

# The University of Florida Libraries Faculty Assembly

## UFLFA Standing Rules

### 1. REGULAR MEETINGS AGENDA

The agenda for regular meetings of UFLFA shall be set as follows. The agenda can be changed at any meeting by the motion of a member and by a vote of the majority present.

Call to Order  
Approval of Agenda  
Approval of Minutes of Previous Meeting  
Member Comments  
Chair's Report  
Smathers, Health, Law Administration Updates  
Senate Update  
Committee Reports  
Assembly Officers Reports  
Old Business  
New Business  
Announcements  
Adjournment

### 2. STANDING COMMITTEES

#### 2.1 NOMINATING COMMITTEE

Appointment: Members shall be elected by the UFLFA and will include at least one representative each from the Smathers Libraries divisions (Collection Management, Public Services, and Technical Services), one from the Health Science Center Libraries, and one from the Lawton Chiles Legal Information Center.

Chair: The Chair shall be the Past Chair of the UF Libraries Faculty Assembly.

Responsibilities: The Nominating Committee is charged with the following duties.

1/ Nominations of UFLFA officers (Chair-Elect, Secretary).

2/ Nominations for other library offices, positions, or committee memberships as needed, including those requested by the Libraries Directors.

3/ Voter qualifications and election schedules shall be determined by the offices, positions, or committees being filled.

Meetings: The committee will meet after the UFLFA annual meeting and when requested to do so by the committee Chair.

Term: Committee members will serve two year staggered terms. Initially members shall be appointed for one, two and three year terms, after which new members shall serve two year terms. If a committee member resigns, a replacement member shall be appointed by the UFLFA Chair in consultation with the other officers to serve out the member's term.

Quorum: A quorum shall consist of a simple majority of the committee members.

## 2.2 STRATEGIC PLANNING COMMITTEE

Appointment: Members will be appointed by the UFLFA Chair in consultation with the other officers and will include at least one representative each from the Smathers Libraries, the Health Science Center Libraries, and the Lawton Chiles Legal Information Center.

Committee Chair: The Chair will be elected by the committee after the UFLFA annual meeting.

Responsibilities: The Strategic Planning Committee is charged with the following duties.

1/ Provide annual evaluations to the UFLFA Chair for implementing and continuing shared governance in cooperation with the Libraries administrations and Libraries Senators in compliance with University requirements. This shall be done on a date determined by the UFLFA Chair and University requirements.

2/ Develop guidelines that clarify both separate and mutual areas of faculty and administrative responsibility for shared governance in cooperation with the Libraries administrations.

3/ Review matters of strategic importance as determined by the Committee or assigned by the UFLFA Chair (these matters may pertain to Library organization, policy, and resource allocation).

4/ Report on Committee matters at the UFLFA meetings in a timely fashion and report on all activities to the UFLFA Chair at least annually during the UFLFA business meeting.

Meetings: The committee will meet after the UFLFA annual meeting and when requested to do so by the committee Chair.

Term: Committee members will serve two year staggered terms. Initially members shall be appointed for one, two and three year terms, after which new members shall serve two year terms. If a committee member resigns, a replacement member shall be appointed by the UFLFA Chair in consultation with the other officers to serve out the member's term.

Quorum: A quorum shall consist of a simple majority of the committee members.

## 2.3 CAREER DEVELOPMENT COMMITTEE

Appointment: Members will be appointed by the UFLFA Chair in consultation with the other officers. Membership should include 2-3 past Chairs (or tenured past members) of the Tenure and Promotion Committee, the Sabbatical Committee and the Sustained Performance Evaluation Process Committee who would be responsible for maintaining the career development resources. Membership should also include 2-3 individuals who would be responsible for faculty support and training. All members would be responsible for career development policy and practice matters. The Libraries Human Resources Director and Employee Relations and Development Coordinator will be Ex Officio members.

Chair: The Chair will be elected by the committee after the UFLFA annual meeting.

Responsibilities: The Career Development Committee is charged with coordinating library policies and practices that pertain to faculty career development; to assist the Employee Relations and Development Coordinator with promotion/tenure support and training for faculty; to develop and maintain policies on faculty recruitment, evaluation, promotion, tenure, sabbatical/professional development leaves, mentoring and professional development; to develop and maintain the Career Development Handbook and other professional development guidelines and resources for faculty; and to ensure that library faculty career development policies and

practices best serve the faculty and conform to relevant university rules and relevant UFF-UF rules for in unit faculty.

Meetings: The committee will meet as needed and when requested to do so by the committee Chair.

Term: Committee members shall serve two year staggered terms. Initially members shall be appointed for one or two year terms, after which new members shall serve two year terms. If a committee member resigns, a replacement member shall be appointed by the UFLFA Chair in consultation with the other officers to serve out the member's term.

Quorum: A quorum shall consist of a simple majority of the committee members.

## **2.4 LIBRARIES BUDGET COMMITTEE**

Appointment: Members will be appointed by the UFLFA Chair in consultation with the other officers and will include at least one representative each from the Smathers Libraries, the Health Science Center Libraries, and the Lawton Chiles Legal Information Center.

Chair: The Chair will be elected by the committee after the UFLFA annual meeting.

Responsibilities: The Libraries Budget Committee is charged with collaborating with the Library administrations on the budget process in order to improve transparency of the budget process, to improve communication on budget matters, and to provide faculty input into the budget process.

Meetings: The committee will meet after the UFLFA annual meeting and when requested to do so by the committee Chair.

Term: Committee members will serve two year staggered terms. Initially members shall be appointed for one, two and three year terms, after which new members shall serve two year terms. If a committee member resigns, a replacement member shall be appointed by the UFLFA Chair in consultation with the other officers to serve out the member's term.

Quorum: A quorum shall consist of a simple majority of the committee members.

## **3. SPECIAL COMMITTEES**

Establishing Committees: The Chair has authority to establish committees but should obtain approval from the Assembly at the next regularly scheduled meeting, or if the Chair deems it necessary, at an emergency meeting called by the Chair. The Assembly shall confirm that the committee is necessary to conduct business and this shall be done by a simple majority vote of those present at the meeting.

Appointment: Members shall be appointed by the UFLFA Chair in consultation with the other officers while respecting the diverse membership of UFLFA in relation to the committee's charge.

Committee Chair: The Chair will be elected by the committee after the UFLFA annual meeting.

Responsibilities: Are established by the charge given the committee by the UFLFA Chair.

Meetings: The committee shall meet and report as laid in the charge and/or as necessary to complete the charge.

Term: Committee members will serve as long as necessary to complete the charge, but no special committee's appointment shall continue beyond the current academic year.

#### **4. ELECTIONS**

A/ Nominations for UFLFA officers, committee members and Senators shall be conducted as stated in the By-Laws (Article V, Section 1).

B/ Elections for UFLFA officers, committee members and Senators shall be conducted as stated in the By-Laws (Article V, Section 2) and according to the following procedures. Once the slate of candidates is finalized at the March meeting, voting will be conducted by paper ballot distributed to qualified voters by the UFLFA Nominating Committee Chair on or about April 1. Each election shall be a secret ballot vote with the ballots returned in sealed envelopes to the UFLFA Nominating Committee Chair on or about April 15. A group of three vote counters shall be appointed by the UFLFA Chair. At least two vote counters should count and verify the votes for each office/position. The UFLFA Secretary should record the votes and announce the results to the membership and the candidates via email and at the April business meeting. The ballots shall be maintained as part of the UFLFA document archive for a one year period. If the Faculty Senate requires paper ballots, these will be sent to the Faculty Senate Office.

C/ Candidates with the most votes shall be the winner (simple majority vote of those who voted).

D/ Tie votes will require another paper ballot conducted in the manner described above in part B.

E/ Any person nominated for an office/position unopposed shall be elected automatically without a vote after nominations are closed at the March meeting, except for the election of Senators which the Faculty Senate By-Laws require “twice as many nominees as there are seats to be filled” (UFLFA By-Law 4E2a).

F/ Of the four persons nominated and elected as Library Senators for the UF Faculty Senate, two shall be from the Smathers Libraries, one shall be from either the Health Science Center Libraries or the Lawton Chiles Legal Information Center, and one shall be at large.

#### **5. TERMS OF OFFICE**

A/ Terms of office for UFLFA officers shall be as stated in the By-Laws (Article V, Section 3).

B/ Vacancies for UFLFA officers who are not able to fulfill their one year terms shall be filled as stated in the By-Laws (Article IV, Section 3).

C/ Vacancies for other offices or positions (that have been filled by a UFLFA vote) shall be filled by the runner-up in the election for these offices or positions. Should the runner-up not be able to take the office or position, another paper ballot shall be conducted.

#### **6. AMENDING THE STANDING RULES**

Any member of UFLFA may submit an amendment, in a timely manner of at least two weeks before a scheduled meeting, to the UFLFA Chair to be added to the agenda. Any amendment to be adopted requires the approval of the majority present at the UFLFA meeting.

**Approved 18 December 2006**

**Amended 21 April 2008 (Section 1, 2.1, 3, 4)**

**Amended with new additions 21 April 2008 (Section 3, 4E, 4F)**

**Amended with new additions 12 May 2008 (Section 2.5)**

**Amended with deletions and additions 20 October 2008 (Section 2.3-2.4)**