Librarian Assembly
Constitution and Bylaws

Iowa State University Library

March 2012

Approved by the Librarian Assembly
March 26, 2012
IOWA STATE UNIVERSITY LIBRARY
Librarian Assembly Constitution and By-Laws

Article I. Organization

A. Name of Organization: Librarian Assembly.

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

Article II. Membership

Any Library staff member with faculty rank or with academic librarian appointment. All persons occupying faculty or academic librarian positions in the Library are eligible to vote and serve on committees. However, faculty librarians holding non-tenure track appointments (e.g., adjunct professors, lecturers, etc.) are not eligible to vote or serve on committees involving faculty assessment and other personnel matters related only to faculty.” Academic librarians are not eligible to serve on faculty promotion and tenure or post tenure review committees or on faculty PRS mediation committees.

Questions regarding the eligibility of academic or faculty librarians to serve on specific committees will be resolved by the Chair of the Librarian Assembly in consultation with the Dean of the Library, and in accordance with the above guidelines.

Article III. Officers

A. Officers are:
   Chairperson, Vice Chairperson and Secretary.

B. Eligibility:
   Officers may be any Library staff member with faculty or academic librarian appointment excluding persons on temporary appointment as stated in Article II above.

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

D. Duties:
   1. Chairperson:
      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 unless otherwise directed by the librarians.

2. Vice Chairperson/Chairperson Elect:
   a. Serve as a member of the Executive Committee.
   b. Advise the Dean of the Library on librarian issues.
   c. Assume duties of Chairperson if that person is absent.
   d. Perform any other duties assigned by Chairperson.
   e. Succeed the Chairperson at the end of one year.
   f. If the Chairperson does not complete his/her term, the Vice Chairperson will complete that term and then continue as Chairperson 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:
   1. Election of officers will be held following the regular November meeting.
   2. Nominations and the election will be handled by the Nominations Committee.
   3. The Nominations Committee will present its slate for officers at the November meeting.
   4. Additional names may be added from the floor at the November meeting.
   5. Absentee ballots will be provided if notification of absence is given to the Nominations Committee.
   6. Votes unless otherwise specified shall be decided by a majority of those voting.

Article IV. Meetings

A. To be held monthly, September to May.

B. Special meetings may be called by the Chairperson or by at least twenty percent (20%) of the total librarians.

C. A quorum shall consist of the majority of the total librarians at the time of the meeting.

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

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

F. Meetings of the council shall be conducted informally. The authority in questions of proper procedure shall be Robert’s Rules of Order.
Article V. Committees

A. Executive Committee
1. Membership:
   Composed of the Chairperson, Vice Chairperson, and Secretary.
2. Terms:
   As stated in Article III Section C.
3. Duties:
   a. Establishes agenda, time and place of meetings and notifies librarians at least one (1) week in advance.
   b. Conducts elections of the Promotion and Tenure Review Committee and the Promotion and Tenure Advisory Committee.
   c. Administers balloting on proposals to amend the Librarian Assembly Constitution/Bylaws and the Promotion and Tenure Document.
   d. Meets at least once a month.
4. Election of Members:
   As stated in Article III Section E

B. Nominations Committee
1. Membership:
   a. Three (3) members selected from academic appointment librarians or faculty.
   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:
   Solicits nominations and conducts elections of officers and members of standing committees, unless provided for otherwise.
4. Election of Members:
   Members are appointed by the Librarian Assembly Chairperson in December.

C. Promotion and Tenure Advisory Committee
1. Membership:
   The Advisory Committee consists of three (3) tenured faculty at the rank of Associate Professor or Professor.
2. Terms:
   Terms are as set forth in the Promotion and Tenure Document.
3. Duties:
   Duties are as set forth in the Promotion and Tenure Document.
4. Election of Members:
   a. All members are elected at-large by the tenure-track faculty.
5. The Chair of the Advisory Committee will be elected by the Committee.
D. Promotion and Tenure Review Committee
   1. Membership:
      The Review Committee consists of seven (7) tenured members of the Library Faculty
elected at-large.
   2. Terms:
      Terms are as set forth in the Promotion and Tenure Document.
   3. Duties:
      Duties are as set forth in the Promotion and Tenure Document.
   4. Election of Members:
      a. All members are elected at-large by the tenure-track faculty.
      b. The Chair of the Review Committee will be elected by the Committee.

E. Travel and Research Committee
   1. Membership:
      The Committee consists of six librarians.
   2. Terms:
      Members serve staggered two-year terms beginning January 1.
   3. Duties:
      a. Allocate monetary and other resources made available in the Library for travel,
         research, and professional development.
      b. Review applications from within the Library for University-level librarian
development programs and make recommendations to the Dean.
      c. Promote research activity and professional growth among librarians.
   4. Election of Members:
      a. Members are elected by the librarians at-large.
      b. A Chairperson is selected by the Committee each year.
      c. Election of members will be held the week following the regular December
         meeting.
      d. The voting will stay open for seven days after being sent out.
      e. Ballots are counted by the officers and the results reported to the rest of the
         librarians by the chair.
      f. Ties will be resolved by a revote until a winner is determined.
      g. Nominations and the election will be handled by the Nominations Committee.
      h. The Nominations Committee will present its slate at the December meeting.
      i. Additional nominations may be offered from the floor at the December meeting.

F. Position Responsibility Statement (PRS) Mediation Panel Ad Hoc Committees
   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:
Handles disagreements relating to the Position Responsibility Statement.

4. Election of the elected Tenured Faculty Member:
   a. Nominations and election will be conducted by the Nominations Committee.
   b. The election is held in December and is determined by a simple majority of the Library Faculty.

G. Ad Hoc Committees
May be established at the discretion of the Chairperson or vote of Librarian Assembly.

Article VI. Amendments

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

B. Proposed amendments shall be presented in writing at the regular meeting of the librarian 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 (2/3) of those members voting). Voting is by secret ballot.