

# **The University of Florida Libraries Faculty Assembly By-Laws**

## **Article I. Name of Organization**

University of Florida Libraries Faculty Assembly (UFLFA)

## **Article II. Purpose and Activities**

**Section 1.** The purpose of the UF Libraries Faculty Assembly is to represent the Library Faculty of the George A. Smathers Libraries, the Health Science Center Libraries (HSCL), and the Lawton Chiles Legal Information Center (LIC).

With the Libraries administrations the UF Libraries Faculty Assembly shall take part in the following activities:

- Attend to professional matters that affect its members.
- Be the 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 library policies.
- Foster collegial relationships among its members across the University of Florida libraries.
- Serve as the voice for library faculty on matters affecting University of Florida faculty.

## **Article III. Membership**

**Section 1.** Members of UFLFA include all library faculty regardless of status.

## **Article IV. Officers**

**Section 1.** Officers of UFLFA shall consist of a Chair, Chair-Elect and a Secretary. Officers shall perform the duties prescribed herein. Any member of UFLFA shall be eligible to serve as an officer with the following exceptions:

- Faculty whose status would prevent them from fulfilling the terms of their office
- George A. Smathers Libraries faculty at the Assistant Director level and above
- Lawton Chiles Legal Information Center faculty at the Associate Director level and above
- Health Science Center Libraries faculty at the Deputy Director level and above

**Section 2. Officers and duties:**

- **Chair:** The UFLFA Chair shall act as presiding officer of the Assembly meetings, shall represent UFLFA at other meetings and occasions as necessary, shall coordinate the work of UFLFA, shall serve as an ex-officio member of all UFLFA committees, shall appoint such special committees as UFLFA deems necessary to conduct business, and shall represent UFLFA in discussions with the libraries administrations.
- **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 UFLFA.
- **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 Committee. The Past Chair shall carry out those duties assigned by the Chair in order to effectively conduct the work of UFLFA.
- **Secretary:** The Secretary shall keep the minutes and records of UFLFA'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 UFLFA Chair 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 IV, Section 1, shall be required to step down.

**Article V. Nominations and Elections**

**Section 1. Nominations.** The Nominating Committee shall present a slate of proposed officers and committee members to the membership at the March meeting. Additional nominations shall be taken from the floor at the March meeting and then nominations will be closed. Senator nominations shall follow Faculty Senate rules.

**Section 2. Elections.** Elections for officers and committee members will be held by secret paper ballot after the March meeting and the results shall be announced at the April business meeting. Senator elections shall follow Faculty Senate rules.

**Section 3. Terms of Office.** Term of office for officers will be for one academic year and officers shall be installed at the first meeting of the academic year. Term of office for committee members will be for time periods specified in the Standing Rules and

shall be installed at the first meeting of the academic year. Senator terms of office shall follow Faculty Senate rules.

## **Article VI. Committees**

**Section 1.** Standing Committees. UFLFA standing committees shall consist of the following committees. Each standing committee shall have at least one representative each from the Smathers Libraries, the Health Science Center Libraries, and the Lawton Chiles Legal Information Center.

- Nominating Committee
- Appointment, Promotion and Tenure Committee
- Strategic Planning Committee
- Ombudsman Committee
- Libraries Budget Committee

**Section 2.** Special Committees. Upon the identification of a need for special committees the UFLFA Chair shall have the authority to establish such committees and appoint members.

**Section 3.** Committees will be governed by standing rules as adopted by UFLFA.

## **Article VII. Conduct of Business**

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

**Section 2.** UFLFA shall meet at least twice yearly. The regular meeting in April shall be the annual business meeting.

**Section 3.** UFLFA Chair, or three UFLFA members, may call meetings with not less than two weeks notice. The Chair may also call emergency meetings with 72 hours notice.

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

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

**Section 6.** A quorum for any UFLFA general meeting shall consist of those members in attendance. A quorum for any UFLFA committee meeting shall consist of those attending the committee meetings. A quorum for UFLFA elections shall be those voting.

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

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

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

**Section 10.** UFLFA rules of order shall be in accordance with standing rules as adopted by UFLFA.

#### **Article VIII. By-Laws Amendments**

**Section 1.** UFLFA 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 UFLFA members in writing (print or electronically) at least two weeks prior to each meeting.

#### **Article IX. Parliamentary Authority**

**Section 1.** The rules contained in *Sturgis Standard Code* shall govern in all cases in which they do not conflict with the By-Laws of this organization.

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**Approved 19 June 2006**

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

**Amended 12 May 2008 (Article VI. Section 1)**