BYLAWS OF THE FACULTY
OF THE UNIVERSITY LIBRARIES
OF THE
UNIVERSITY OF NEBRASKA-LINCOLN

Revised December 12, 2013

ARTICLE I
NAME

1.1 The name of the organization shall be the Faculty of the University Libraries, hereafter referred to as the Faculty. Individual members of the Faculty hold the rights, privileges and responsibilities detailed in the Bylaws of the Board of Regents of the University of Nebraska and the Bylaws of the University of Nebraska-Lincoln.

ARTICLE II
OBJECTIVES AND STRUCTURE

2.1 Within the limits established by the Bylaws of the Board of Regents of the University of Nebraska and the Bylaws of the University of Nebraska-Lincoln, the immediate government of the University Libraries shall be by its own faculty. The Faculty:

2.1.1 Shall provide library service at the University of Nebraska-Lincoln and encourage the professional and scholarly development of its members;

2.1.2 Shall provide a forum for the open discussion by all members of the Faculty, each of whom may participate freely without regard to academic rank. The forum provided by the Faculty shall be conducted in accordance with the principles stated in the section 4.1, Academic Responsibility, of the Bylaws of the Board of Regents of the University of Nebraska (current through January 23, 2009);

2.1.3 May address itself to the administration of the University Libraries; and as appropriate to the faculty of the University and the administration of the University of Nebraska-Lincoln, and to other officials or organizations within or outside the University of Nebraska-Lincoln;

2.1.4 Shall stand in an advisory relationship to the Dean of Libraries and the administration of the Libraries. The role of the Faculty as a whole and through its committees is to guide, counsel, recommend and to advise the Dean of Libraries on matters of policy and program;

2.1.5 Shall adopt rules and regulations for the conduct of its business and approve or disapprove proposals for changes in the Bylaws of the Faculty of the University Libraries of the University of Nebraska-Lincoln.
2.1.6 Shall establish committees for the conduct of faculty business and assign functions and responsibilities to them;

2.1.7 Shall consider other business brought before it by the Dean, Faculty, Administrative or Faculty committees, and other persons at the discretion of the Faculty;

2.1.8 Shall consider other items of interest to the welfare of the Faculty.

ARTICLE III
MEMBERSHIP

3.1 The membership of the Faculty shall consist of all persons holding specific term and continuous appointments in the University Libraries.

3.2 All members shall have voting privileges.

ARTICLE IV
OFFICERS

4.1 There shall be three officers of the Faculty. These shall be 1) Chair; 2) Vice Chair; and 3) Secretary. Responsibilities of office shall be performed as prescribed by these bylaws. Officers shall serve a term of one year or until successors have been elected, except as otherwise specified in these bylaws.

4.2 A Nominations Committee shall be composed of three members of the library faculty. The Nominations Committee shall be elected to serve a term of one year, and shall be eligible for reelection for one additional consecutive year. The Nominations Committee shall be responsible for compiling a slate of officers, committee members for the standing committees, and committee members for the Nominations Committee, and shall accept all bona fide nominations, including self-nominations. This slate shall be submitted in writing to each member of the Faculty at least two weeks prior to any general or special election. In addition, Nominations Committee shall accept nominations from the floor of a Faculty meeting for purposes of general election. It is the responsibility of a Faculty member not attending this meeting to contact a Nominations Committee member to learn the names of any additional nominees.

4.2.1 Procedures and Services. The Nominations Committee shall provide the Secretary with a written statement of the procedures and services of the committee. Any changes in the procedures and services document must be approved by the Faculty of the University Libraries.

4.3 Election of officers shall be conducted by mail ballot following the May meeting, with ballots to be received within five working days. Terms of office shall commence with the announcement of the election results by Nominations Committee. Nominations Committee must announce the results of the election within one week.
4.4 Chair.

4.4.1 Duties. The Chair shall:

4.4.1.1. Preside over meetings of the faculty;

4.4.1.2 Act as Chair of the Liaison Committee;

4.4.1.3 Represent the Faculty at administrative meetings;

4.4.1.4 In consultation with the Liaison Committee, may conduct routine correspondence of a courtesy or informational nature on behalf of the Faculty;

4.4.1.5 Appoint a parliamentarian to advise the Chair on matters of procedure, and call attention to any error in the proceedings that may affect the substantive rights of any member or otherwise do harm;

4.4.1.6 Appoint a temporary secretary or parliamentarian in their absence.

4.4.2 Vacancy. A vacancy before the completion of term shall be filled by the Vice Chair until a special election can be conducted according to Nominations Committee procedures.

4.5 Vice Chair.

4.5.1 Duties. The Vice Chair shall:

4.5.1.1 Serve as Chair in the Chair's absence, including attendance at administrative meetings;

4.5.1.2 Serve as Chair Pro Tem in the event the Chair wishes to take part in debate.

4.5.2 Vacancy. A vacancy before the completion of term shall be filled by special election according to Nominations Committee procedures.

4.6 Secretary.

4.6.1 Duties. The Secretary shall:

4.6.1.1 Assemble and organize the agenda of each meeting;

4.6.1.2 Disseminate to each Faculty member a copy of the proposed agenda at least two weeks prior to a regularly scheduled meeting;

4.6.1.3 Publish minutes of each meeting;
4.6.1.4 Disseminate a copy of the Bylaws of the Faculty of the University Libraries copies of the procedural document of each committee, and a list of committee members to new faculty members;

4.6.1.5 Maintain a list of committee members to be distributed annually to all Faculty within two weeks after the general election;

4.6.1.6 Call meetings according to established procedures.

4.6.2 Vacancy. A vacancy before the completion of term shall be filled by special election according to Nominations Committee procedures.

ARTICLE V
MEETINGS

5.1 Scheduling of meetings.

5.1.1 Dates and times. The Faculty shall meet a minimum of four times per year, at dates and times to be determined by Liaison Committee. Three of these four meetings shall normally take place the second Thursdays of September, December and February. A May meeting must be held for purposes of general election. The May meeting shall be known as the Annual Meeting.

5.1.2 Special meetings can be convened on seven calendar days notice. These additional meetings may be called through the Secretary in any one of the following ways:

5.1.2.1 By petition of a standing committee;

5.1.2.2 By action from the floor;

5.1.2.3 By petition of fifteen percent of the total membership of the Faculty;

5.1.2.4 By the Chair of the Faculty.

5.2 Meetings shall be open to all Faculty of the University Libraries and to any others by invitation of the Chair of the Faculty with the consent of the majority of the members of Liaison Committee. Minutes of meetings shall be public information.

5.3 Quorum. A quorum shall consist of thirty-five (35) percent of the Faculty.

5.4 Agenda of Faculty meetings. In the agenda of Faculty meetings unfinished business and new business shall precede reports.

5.5 Voting. Voting shall usually be conducted by a show of hands.
ARTICLE VI
LIAISON COMMITTEE

6.1 There shall be an executive committee of the Faculty named Liaison Committee.

6.1.1 Duties. The Liaison Committee shall:

6.1.1.1 Be responsible for coordinating the activities of the standing committees and special committees of the Faculty, and serve as the formal communication link between the Dean of University Libraries and the Committees of the Faculty, and among the committees.

6.1.1.2 Act as a steering committee and assign the subject in question to a standing committee or to a special committee, in cases where the subject matter does not clearly indicate which committee should have responsibility for study and recommendation. The Liaison Committee may require reports from other standing committees with the understanding that each of the committees of the Faculty is responsible to the Faculty as a whole for its activities.

6.1.2 Membership. Liaison Committee shall be composed of the elected officers of the Library Faculty, one representative from each of the standing committees as determined by each committee, one Senator as determined by the Senators. The Dean of Libraries serves as an Ex Officio member without voting privileges. No member may serve more than one constituency. When necessary, one Senator may serve as a substitute for the designated Senator, as long as the Senator is not representing a standing committee.

6.1.3 Meetings. The Committee usually meets once per month. The Committee may meet more frequently, as determined by the business at hand.

6.1.4 Minutes. Liaison Committee shall publish and distribute minutes of its meetings to all Faculty.

ARTICLE VII
STANDING COMMITTEES

7.1 The standing committees shall operate as indicated in 7.3 of these bylaws.

7.1.1 The standing committees shall be named:

7.1.1.1 Academic Activities Committee;

7.1.1.2 Committee on Academic Rank and Tenure;

7.1.1.3 Policy, Program and Budget Committee.
7.2 General procedures.

7.2.1 Membership in standing committees is established by general election at the May meeting of the Faculty, to commence with the announcement of election results by Nominations Committee. Faculty members are eligible for service on standing committees without regard to academic rank unless otherwise specified in these bylaws.

7.2.2 Term of office. Elected members of standing committees shall have a term of two years: two members elected annually to the Academic Activities Committee; three members elected annually to the Committee on Academic Rank and Tenure; and two members elected in even years, and three elected in odd years, to the Policy, Program and Budget Committee. Members shall be eligible for re-election for one additional consecutive term. No elected Faculty member shall serve on more than one standing committee at the same time.

7.2.3 Vacancies. Vacancies before the completion of term shall be filled by special election according to Nominations committee procedures. When vacancies occur, Liaison Committee shall notify Nominations Committee to conduct a special election. If the remaining term is less than one year, the replacement member shall serve a term of two years plus the remaining term.

7.2.4 Procedures and Services. Each standing committee shall provide the Secretary of the Faculty of the University Libraries with a written statement of the procedures and services of the committee. All procedures and services documents must be approved by the Faculty.

7.2.5 Officers and representatives of standing committees. Each standing committee shall choose a Chairperson, a Secretary, and a Liaison representative from its membership to serve a term of one year, subject to re-election.

7.2.6 Meetings. Each standing committee shall meet quarterly, or more frequently when necessary.

7.2.7 Minutes of meetings. Each standing committee shall publish and distribute the minutes of its meetings as specified in the committee's procedures and services document.

7.2.8 Committee members will disqualify themselves from participation in the discussions in which they are directly and/or personally involved.

7.2.9 Ex officio members. Faculty members with the appointment of Assistant/Associate Dean or higher are not eligible for election to a standing committee, but may serve as ex-officio members.

7.3 Responsibilities and composition of the standing committees.
7.3.1 Academic Activities Committee.

7.3.1.1 The Committee is responsible for encouraging the professional and scholarly development of members of the Faculty, individually and collectively. This includes promoting attendance at professional and scholarly meetings and participation in professional organizations; advising the Dean concerning travel funds; and developing and holding forums and meetings of the Faculty for the discussion of local and national matters of professional interest to the Faculty.

7.3.1.2 The Committee is responsible for encouraging research and publication by promoting existing opportunities and acting as a resource to aid in applications for grants and other special funds.

7.3.1.3 The Committee shall be composed of four elected members.

7.3.2 Committee on Academic Rank and Tenure.

7.3.2.1 The Committee shall review university and/or library policies in the following areas: appointment, reappointment, non-reappointment, promotion, granting of continuous appointment, demotion, transfer, dismissal, removal of members of the Faculty, performance evaluation, and peer review.

7.3.2.2 The Committee shall develop and revise written standards, procedures, and forms, that are pertinent to the areas specified above.

7.3.2.3 The Committee shall inform and advise the Faculty of its findings in the areas specified in 7.3.2.1.

7.3.2.4 The Committee shall be composed of six elected members, at least one of whom and not more than two must be at the assistant level (tenure track or non-tenure track).

7.3.3 Policy, Program and Budget Committee.

7.3.3.1 The Committee shall function as the primary Faculty body to advise the Faculty and the Administration in the following areas:

7.3.3.1.1 Existing and proposed library programs and the policies which guide or determine present and future decisions about such programs.

7.3.3.1.1.1 The Committee does not deal with matters of procedure or routine by which the library programs are implemented.

7.3.3.1.2 Any recommendation which the Committee makes with regard to the creation of new programs, changes in existing programs, or the discontinuation of
existing programs must address the financial and staff-use impact of such programs or change.

7.3.3.1.2 Budgetary matters.

7.3.3.1.2.1 The Committee reviews the Libraries' budget and makes recommendations in matters concerning allocations or expenditures.

7.3.3.1.2.2 The Committee acts as the official Reallocation Committee for the Faculty of the University Libraries, as directed by UNL bylaw 1.10.3 (July 2001).

7.3.3.1.2.3 The Committee functions as the primary Faculty body to advise the Administration on procedures for salary distribution for faculty personnel.

7.3.3.1.2.3.1 The Committee addresses procedural issues; it does not handle complaints involving individual's salaries.

7.3.3.2 The Committee is composed of five elected members, at least one of whom must be at the assistant level (tenure track or non-tenure track). In addition, the Administration officer in charge of personnel and budget serves as a nonvoting ex officio member.

**ARTICLE VIII**

**SPECIAL COMMITTEES**

8.1 Special committees may be created and members appointed by the Liaison Committee or by the Chair of the Faculty to address matters which do not fall within the assigned functions of the standing committees.

**ARTICLE IX**

**AMENDMENT OF THE BYLAWS**

9.1 A change in these Bylaws can be introduced by a member or committee of the Faculty by submitting the suggested amendment in writing to the Secretary for inclusion on the agenda of the next Faculty meeting. A copy of the proposed amendment shall accompany the agenda.

9.2 Approval of the changes shall require two-thirds (2/3) majority vote at the Faculty meeting.

9.3 Unless a specific date is stipulated, changes in these Bylaws shall become effective immediately upon the approval of the Faculty of the University Libraries and the Board of Regents of the University of Nebraska.
ARTICLE X
PARLIAMENTARY AUTHORITY

10.1 The most recent edition of Robert's Rules of Order shall constitute procedural authority for Faculty meetings, unless other procedures are established in the Bylaws of the Faculty of the University Libraries.