

# **BYLAWS**

## **TABLE OF CONTENTS**

PREAMBLE

SECTION I            Membership

SECTION II           Organization, Duties and Powers

SECTION III          Officers

SECTION IV          Meetings

SECTION V            Nominations, Appointments and Elections

SECTION VI          Rutgers University Libraries Councils

SECTION VII         Statutory Committees, Standing Committees

SECTION VIII        Library Faculty Units or Departments

SECTION IX          Amendment of the Bylaws

SECTION X            Parliamentary Authority

**UNIVERSITY LIBRARY FACULTY  
RUTGERS UNIVERSITY THE STATE UNIVERSITY OF NEW JERSEY**

**BYLAWS**

**Preamble**

The University Library Faculty is dedicated to providing outstanding scholarly information resources and services to the University and its stakeholders, to incorporating the best practices of the profession of librarianship, and to fostering innovative scholarly and creative activity.

The University Library Faculty is committed to academic and intellectual freedom and acknowledges the responsibilities and obligations inherent in those freedoms.

These bylaws provide for the governance of the University Library Faculty and adhere to the applicable provisions of University Regulations, which supersede the bylaws in the event of conflict. 6/03/05

**Section I. Membership**

1. In accordance with University Regulations, Section 50.1.8A, the Rutgers University Library Faculty shall consist of the President of the University, the Executive Vice President for Academic Affairs, and the following officers of the University Library System: The University Librarian, the Librarians I, Librarians II, Librarians III, Librarians IV, Librarians V, and those faculty of equivalent rank who are appointed on lines budgeted to the University Library. 6/03/05
2. Librarians IV who have served less than one year, and Librarians V who have served less than two years are invited and encouraged to attend the meetings of the faculty and to participate in the discussions, but shall not vote. 6/03/05
3. Librarians who occupy less than fifty percent of a University Library line shall be invited by the Faculty Coordinator and vote on University Library Faculty matters. Such members shall be known as invited members.
4. Invited members shall have all rights, duties and responsibilities not precluded by University Regulations or by these Bylaws. Invited members are not eligible to serve on the Committee of Review. 6/03/05

**Section II. Organization, Duties and Powers**

Under the President of the University the Library Faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate. These matters shall include, in accordance with the University's missions, developing principles for the growth and organization of the library's resources and collections, providing services to library users and encouraging the coordination of such services, determining guidelines for access to the library's resources and collections, furthering intellectual freedom, adopting regulations governing its own procedures, making recommendations to the President or to the Senate, and proposing through the

Senate and the President, amendments to the University Rules and Regulations to be adopted by the Board of Governors. 5/27/92

### **Section III. Officers**

1. In accordance with University Regulations, Section 50.1.6, the University Librarian is the principal administrative officer of the University Library System. 12/11/84
2. In accordance with University Regulation, Section 50.1.9A, the Faculty shall elect a Secretary from among its members who shall record the minutes of the meetings. The term of office shall be two years. The minutes shall be submitted to the Planning and Coordinating Committee for review and copies shall be distributed to the membership. A copy of all minutes shall be retained by the office of the University Librarian and a copy shall also be forwarded to the appropriate officers of the University Administration, Section 50.1.10B(2). The Secretary shall register members of SIG's (Special Interest Groups) if hereafter established each year. 5/27/92
3. The Faculty shall nominate to the University Librarian a Deputy Faculty Coordinator/Faculty Coordinator Elect each year for a term of two years. This person shall be Deputy Faculty Coordinator for the first year and Faculty Coordinator for the second year. The Faculty Coordinator shall chair the Planning and Coordinating Committee; coordinate the activities of the Faculty; advise the University Librarian regarding academic matters pertinent to the libraries; and advise, as needed, the library directors. The Deputy Faculty Coordinator/Faculty Coordinator Elect shall be a member of the Planning and Coordinating Committee and shall serve in the absence of the Faculty Coordinator. Any tenured member, who is a Librarian I or Librarian II is eligible to serve as Deputy Faculty Coordinator/Faculty Coordinator Elect, provided he or she occupies at least 50 percent of a budgeted position in the University Libraries and is a voting member of the Rutgers University Libraries Faculty. 6/22/01
4. A Parliamentarian shall be appointed to serve at the pleasure of the University Librarian. 12/11/84
5. The University Archivist shall be responsible for collecting minutes and reports of the committees and other faculty bodies of the Library Faculty and for preserving the archival record of the University Libraries Faculty. 5/27/92

### **Section IV. Meetings**

1. In accordance with University Regulations, Section 50.1.9A , the University Librarian shall preside at all Faculty meetings unless the President of the University is present and presides. 12/11/84
2. There shall be at least three meetings of the Faculty of the Rutgers University Library per year; one early in the fall term, one early in the spring term, and the annual business meeting in June. Members shall be notified of the date, time and location of the meeting at least two weeks prior to the meetings. The agenda shall be distributed with the meeting notice. 3/08/02
3. In accordance with University Regulation, Section 50.1.10B(1), the President of the University or the University Librarian may call special meetings of the membership. The University Librarian

shall call a special meeting of the faculty on written request of 25 percent of its members and it shall be announced, preferably two weeks previous to the occurrence of the meeting. Any member may request that a special meeting be called. A call to a special meeting shall include a statement of the purpose for which the meeting is to be held. 12/11/84

4. Notice of any meeting shall be sent to the President and to the Executive Vice President for Academic Affairs, to the Provosts, and to the Secretary of the University. 6/03/05

5. Twenty-five percent of the membership shall constitute a quorum for the transaction of business. 12/11/84

6. The order of business at all meetings shall be:

- a. Adoption of the agenda,
- b. Approval of the minutes of the previous meeting,
- c. Unfinished Business
- d. New Business
- e. Report of the University Librarian on all proposals approved by the membership at the previous meeting which require administrative action and other academic or administrative matters,
- f. Report of the Faculty Coordinator,
- g. Communications,
- h. Reports of members serving on University bodies,
- I. Reports of standing committees,
- j. Reports of special committees. 5/23/97

7. To add to the agenda and take action at the same meeting requires a two-thirds vote of the members present agreeing to the addition of the item when the agenda is adopted. 12/11/84

## **Section V. Nominations, Appointments and Elections**

1. Nominations, appointment, and elections procedures shall be governed by this section, unless otherwise provided for in these Bylaws or the Rules of Procedure.

2. Elections of elective officers shall be conducted by the Rules of Procedure Committee by mail ballot prior to April 30. 3/08/02

3. Nominations for elective offices shall be made by the Rules of Procedure Committee. 7/30/70

- a. Any member of the University Library Faculty having voting rights shall be eligible for nomination or appointment to office except as hereinafter stated.
- b. Academic rank as of January 1 of the year in which the annual election is to occur shall determine eligibility for an elective or appointive office requiring a specific academic rank. 5/27/92

4. Elective officers include:

- a. University Senator/Senators
- b. Deputy Faculty Coordinator/Faculty Coordinator Elect

- c. Faculty Secretary
  - d. Other elective officers that may be designated 6/16/00
5. Members of the University Library Faculty are eligible to vote in the faculty elections as per Section I. Voting for University offices is governed by University Regulations. 2/74
6. Voting shall be by secret mail ballot according to the Library Faculty Rules of Procedure. 5/27/92
7. Vacancies to appointive offices shall be filled by the University Librarian.
8. Should a vacancy, either temporary or permanent, arise in an elective office, the chair of the affected committee, in consultation with members of said committee, will decide whether the vacancy needs to be filled for the duration of the vacancy or the unexpired term, whichever ends first. If a replacement is necessary, the vacancy will be filled as follows: the Rules of Procedure Committee will normally select the person with the next highest number of votes at the latest Library Faculty election for that post. If no one can be selected through that procedure, the Planning and Coordinating Committee shall elect a faculty member eligible to serve according to the requirements of the faculty bylaws. 6/13/03
9. University Senators
- a. The number of University Senators and qualifications to serve shall be as specified in University Regulations, Section 50.2.1.
  - b. The term of office shall be for three years.
10. Representation for University elective offices and the terms of office shall be as specified in University Regulations. 7/30/70

## **Section VI. Rutgers University Libraries Councils**

1. There shall be a Library Resources Council (LRC) and a User Services Council (USC).
2. The Councils propose and plan system-wide programs; provide advice and consultation in their areas of expertise to the library faculty and administration; make operational and policy decisions on issues within their areas of responsibility; bring issues forward to the Planning and Coordinating Committee, and library administration as appropriate; communicate in a timely manner, discussions, decisions, and matters of concern with library faculty and staff; implement programs and procedures that support their decisions, consulting with the other Council and Committees as needed.
  - a. The Library Resources Council (LRC) is responsible for improving the quality of scholarly resources that support the advancement of academic excellence at Rutgers University.

The Standing members of the Library Resources Council (LRC) are:

- Campus coordinators for collections (3)
- Head, Cataloging and Metadata Services
- Head, Acquisitions

Representative, IJS (faculty or staff)  
Representative, SC/UA  
Representative, TAS  
Co-chair of CSC (Committee for Scholarly Communication) (or CSC alternate)  
Head, DTS (Distributed Technical Services)  
Representative, Access Services  
AUL for Collection Development and Management  
AUL for Digital Library Systems  
Four (4) faculty members elected to provide system-wide representation for each of the four broad areas. Candidates will be nominated, and the faculty will elect one representative each for: arts and humanities, social sciences, sciences, general/reference.

When a campus cannot send the campus coordinator for collections to the Council, the librarians from that campus may select and designate an alternate, in consultation with the campus Director, or AUL for Research and Instructional Services. Ad hoc members may be appointed as needed depending on current issues, to be invited by the Chair in consultation with the Council.

b. The User Services Council (USC) is responsible for enhancing the effectiveness of research and instructional services for students and the development of facilities as learning spaces.

The Standing members of the User Services Council are:

Campus coordinators for user services (3)  
Chair, IPAC (IRIS Public Access Committee)  
Representative, IJS (faculty or staff)  
Chair, ISC (Instructional Services Committee)  
Chair, WAC (Web Advisory Committee)  
Representative, SC/UA  
Representative, TAS  
Co-chair of CSC (Committee for Scholarly Communication) (or CSC alternate)  
Head (or representative), Systems  
Head (or representative), Access Services  
AUL for Research and Instructional Services  
AUL for Facilities Planning and Management  
Four (4) faculty members elected to provide system-wide representation for each of the four broad areas. Candidates will be nominated, and the faculty will elect one representative each for: arts and humanities, social sciences, sciences, general/reference.

When a campus cannot send the campus coordinator for user services to the Council, the librarians from that campus may select and designate an alternate, in consultation with the campus Director, or AUL for Research and Instructional Services. Ad hoc members may be appointed as needed depending on current issues, to be invited by the Chair in consultation with the Council.

3. For All Councils

The Chair of each Council shall be elected annually by the Council from among its members. Elected members have two-year terms. Ad hoc members will serve as long as their expertise or contributions are needed.

Council members are expected to analyze, synthesize, and communicate information to the groups that they represent. Likewise, faculty members are expected to communicate regularly with Council representatives on all matters that Councils should be addressing. 04/30/99; 11/16/07

## **Section VII. Statutory Committees, Standing Committees**

1. University Regulations require the following statutory Committees:

- a. Advisory Committee on Appointments and Promotions 3/8/02
- b. Committee of Review
- c. Planning and Coordinating Committee 6/11/04
- d. Rules of Procedure Committee 12/11/84

2. In accordance with University Regulations, Section 50.1.9B(4), there shall be an Advisory Committee on Appointments and Promotions, consisting of four to six tenured faculty members, appointed by the University Librarian. 3/8/02

3. In accordance with University Regulations, Section 50.1.9B(3), there shall be a Committee of Review consisting of four members and two alternates, two members and one alternate to be appointed by the University Librarian, and two members and one alternate to be elected by the faculty. Membership shall be limited to persons with tenure. They may not be members of the Advisory Committee on Appointments and Promotions. One member and one alternate shall be elected, and one member and one alternate shall be appointed each year. 5/27/92

The term for members shall be two years. The term for alternates shall be for one year. The duties of the committee shall be to counsel and advise any faculty member who seeks such advice with respect to any problem affecting his or her status as a member of the University. The Committee may also on its own initiative make suggestions on personnel matters to the University administrative officers and the Library Faculty. 12/11/84

4. In accordance with University Regulations, Section 50.1.9B(5), there shall be a Planning and Coordinating Committee consisting of: the University Librarian (ex-officio), the Faculty Coordinator (who will serve as chair), the Deputy Faculty Coordinator, the Faculty Secretary, seven members elected from the campuses or functions in which they serve: 11/12/04

- New Brunswick Libraries Representative-- 1 year term 11/12/04
- System-wide Units Representative -- 2 year term  
(Includes Special Collections and University Archives; and Technical and Automated Services)
- Camden Campus Representative -- 2 year term
- Newark Campus Representative -- 2 year term
- Library Resources Council Representative (elected by the Council from among its members), 1 year term

-User Services Council Representative (elected by the Council from among its members), 1 year term

and up to a maximum of two additional members appointed by the University Librarian from the faculty at-large if deemed necessary to ensure diversity in areas of expertise. Members thus appointed will serve a 1 year term.

This committee shall advise the University Librarian on

- a. program priorities in the area of faculty line assignments, the provision of library services and collections, research, and service in relation to resource allocation, and
- b. long range planning (3 to 5 years) in the areas listed above.

The committee shall also

- a. act on behalf of the Faculty at such times when the Faculty as a whole cannot meet.
- b. be responsible for coordinating the activities of the Faculty and its committees, and
- c. shall exercise such powers as the Faculty may delegate to it. 6/11/04; 11/16/07

5. In accordance with University Regulations, Section 50.1.9B, there shall be a Rules of Procedure Committee. It shall consist of six members, elected from the Faculty. Members shall serve three-year terms, with approximately one-third of the members elected each year. A chairperson shall be elected to serve for a two-year term. This committee is responsible for maintaining the Bylaws of the Library Faculty and the Rules of Procedure of the Library Faculty, serves as the Nominating Committee for faculty-wide elections, and by April 30 assures that all committee positions have been filled. 3/08/02

6. There shall be the following standing committees:

- a. Committee on Scholarly and Professional Activity 5/27/92
- b. Personnel Policy and Affirmative Action Committee 12/4/84
- c. Research Leave Review Committee 04/30/99

7. The Committee on Scholarly and Professional Activity shall consist of five elected members. The term of office shall be for three years. The Committee shall be responsible for presenting seminars and programs relevant to the research and publications interests of the Faculty, for maintaining liaison with the Faculty of the School of Communication, Information and Library Studies and other professional groups for this purpose. 5/23/97, 3/03/06.

8. There shall be a Personnel Policy and Affirmative Action Committee consisting of five members. The term of office shall be two years. Five members shall be elected by the Faculty. The administrative officer responsible for personnel shall serve ex officio as a non-voting member of this committee. This committee shall advise the Faculty and the University Librarian on matters of personnel policy, such as selection of search committees and associated policies and on matters concerning the status of minorities, women, and other groups protected by federal and state equal employment opportunities laws. 5/23/97

9. The Research Leave Review Committee shall consist of three tenured members elected by the faculty. In addition, each year one tenured member will be elected by the faculty as an alternate member for a term of one year. One tenured member shall be elected each year for a term of three

years. This committee shall advise the University Librarian with respect to applications by faculty members for Sabbatical Leave Program leaves and short research assignments. 5/23/97

10. The organization of committees with the exception of the Rutgers University Libraries Councils 04/30/99, shall be as follows:

- a. Except for the elected members of statutory and standing committees, the members of committees shall be appointed by the University Librarian. 12/11/84
- b. The chair or co-chairs of each committee shall be elected annually by the committee from among its members. 3/7/08
- c. A committee may elect a vice-chair. 6/22/01
- d. Records of each committee shall be retained for future use by the committee, the University Librarian, the President of the University, and the Board of Governors. A written annual report shall be submitted for distribution by June 30th. 5/23/97
- e. Committees, as appropriate, shall seek the advice of other groups, and individuals, both within and outside the University Library. 12/11/84

11. Special interest groups (SIGs) to address specific concerns may be established by interested library faculty members. These self-generated groups shall file an announcement of interest with the Secretary of the Faculty. The announcement shall be published in the Library's newsletter by the convener. Annually, each SIG shall register with the Secretary of the Faculty. Recommendations of SIGs shall be submitted to the Secretary and the chair of the appropriate Rutgers University Libraries Council. 04/30/99

12. Agendas for all meetings covered under this section shall be prepared and distributed in advance. Each committee discussed in this section shall submit a plan of action for the coming academic year to the Planning and Coordinating Committee by October 1st. The Planning and Coordinating Committee may comment on these action plans, which should be communicated to all Library Faculty members after they are finalized. Committees shall communicate meeting minutes to all Library Faculty members in a timely fashion in electronic form throughout the year. 5/23/97

13. To further the work of the Faculty, the University Librarian may, in consultation with the Faculty, at any time appoint ad hoc committees. After an ad hoc committee has been appointed for two consecutive years, the Librarian shall request the approval of the Faculty to create a standing committee with the same name and duties. Otherwise, the committee shall be disbanded.

### **Section VIII. Library Faculty Units**

1. The University Library Faculty shall be divided into the following units:
  - a. The New Brunswick Libraries.
  - b. Special Collections and University Archives.
  - c. Technical and Automated Services.
  - d. The Paul Robeson Library and branches if any.
  - e. The John Cotton Dana Library and branches if any.

2. Faculty members who are not structurally affiliated with a single named unit or department shall be assigned to a named unit by mutual written consent among the University Librarian, the candidate, and the unit(s). 5/27/92

3. There shall be an established procedure for library faculty to provide input upon matters of appointments, promotions and non-reappointments. 6/14/89

4. Membership in the unit shall be consistent with unit designations above and shall be governed by Section I of these Bylaws.

5. Each unit shall have a unit librarian who, under the University Librarian, shall have administrative responsibility for the overall program of the unit library. The unit librarian shall have general administrative responsibility for the program of the unit, plan with the faculty members of the unit a progressive program for the unit, evaluate continuously the instructional, research, and administrative process of the unit, and make appropriate recommendations to the University Librarian, and generally promote the effectiveness of the unit, division, and University by every appropriate means. 6/14/89

### **Section IX. Amendment of the Bylaws**

These Bylaws may be amended, added to or repealed by a majority vote of the membership present at any duly constituted meeting, provided written notice of the changes has been sent by the Rules of Procedure Committee to each member at least two weeks before the meeting, and provided that such changes are not contrary to University Regulations. 5/27/92

### **Section X. Parliamentary Authority**

All meetings of the University Library Faculty and all meetings of standing committees shall be conducted according to Parliamentary Law as set forth in Robert's Rules of Order, current edition. 12/11/84

Adopted, August 1970

Amended, November 1973; February 1974; June 1975; July 1977; November 1978

Amended, May 1980; December 1984; December 1988; June 1989

Amended, May 1990; May 1992; June 1993; November 1994; May 1997; June 1998

Amended, April 1999; June 2000; June 2001; March 2002; June 2003; June 2004; November 2004

Amended, June 3, 2005; March 2006; November 2007; March 2008

# **RULES OF PROCEDURE**

## **TABLE OF CONTENTS**

SECTION I	Nominations, Appointments and Elections
SECTION II	Amendment of the Rules of Procedure

**UNIVERSITY LIBRARY FACULTY  
RUTGERS UNIVERSITY, THE STATE UNIVERSITY OF NEW JERSEY**

**RULES OF PROCEDURE**

**Section I. Nominations, Appointments and Elections**

1. Nominations for elective officers.
  - a. The Rules of Procedure Committee shall nominate at least two candidates for each vacancy, whenever possible. 6/12/98
  - b. Except as otherwise provided for in these Bylaws, members of committees may be appointed or elected to regular seats on the same committee for a consecutive period not exceeding two terms. Terms of all newly-elected and appointed officers commence July 1. Appointments or elections for the purpose of filling vacancies shall be included in the two term time limit. 5/23/97
2. Voting shall be by secret ballot according to the Library Faculty Rules of Procedure.
  - a. A majority of the members eligible to vote, and voting, shall be required to elect officers.
  - b. The nominating process shall be administered through email and shall take place during the spring semester, well before the annual election. The Rules of Procedure Committee shall distribute a call for nominations to all members of the faculty. Those members who wish to be nominated or to nominate others for offices or committee seats shall return a completed form to the Rules of Procedure Committee. After confirming the willingness of nominees to stand for election, the Rules of Procedure Committee shall prepare a ballot for the purposes of the annual election. 6/22/01
  - c. The election shall take place by April 30. The ballot itself should be placed unsigned in a plain envelope and marked "Ballot". This envelope should then be enclosed in another envelope bearing the voter's signature and addressed to the chairperson of the Rules of Procedure Committee. 3/8/02
  - d. The votes will be tabulated by the Rules of Procedure Committee. In the case of a tie, there shall be a special mail ballot.
  - e. The results of the election shall be announced at the annual business meeting and published in electronic form. 6/12/98

**Section II. Amendment of the Rules of Procedure**

These Rules of Procedure may be amended, added to or repealed by a majority vote of the membership present at any duly constituted meeting, provided written notice of the changes has been sent by the Rules of Procedure Committee to each member at least two weeks before the meeting, and provided that such changes are not contrary to University Regulations. 5/23/97

Amended, November 1994; May 1997; June 1998; June 2001; March 2002; November 2007