### SECTION 2 SECRETARY

The Secretary shall be elected by ballot by the Assembly membership. The Secretary will draft meeting agendas, record minutes of the Assembly's meetings, distribute meeting minutes to the Assembly membership, and serve as a member of the Executive Committee. The Secretary serves a two-year term. The Secretary may not serve more than two consecutive terms.

## ARTICLE IV: STANDING COMMITTEES

### SECTION 1 EXECUTIVE COMMITTEE

A. Function. The Executive Committee shall officially speak on behalf of the Assembly; establish agenda, time, and place of the Assembly meetings; and distribute agendas to the Assembly membership prior to the meetings.

B. Membership. The Executive Committee shall comprise the Chair (i.e., the Dean), Secretary, Chair of the Peer Review Committee, Chair of the Governance Committee, Chair of the Mentoring Committee, and two elected Members-at-Large. The Associate Dean of the Library shall also be an ex officio member of the Executive Committee.

C. Term Limits. The Members-at-Large may not serve more than two consecutive terms.

## SECTION 2 PEER REVIEW COMMITTEE

A. Function. The Peer Review Committee will be responsible for both continuing appointment and promotion reviews (cf. Governing Document, Section X "Peer Review Committee").

B. Membership. The Peer Review Committee will consist of five members elected by ballot by the Assembly membership (cf. Governing Document, Section 10.1 "Peer Review Committee: Peer Review Committee Election and Responsibilities").

C. Procedures. The Peer Review Committee shall select its own Chair.

D. Further details regarding the Peer Review Committee are outlined in the Governing Document.

## SECTION 3 GOVERNANCE COMMITTEE

A. Function. Each year, the Governance Committee will be responsible for reviewing and revising the Assembly Bylaws (cf. Article IX, "Review and Amendments") and the Governing Document (cf. Section XIII "Document Review"). As part of the annual review, the Governance Committee (or its designate) shall make sure that the current edition of the chosen parliamentary procedure named in Article X is in the Library's collection.

B. Membership. The Governance Committee will consist of at least three members elected by ballot by the Assembly membership.

C. Term limits. Members may not serve more than two consecutive terms.

D. Procedures. The Governance Committee shall select its own Chair.

E. Further details regarding the Governance Committee are outlined in the Governing Document.

## SECTION 4 MENTORING COMMITTEE

A. Function. The Mentoring Committee will coordinate the mentoring program for Assembly members.

B. Membership. The Mentoring Committee will consist of at least three members elected by the Assembly membership.

C. Term limits. Members may serve consecutive terms on this Committee without limit.

D. Procedures. The Mentoring Committee shall select its own Chair.

## ARTICLE V: UNIVERSITY COMMITTEES

## LIBRARY FACULTY SHALL SERVE ON UNIVERSITY COMMITTEES AND THE FACULTY SENATE AS APPROPRIATE. ARTICLE VI: SPECIAL OR AD HOC COMMITTEES

Special or ad hoc committees, as appropriate for a specific activity, may be appointed by the Executive Committee or the Chair. Alternatively, they may be elected by the Assembly, if determined by the Chair, by Assembly membership vote (cf. Article VII, Section 4 "Voting"), or other circumstance.

## ARTICLE VII: MEETINGS

The Chair shall convene meetings of the Assembly. In the event that the Chair is absent, the meeting shall be convened by (in this order) the Associate Dean, the Member-at-Large who has served the longer term on the Executive Committee, or the other Member-at-Large. Meetings held via video conferencing may be recorded if a vote is proposed and passes (cf. Section 4 "Voting").

### SECTION 1 REGULAR MEETINGS

Regular meetings shall be held at least four times a year. Meeting dates and agendas shall be announced at least one week prior to the meeting.

### SECTION 2 SPECIAL MEETINGS

Special meetings of the Assembly may be called by the Chair of the Assembly or the Secretary upon written request signed by seven Assembly members stating the purpose of such a meeting.

### SECTION 3 QUORUM

A simple majority of members shall constitute a quorum at Assembly meetings.

### SECTION 4 VOTING

A quorum must be present to conduct official voting. Unless otherwise specified, a majority of members present at Assembly meetings shall be sufficient to pass motions. A motion to submit a recommendation or motion to the entire membership by ballot shall take precedence over all other motions on the floor. In addition to in-person voting, anonymous or by show of hands, voting may take place by electronic ballot. Electronic ballot voting may be anonymous; if so, the method should be individualized to prevent issues with accuracy, such as double-voting.

## ARTICLE VIII: ELECTIONS

### SECTION 1 ELIGIBILITY OF CANDIDATES

Eligibility requirements for the Peer Review Committee are specified in the Governing Document (cf. Section 10.2 "Peer Review Committee: Eligibility to serve on the Peer Review Committee"). The Faculty Senate bylaws define Senate membership, term lengths, and any limits; Senate rules and the Faculty Handbook govern individual Senate committees as well. Visiting Librarians may not represent the Assembly on University Committees. All Assembly members are eligible for all other committee and officer positions except where consecutive terms are prohibited by this document, the Governing Document, or the Faculty Handbook.

Except as provided elsewhere in this document, Assembly members may not serve on more than one standing committee of the Assembly at the same time. This prohibition includes Assembly members holding an alternate position. Information about positions held by library faculty in their capacity as Assembly members, including term lengths and limits, appointed or elected status, will be maintained by the Elections Committee (cf. Section 7B. "Requirements for Election: University Committees").

## SECTION 2 TIMING OF ELECTIONS

Elections shall be held no later than June 1 to select committee members and officers for the coming fiscal year, and will likely occur much earlier (cf. Governing Document, Section 10.3 "Peer Review Committee: Nomination and Election Process"). Faculty Senate bylaws determine the timing of those representatives' election; all committee elections may, or may not, be dictated by that timeline. In the case of a vacancy, a special election can be held at a time agreed upon by the Executive Committee. The term of a committee member or officer elected to fill a vacancy will end when the original term would have ended.

## SECTION 3 MEMBERSHIP OF THE ELECTIONS COMMITTEE

The Elections Committee is composed of the Secretary and the two Members-at-Large of the Executive Committee. At least one member of the Elections Committee must not be running for election on the current ballot. In the case that the two Members-at-Large and the Secretary are all candidates in the election, the Associate Dean shall appoint a temporary member who is not a candidate for election to replace one of the members. In the case that a potential conflict of interest cannot be otherwise resolved, the Associate Dean may appoint an ex officio member to the Elections Committee from outside the Assembly membership for the purpose of counting votes.

## SECTION 4 PREPARATION FOR THE ELECTION

Sample ballots shall be available for review for at least five days prior to the election. The Elections Committee will communicate the voting deadline when they send out the sample ballot. The Committee will take measures to ensure that no one votes more than once. The Committee will arrange for absentee or electronic voting as needed.

## SECTION 5 DURATION OF THE VOTE

The election process will be open for five business days or until every eligible voter has voted, whichever comes first. No votes will be accepted after the deadline.

## SECTION 6 COUNTING THE BALLOTS

The Elections Committee will meet and count the ballots as soon as possible after the voting deadline.

## SECTION 7 REQUIREMENTS FOR ELECTION

A. Assembly Committees. The person with the highest number of votes will be elected. In the event of a tie between two candidates, where there are three or more candidates, a run-off will be held between the tied candidates. In the event of a tie when there are only two candidates, the winner will be determined by a coin toss administered by the Elections Committee. Run-offs and coin tosses will be held during a regular or a special meeting of the Assembly. In other tie scenarios, the Committee will determine an appropriate procedure.

B. University Committees. Elections for University committees follow the guidelines in the Reynolda Campus Faculty Handbook. The Handbook should be checked each year, and in the absence of explicit University guidelines, the procedure for voting and run-off elections will be the same as for Assembly committees.

## SECTION 8 TERMS

A. Members of the Peer Review Committee (excepting the alternate member), Governance Committee, Mentoring Committee, and Members-at-Large of the Executive Committee will have staggered two-year terms, beginning July 1 (cf. Governing Document, Section 10.3 "Peer Review Committee: Nomination and Election Process").

B. When multiple committee members or Members-at-Large are being elected simultaneously for terms of differing length (e.g., when multiple seats are open due to a vacancy), the person receiving the most votes will serve the longer term.

## ARTICLE IX: REVIEW AND AMENDMENTS

### SECTION 1 ANNUAL REVIEW

There shall be an annual review of the Bylaws initiated in concert with the annual review of the Governing Document by the Governance Committee. Any library faculty member, including the Dean, may initiate an amendment or change to the Bylaws by submitting it to the Governance Committee. The Committee will then assist the requestor in the formulation of such amendments, communicate the suggested changes to all library faculty in writing, and conduct meetings to discuss relevant issues.

## SECTION 2 ADOPTION AND AMENDMENTS

The Bylaws may be adopted, amended, or changed only by a vote of the Assembly during a regular meeting or a special meeting called for this purpose. A quorum must be present to conduct the vote. A two-thirds majority of votes shall be sufficient to pass the proposed changes. All proposed changes must be sent in writing to all members of the Assembly at least seven days in advance of the vote.

## SECTION 3 SEVERABILITY AND OTHER PROVISIONS

Elements of this document that are also specified under the Governing Document or the Reynolda Campus Faculty Handbook cannot be so changed. The Governing Document and Faculty Handbook guidelines take precedence over any conflicting provisions contained in this document; however, the invalidity or unenforceability of one or more provisions shall not affect any other provision of this document. Such conflicts must be discussed and addressed in this document as soon as they are known.

## ARTICLE X: MISCELLANEOUS PROVISIONS

### SECTION 1 PROCEDURE

All conflicts in procedure shall be resolved by reference to the latest edition of *Robert's Rules of Order Newly Revised*.

### SECTION 2 ACCESSIBILITY

Copies of the Bylaws and the Governing Document shall be made accessible electronically to all members in a shared space and migrated as format and storage standards evolve.

*Approved by the Librarians' Assembly of the Z. Smith Reynolds Library, April 12, 2023.*