New Brunswick Libraries Faculty Bylaws

Preamble

These bylaws provide for the governance of the New Brunswick Libraries Faculty and adhere to the applicable provisions of University policies and the Rutgers University Libraries Faculty bylaws, both of which supersede these bylaws in the event of conflict.

I. Membership

Membership shall be composed of the Director, New Brunswick Libraries, those holding faculty appointments who report to the Director, New Brunswick Libraries, and the librarians from the Center of Alcohol Studies and the School of Management and Labor Relations.

II. Organizational Structure

1. Each spring a Deputy Chair/Chair Elect shall be elected from among the tenured members of the New Brunswick Libraries Faculty for a two-year term which begins July 1. This person shall be deputy chair for the first year and chair for the second year. The Deputy Chair/Chair Elect shall serve in the absence of the chair.

The chair shall represent the New Brunswick Libraries within the Rutgers University Libraries structure; be responsible for the preparation of meeting agendas and conduct the meetings of the New Brunswick Libraries Faculty; and other responsibilities as determined from time to time by the Faculty. The chair shall also serve as a member of the New Brunswick Libraries Steering Group.

Should the chair be unable, for any reason, to represent the New Brunswick Libraries in the Rutgers University Libraries structure, the Deputy Chair/Chair Elect shall represent the New Brunswick Libraries.

2. Each faculty member shall be associated with one of the three functional departments within the New Brunswick Libraries: the Experience Department, the Learning and Engagement Department, and the Research and Content Department. Each faculty member shall also be expected to join one or more teams outside his or her primary department.

3. Each department shall have a head selected from among the tenured members of the New Brunswick Libraries Faculty. The term for each department head shall be three years, with no faculty member serving as head of the same department for more than two terms.

The department heads shall serve as members of the New Brunswick Libraries Steering Group. The head of the Learning & Engagement Department shall serve as the New Brunswick Libraries representative to the User Services Council. The Head of the Research & Content Department shall serve as the New Brunswick Libraries representative to the Library Resources Council.
III. Meetings

1. Meetings shall be scheduled at least twice a semester and additional meetings may be called as necessary.

2. The agenda shall be distributed in advance via email.

3. Robert's Rules of Order govern all meetings except where contradicted by these bylaws.

IV. Quorum

Twenty-five percent of the membership constitutes a quorum.

V. Minutes of Meetings

Minutes shall be recorded by members on a rotating basis. Draft minutes shall be submitted to the Chair, who will then distribute them via email to the faculty. Accepted minutes shall be posted to the Rutgers University Libraries website.

VI. 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 to each member at least two weeks before the meeting, and provided that such changes are not contrary to University or Rutgers University Libraries policies.