

Bylaws for the USF Libraries Faculty

Article I: Name

The name of the organization shall be the USF Libraries Faculty (hereinafter referred to as “the Faculty”). This includes faculty in the USF Tampa Library, the Louis de la Parte FMHI Research Library, and the USF in Lakeland Library.

Article II: Purpose

The Faculty and USF Libraries Administration work together through effective communication to fulfill the mission of the USF Libraries and develop a climate conducive to shared governance, according to the principles outlined in the USF Tampa Faculty Senate document *Departmental Governance at the University of South Florida: A Descriptive Report to the Faculty Senate*, dated September 26, 2005. This group uses the principles of the *USF Libraries Shared Governance Document*, approved by the USF Provost’s Office, January 2008.

Article III: Membership

Definitions

Faculty Pay Plan

A person appointed to a position, defined by the Florida Department of Education Personnel Classification system as in the faculty pay plan. According to this definition, faculty with administrative appointments are included. Employees in the faculty pay plan are appointed to a position on a permanent or time-limited basis (see FAC 6C4-10.102 for details regarding appointment). Faculty with “Visiting” or temporary appointments and faculty in receipt of a notice of non-reappointment are considered to have time-limited appointments.

Levels of Membership

Members are entitled to exercise fully the rights of deliberative assembly as defined in *Robert’s Rules of Order*, latest edition. Members of the Faculty are defined as follows:

- Individuals in the faculty pay plan with permanent appointment to the USF Libraries named in Article I of this document; and

- Individuals in the faculty pay plan with permanent appointment to the USF Libraries named in Article I of this document and with administrative appointment, but who are ineligible for elected office while assigned administrative duties.

Associate Members are entitled to all rights of membership excluding: 1) the right to hold elective office and 2) the right to vote on matters pertaining to personnel and to promotion in rank. Associate Members of the Faculty are defined as follows:

- Individuals in the faculty pay plan with time-limited appointment to the USF Libraries named in Article I of this document.

Guests are defined as follows:

- Individuals in the faculty pay plan and employed in the USF Libraries other than those named in Article I of this document. Guests are invited to be non-voting, non-office holding participants in the Faculty.

Summary of Membership Rights

Appointment in USF Libraries	Faculty Pay Plan	Membership Status	Elected Office	Voting Rights
Named in Article I	Permanent	Member	Yes	Yes
	Permanent, Administrative	Member	No	Yes
	Time-Limited	Associate Member	No	Yes (except for matters relating to personnel and promotion)
Other than those named in Article I	Yes	Guest	No	No

Article IV: Executive Group

Section A: General

1. The Executive Group consists of the officers and two members-at-large.
2. Each member of the Executive Group shall serve for two (2) years. Terms shall be staggered.
3. The Executive Group shall:
 - a. set agendas for all Faculty meetings;
 - b. call special Executive Group meetings;
 - c. establish standing committees;
 - d. establish ad hoc committees, as needed.
4. The Executive Group will meet as often per annum as the Faculty.

Section B: Officers

The officers of the Faculty shall be a President, a Vice-President/President-Elect, and a Secretary.

Section C: Duties of the Officers

1. The President shall:
 - a. call and preside at all meetings of the Faculty;
 - b. call special Faculty meetings;
 - c. represent the Faculty in communications with USF Libraries Administration;
 - d. perform such other duties as customarily pertain to the office of president.
2. The Vice-President/President-Elect shall:
 - a. assume and perform the duties of the President in their absence;
 - b. assist the President in the performance of their duties;
 - c. schedule Faculty meetings at the request of the President and/or the Executive Group, notify members of the meetings, and publish a slate of nominees prior to elections;
 - d. conduct elections;
 - e. perform such other duties as customarily pertain to the office of vice-president/president-elect.
3. The Secretary shall:
 - a. record and report minutes of all meetings;
 - b. maintain the Faculty's archives and website including minutes of meetings and committee reports and make available copies of standing committee reports to incoming chairs;
 - c. perform such other duties as customarily pertain to the office of secretary.

Article V: Elections

Section A: Nominations and Self-Nominations

Nominations and self-nominations for vacant Executive Group positions shall be made by members of the Faculty. The procedure shall provide that eligible members of the electorate shall have the opportunity to place their own name or the name of another eligible faculty member in nomination. All those whose names appear on the ballot shall have agreed in advance to accept the nomination. No member shall run for more than one vacancy.

Section B: Timing of Elections

Each year, during the month of March, an election shall take place, if there is more than one candidate for a position. Terms of office will begin on the first day of the Fall Semester.

Section C: Vacancies

Vacancies which occur between annual election meetings shall be filled by the eligible faculty member(s) receiving the next highest vote(s) at the most recent election. Should there be no additional eligible candidates available from the most recent election, the Vice-President/President-Elect shall provide a new slate for that office and hold a special election.

Article VI: Meetings

Section A: Frequency

The Faculty shall meet at least three (3) times during the academic year, once during each academic semester.

Section B: Rules of Order

Meetings of the Faculty shall be guided by *Robert's Rules of Order*, latest edition.

Section C: Special Faculty Meetings

Special meetings of the Faculty may be called by the President at their discretion or at the request of the USF Libraries Administration. The Executive Group, at its discretion, may call special meetings of the Faculty at the request of any member. The Executive Group must call a special meeting of the Faculty upon the petition of a majority of the members.

Section D: Announcements of Meetings

Announcements of meetings of the Faculty and minutes of previous meetings shall be communicated to the members at least ten (10) working days in advance. Agenda items should be submitted to the Executive Group at least five (5) working days before the meeting.

Section E: Quorum

For the purposes of establishing a quorum, a majority shall consist of fifty percent (50%) of the total number of the voting Faculty, plus one (1) and including members represented by proxy. A vote is carried by a simple majority of this number. To

account for changes that may occur over time, the Executive Group, in concert with USF Libraries Administration, will establish this number at the beginning of each academic year.

Section F: Proxy

A voting member who is unable to attend a meeting of the Faculty may assign a proxy vote to another member of the Faculty who will be attending the meeting. Proxies should be assigned in writing, so that the Secretary of the Faculty has a written record of who gave their proxy.

Article VII: Standing Committees

Members of standing committees may be elected from among the members of the Faculty, in accordance with committee documents, subject to eligibility requirements and limitations. Members of standing committees may be appointed by the Executive Group. Standing committees carry out the functions pertinent to their respective charges, and provide status reports at meetings of the Faculty. The following shall be standing committees of the Faculty:

- *Peer Evaluation Committee:* The Peer Evaluation Committee reviews the professional performance of individuals within the USF Libraries in the USF General Faculty bargaining unit and provides a rating to USF Libraries Administration. The *Faculty Peer Evaluation Document* provides details and a full listing of committee duties and procedures.
- *Promotion Committee:* The Promotion Committee reviews the promotion packets of faculty applicants and makes recommendations to USF Libraries Administration in accordance with the guidelines established by the *Promotion Guidelines for Librarians* document. This committee also makes recommendations to USF Libraries Administration on faculty applications for Emeritus status. The *Promotion Guidelines for Librarians* document provides details and a full listing of committee duties and procedures.
- *Travel Review Committee:* The Travel Review Committee reviews the travel and professional development requests of faculty applicants and makes recommendations to the USF Libraries Administration in accordance with the guidelines established by the *Travel and Professional Development Criteria and Procedures* document. The *Travel and Professional Development Criteria and Procedures* document provides details and a full listing of committee duties and procedures.

Article VIII: Adoption

Approval of these Bylaws shall be by a two-thirds vote of the membership and shall have the effect of establishing the Faculty as herein defined.

Article IX: Amendments

Section A: Proposals to Amend Bylaws

A proposal to amend these Bylaws may be initiated by the Executive Group or by written petition from any member.

Section B: Adoption of Amendments to Bylaws

Amendments may be adopted by a two-thirds vote by either of the following two methods, provided that written notice of the proposed amendments has been given to all members of the Faculty at least one (1) week previous to the conclusion of the vote: (1) by online vote, or (2) at any meeting of the Faculty provided that a quorum is present.

Article X: Bylaws Review and Possible Revision

Bylaws shall be reviewed at least every three (3) years, which may result in a proposed revised set of bylaws. A revised set of bylaws may be adopted by a two-thirds vote by either of the following two methods, provided that written notice of the proposed revised set of bylaws has been given to all members of the Faculty at least one (1) week previous to the conclusion of the vote: (1) by online vote, or (2) at any meeting of the Faculty provided that a quorum is present.

Bylaws of the USF Libraries Faculty written by:

The Tampa Library Faculty Executive Committee

Bylaws Approved 11/15/1996

Bylaws Revised by vote 01/30/2003; 03/27/2008; 09/27/2012; 07/03/2013