Librarian Assembly
Constitution and Bylaws

Iowa State University Library

January 2017

Approved by the Librarian Assembly
[January 13, 2017]
IOWA STATE UNIVERSITY LIBRARY
Librarian Assembly Constitution and By-Laws

Article I. Organization

A. Name of Organization: Librarian Assembly [hereafter referred to as Assembly]

B. Purpose of Organization: To meet regularly to discuss librarian governance and affairs and to facilitate communication among librarians.

Article II. Membership

A. Library staff holding an academic librarian (Librarian I-IV) or faculty appointment and members of the library administration. All persons holding any of these appointments are eligible to vote and serve on committees. Questions regarding the eligibility of members serving on specific committees will be resolved by the Chair of the Assembly in consultation with the Dean of the Library, and in accordance with the above guidelines.

Article III. Officers

A. Officers of the Assembly are:
   Chair, Vice Chair and Secretary.

B. Eligibility:
   Officers may be any Library staff member with faculty or academic librarian appointment, or a member of the library administration with a librarian appointment.

C. Terms:
   1. One (1) year beginning June 1.
   2. Officers may not serve more than two (2) consecutive years in the same office.

D. Duties:
   1. Chair:
      a. Serve as Chair of the Executive Committee.
      b. Advise the Dean of the Library on librarian issues.
      c. Conduct meetings.
      d. Maintain list of eligible members.
      e. Distribute Constitution/Bylaws and any other necessary information to new members.
      f. Appoint and determine length of service of members for all ad-hoc committees, as well as when officers are unable to complete their terms, unless otherwise directed by the librarians.
2. Vice Chair/Chair Elect:
   a. Serve as a member of the Executive Committee.
   b. Advise the Dean of the Library on librarian issues.
   c. Assume duties of Chair if that person is absent.
   d. Perform any other duties assigned by Chair.
   e. Succeed the Chair at the end of one year.
   f. If the Chair does not complete the full term the Vice Chair will complete that
term and then continue as Chair for the succeeding year.

3. Secretary:
   a. Serve as a member of the Executive Committee.
   b. Advise the Dean of the Library on librarian issues.
   c. Record minutes of monthly meetings.
   d. Arrange for creating and distributing the minutes.
   e. Responsible for issuing agenda at least two working days in advance of the
      meeting.

E. Election of Officers: As stated in Article VI Section A.

Article IV. Meetings

A. To be held monthly, September to May.

B. Special meetings may be called by the Chair or by at least twenty percent (20%) of the
   membership of the Assembly.

C. A quorum shall consist of the majority of the membership of the Assembly.

D. All votes unless otherwise specified shall be decided by a majority of those voting.

E. Any member of the Assembly may request a roll call vote, the results of which will be recorded
   in the minutes.

F. Meetings of the Assembly shall be conducted informally. The authority in questions of proper
   procedure shall be Robert's Rules of Order.

G. Any member of the Assembly may recommend agenda items for consideration by the
   Executive Committee.

Article V. Committees

A. Executive Committee
   1. Membership:
       Composed of the Chair, Vice Chair, and Secretary.
   2. Terms:
       As stated in Article III Section C.
3. Duties:
   a. Establish agenda, time and place of Assembly meetings and notify the membership of the Assembly at least two working days in advance.
   b. Administer balloting for the Assembly proposals.
   c. Meet at least once a month.

4. Election of Members:
   As stated in Article VI Section A.

B. Nominations Committee
1. Membership:
   a. The Nominations Committee consists of three members of the Assembly.
   b. Members of the Executive Committee may not serve on the Nominations Committee.
2. Terms:
   Nominations Committee members serve one-year terms beginning January 1.
3. Duties:
   Solicit nominations and conduct elections of officers, members of standing committees, and Tenured Faculty Member for PRS Mediation Panel, unless provided for otherwise.
4. Election of Members:
   Members are appointed by the Assembly Chair in December.

C. Research and Service Committee
1. Membership:
   The Committee consists of four members of the Assembly.
2. Terms:
   Members serve staggered two-year terms beginning January 1.
3. Duties:
   a. Promote research activity
   b. Encourage professional service.
4. Election of Members:
   a. Members are elected by the members of the Assembly as stated in Article VI Section A.
   b. A Chair is selected by the Committee each year.

D. Position Responsibility Statement (PRS) Mediation Panel
1. Membership:
   a. Tenured Faculty member selected by Faculty member involved in the disagreement.
   b. Tenured Faculty member selected by the Associate Dean of Faculty member involved in the disagreement.
   c. Tenured Faculty member elected by the Library Faculty.
2. Terms:
   The elected Faculty member serves a one-year term beginning January 1.
3. Duties:
Handle disagreements relating to the Position Responsibility Statement.

4. Election of the elected Tenured Faculty Member. Only members of the Assembly who hold faculty rank are eligible to vote for this position. This election is conducted according to the provisions in VI. A. 2-8.

E. Ad Hoc Committees
1. May be established at the discretion of the Chair or vote of the Assembly.

Article VI. Elections

A. Election of Officers, and Research and Service Committee Members:
1. These positions are elected by the members of the Assembly.
2. Nominations and the election will be handled by the Nominations Committee.
3. The Nominations Committee will present its slate at the November meeting.
4. Additional nominations may be offered from the floor at the November meeting.
5. The election will be held the first full non-holiday week following the regular November meeting.
6. The voting will stay open for seven days.
7. Ballots are counted by the officers and the results reported to the rest of the librarians by the chair.
8. Ties will be resolved by a revote until a winner is determined.

Article VII. Amendments

A. Amendments to the Assembly Constitution and Bylaws may be proposed by petition in writing of at least twenty percent (20%) of the membership of the Assembly or by an Ad Hoc Review Committee or other committee.

B. Proposed amendments shall be presented in writing at the regular meeting of the Assembly one meeting prior to a vote on the amendment.

C. The Executive Committee shall distribute to each librarian a copy of proposed amendment(s) at least two (2) weeks in advance of a vote.

Approval of amendments and Constitution/Bylaws is by a two-thirds (2/3) vote (two-thirds of those members voting). Voting is by secret ballot.