

University of Florida Libraries Faculty Assembly BY-LAWS

Article I. Name of Organization

University of Florida Libraries Faculty Assembly

Article II. Purpose and Activities

Section 1. The purpose of the UF Libraries Faculty Assembly (hereafter referred to as the Assembly) is to represent the Library Faculty of the George A. Smathers Libraries (University Libraries and Health Science Center Libraries), the Lawton Chiles Legal Information Center , and the Florida Center for Library Automation.

Governance shall be shared between the Library administrations and the faculty as represented by the Assembly. This shared governance is a system of dual responsibility in which administrators and faculty participate in the decision and policy making process. The purpose of shared governance is to provide avenues for improvement and productivity through the creation of a partnership based on mutual respect and collaboration. Faculty and administrators at the Libraries shall facilitate the implementation of shared governance. [Adopted from the UF Constitution, Article 1]

In shared governance with the Libraries administrations the Assembly shall take part in the following activities:

- Attend to professional matters that affect its members.
- Be a representative voice of its members to the Libraries administrations.
- Serve as a professional advisory and feedback resource for the Libraries administrations.
- Contribute to the development of Libraries policies.
- Foster collegial relationships among its members across the University of Florida Libraries.
- Serve as the voice for the Libraries faculty on matters affecting University of Florida faculty.

Article III. Membership

Section 1. Members of the Assembly include all Libraries faculty regardless of status. Administrative faculty shall not serve as officers, shall only serve as Advisory members of Assembly Task Forces, and shall vote only as prescribed in the Standing Rules. Administrative faculty includes faculty at the Assistant Dean level and above.

Article IV. Officers

Section 1. Officers of the Assembly shall consist of a Chair, Chair-Elect, Past Chair, and Secretary. Officers shall perform the duties prescribed herein. Any member of the Assembly shall be eligible to serve as an officer except for administrative faculty as stated in Article III, Section 1 and those faculty whose status would prevent them from fulfilling the terms of their office (such as those on sabbatical or other extended leave status).

Section 2. Officers and duties. Officers shall represent the Assembly in shared governance discussions with the Library administrations. In addition, each Officer shall have the following duties.

- **Chair:** The Assembly Chair shall act as presiding officer of the Assembly meetings, shall represent the Assembly at other meetings and occasions as necessary, shall coordinate the work of the Assembly, shall appoint such task forces as the Assembly deems necessary to conduct business, and shall serve as an advisory member of all Assembly task forces.
- **Chair-Elect:** The Chair-Elect shall assume the duties of the Chair in the Chair's absence. In the event the Chair is unable to serve, the Chair-Elect shall succeed to the Chair position for the duration of the unexpired term. The Chair-Elect shall also assist the Chair in coordinating the work of the Assembly.
- **Past Chair:** The Chair automatically assumes the office of Past Chair when the new Chair takes office. The Past Chair shall serve as the Chair of the Nominating Task Force, shall serve as liaison to the Faculty Senate University Libraries Committee and shall be responsible for presenting By-Laws and Standing Rules revisions to the Assembly for discussion and a vote. The Past Chair shall carry out those duties assigned by the Chair in order to effectively conduct the work of the Assembly.
- **Secretary:** The Secretary shall keep the minutes and records of the Assembly's meetings and proceedings, and shall assume the duties of the Chair or Chair-Elect in their absence.

Section 3. Vacancies. In the event of any Officers absence or inability or refusal to perform the duties of the office, the remaining Assembly Officers shall have the authority to call for elections to replace the officer for the remainder of the unexpired term.

Section 4. Removal from office. Any Officer who assumes a position defined as an exception in Article III & IV, Section 1, shall be required to step down.

Article V. Nominations and Elections

Section 1. Nominations. The Nominating Task Force shall present a slate of proposed Officers and Task Force members to the membership at a Spring semester meeting. Additional nominations shall be taken from the floor at the Spring semester meeting and then nominations will be closed. Senator nominations shall follow Faculty Senate rules.

Section 2. Elections. Elections for Officers and task force/joint committee members will be held by secret electronic ballot after the Spring semester meeting such that the results shall be announced at the April meeting. Senator elections shall follow Faculty Senate rules.

Section 3. Terms of Office. Term of office for Officers will be for one year and Officers shall be installed at the conclusion of the annual Officers planning meeting. Term of office for task force members will be for time periods specified in the Standing Rules Senator terms of office shall follow Faculty Senate rules.

Article VI. Task Forces and Joint Committees

Section 1. Task Forces. Task Forces shall be created, and their members appointed, by the Assembly Chair in consultation with the other Officers. Task Forces shall be created as necessary based on issues identified by Libraries faculty and confirmed by the general Assembly, shall have specific assignments, shall be time limited, and shall submit a report to the Assembly upon completion of their assignment. Task Force membership shall be as representative of the Libraries as possible. Continuing Task Forces consist of the following: Nominating Task Force and Career Development Task Force.

Section 2. Joint Committees. Joint committees shall be established in cooperation with the Library administrations as necessary. Standing Joint Committees consist of the following: Tenure and Promotion Committee, Sabbatical Committee, and Sustained Performance Evaluation Process Committee.

Section 3. Task Forces shall be governed by Assembly Standing Rules as adopted by the Assembly.

Article VII. Conduct of Business

Section 1. All members have the right and privilege to attend Assembly meetings.

Section 2. The Assembly shall meet at least twice yearly with at least one meeting per Fall and Spring Semesters. A planning meeting (for the upcoming year) shall be held by the Officers before the first Fall semester Assembly meeting.

Section 3. The Assembly Chair, or three Assembly members, may call meetings with not less than one week notice. The Chair may also call emergency meetings with 24 hours notice.

Section 4. Notice for all meetings shall indicate the agenda to be considered.

Section 5. No Officer may hold more than one office at a time.

Section 6. A quorum for any Assembly general meeting shall consist of those members in attendance. A quorum for any Assembly task force meeting shall consist of those attending the task force meetings. A quorum for Assembly elections shall be those voting.

Section 7. Each Assembly member shall have one vote. There shall be no proxy votes.

Section 8. Assembly meetings are open to non-members. Members and non-members may submit items to the Assembly Chair to be considered for inclusion on a meeting agenda.

Section 9. The Assembly Chair shall forward recommendations of the Assembly to the libraries administrations.

Section 10. Assembly rules and procedures shall be in accordance with standing rules as adopted by the Assembly.

Article VIII. By-Laws Amendments

Section 1. The Assembly may amend, alter, rescind or repeal these By-Laws by a majority vote of the members present at any meeting after discussing proposed changes at one meeting and voting on them at the next meeting, provided the text of the changes has been made available to Assembly members in writing (print or electronically) at least two weeks prior to each meeting.

Approved 19 June 2006

Amended 21 April 2008 (Article V. Sections 1-3)

Amended 12 May 2008 (Article VI. Section 1)

Amended 20 October 2008 (Article VI. Section 1)

Amended 21 March 2011 (Complete revision)