

The University of Florida Libraries Faculty Assembly

UFLFA Standing Rules / **DRAFT DEC 2006**

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
Chair's Report
Administration Update
Senate Update
Committee Reports
Old Business
New Business
Announcements
Member Comments
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 departments (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 will be elected by the committee after the UFLFA annual meeting.

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

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 OMBUDSMAN

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 committee will mediate disputes and conflicts between the faculty and the library administration that are not covered under the faculty collective bargaining agreement. Any faculty member or group of faculty members may request a meeting with the committee to discuss a matter of concern. The committee may defer to either the faculty union or the libraries' human relations offices if the committee feels that it is not the appropriate mediating body. Committee members will remove themselves from

disputes that involve them or if they feel they cannot render objective opinions. In such cases, the UFLFA Chair will appoint a substitute from the appropriate library.

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.

2.4 TENURE AND PROMOTION COMMITTEE

This committee shall remain as currently is with tenured members of UFLFA electing representatives **as is currently done.** The structure of the committee shall be reviewed as shared governance continues to develop.

3. SPECIAL COMMITTEES

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.

[NOMINATIONS, formally number 4 has been incorporated into section 2.1]

4. ELECTIONS

A/ Elections for UFLFA officers shall be conducted as stated in the By-Laws (Article V, Section 2).

B/ Voting will be conducted by paper ballot distributed to qualified voters through each Library department chair by the UFLFA **Nominating Committee Chair**. Each election shall be a secret ballot vote with the ballots returned in sealed envelopes to the UFLFA **Nominating Committee Chair**. 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 following UFLFA meeting). The ballots shall be maintained as part of the UFLFA document archive **except the Faculty Senate ballots which will be sent to the Faculty Senate Office**.

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

D/ Tie votes will require another paper ballot conducted in the manner described under the Nominations section.

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 schedule 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 [date]

Amended Dates to be listed here.