

## **Library Faculty - Bylaws**

### **ARTICLE I. MEMBERSHIP**

**Section 1.** The faculty of the library shall consist of those members of the General Faculty who hold appointments in the library.

### **ARTICLE II. ORGANIZATION**

**Section 1.** Procedural questions shall be resolved in accordance with the most recent edition of *Robert's Rules of Order*.

**Section 2.** A quorum shall consist of a simple majority of the library faculty as defined in Article I Section 1 above.

### **ARTICLE III. MEETINGS**

**Section 1.** The faculty of the library shall hold regular meetings to act on matters of concern to the library. A special meeting may be called by the Dean of Library Services and shall be called upon the request of three members or ten percent of the library faculty, whichever is greater.

**Section 2.** Library staff members may be invited to attend a library faculty meeting for informational purposes by the Dean of Library Services and shall be invited upon request of three members or ten percent of the library faculty, whichever is greater.

### **ARTICLE IV. OFFICERS**

**Section 1.** Chair of the library faculty

**IV. 1.1** The Dean of Library Services shall serve as Chair of the library faculty.

**Section 2.** Vice-chair of the library faculty

**IV. 2.1** A Vice-chair shall be elected by the library faculty.

**IV. 2.2** The Vice-chair shall preside in the absence of, or at the request of, the Dean of Library Services.

**IV. 2.3** The Vice-chair shall serve, ex-officio, as the Chair of the Dean's Advisory Committee (DAC).

**IV. 2.4** Any member of the library faculty except the Dean of Library Services may hold this office.

**IV. 2.5** The Vice-chair shall serve two years and shall not be eligible to serve consecutive terms.

**Section 3.** Secretary of the library faculty

**IV. 3.1** A Secretary shall be elected by the library faculty.

**IV. 3.2** The Secretary shall keep a record of all library faculty meetings and shall make those records accessible to all members of the library faculty.

**IV. 3.3** The Secretary shall, ex-officio, serve as a member of the DAC.

**IV. 3.4** The Secretary shall keep records of all elections conducted by the library Committee on Nominations, Elections, and Committees (CONEC).

**IV. 3.5** Any member of the library faculty except the Dean of Library Services may hold this office.

**IV. 3.6** The Secretary shall, ex-officio, serve as a member of the library CONEC.

**IV. 3.7** The Secretary shall serve for one year and shall be eligible for re-election.

**ARTICLE V. STANDING COMMITTEES**

**Section 1.** The Dean's Advisory Committee (DAC)

**V. 1.1** This committee shall be advisory to the Dean of Library Services in such matters as are deemed important by the Dean of Library Services or the committee.

**V. 1.2** DAC shall meet with the Dean of Library Services and shall consist of four members of the Library Faculty: the Vice-chair of the library faculty, two members elected by and from the Library Faculty at large, and the Secretary of the library faculty. The two members elected from the Library Faculty at large shall be from different library departments.

**V. 1.3** DAC shall meet prior to library faculty meetings. Additional meetings may be called by the Dean of Library Services or the Chair of DAC.

**V. 1.4** Any member of the library faculty except the Dean of Library Services may be a member of this committee.

- V. 1.5 Each elected member shall serve a two-year term and shall not be eligible to serve consecutive terms.

## **Section 2. Library Committee on Nominations, Elections, and Committees (CONEC)**

### **Membership and Chair**

- V. 2.1 The Committee on Nominations, Elections, and Committees (CONEC) shall consist of elected full-time faculty members and the Secretary of the Faculty as an ex officio member.
- V. 2.2 Elected faculty members shall include one faculty member for each of the departments of the library.
- V. 2.3 Faculty holding the office of dean or higher will not be eligible for election to CONEC. Department heads may serve on CONEC.
- V. 2.4 Each member shall serve a three-year term, the terms staggered so that one member is elected each year.
- V. 2.5 The Chair shall be elected by and from the membership of the committee and shall serve for two years. The Secretary of the Faculty will not be eligible to serve as Chair.

### **Duties and Responsibilities**

- V. 2.6 The library Committee on Nominations, Elections, and Committees (CONEC) shall be responsible for holding elections according to the procedures set forth in Article VIII of these Bylaws.
- V.2.7 The committee shall be responsible for preparing a slate of candidates for each office being filled, for conducting the election, for counting the votes, and for publicizing and archiving the official results.

## **Section 3. Library Departmental Collegial Review Committee (CRC)**

- V. 3.1 Each department in the library shall have a tenure and promotion advisory committee that shall be chaired by the department head (non-voting) and composed of three tenured faculty members elected by the department's full-time faculty.

In departments with fewer than three tenured faculty, the department head, in consultation with the department and Dean of Library Services, elects tenured faculty from similar departments to constitute a committee of at least three tenured faculty. If the department head is

up for review then the departmental committee consults with the Dean of Library Services to finalize the committee.

- V. 3.2** Each elected department member shall serve a one year term.
- V. 3.3** Departmental committees shall review and make recommendations on those library faculty members in their department eligible for consideration for appointment, reappointment, promotion, and permanent tenure.
- V. 3.4** A secretary shall be elected by and from the membership of the department committee. The secretary shall see that a report of the department committee recommendation is submitted to the department head.
- V. 3.5** When the department head is the person considered by the department committee, the department head shall be excused, and the department committee shall elect a pro tem chair (voting) from its membership. The pro tem chair shall submit the department committee's recommendations directly to the Dean of Library Services.

#### **Section 4.** Library Post-tenure Review (PTR) Committee

- V. 4.1** The tenured faculty of each department in the library shall establish a procedure for post-tenure review (PTR). The procedures must be approved by the Dean of Library Services and the Provost. Each library department establishes a PTR committee (approved by the departmental faculty) with at least three tenured departmental colleagues, excluding the department head. Whenever a department finds it impossible to form a committee containing at least three tenured faculty members, the matter will be referred to the Provost. The Provost, with the approval of the tenured faculty of the department and the Dean of Library Services will, by selecting tenured faculty from similar departments, constitute a committee of three tenured faculty for the department. Faculty members being reviewed are not permitted to select a member of the committee. However, this measure does not preclude such faculty members from voting on committee membership along with their colleagues.
- V. 4.2** The departmental PTR committee will present their written evaluation to the department head.

#### **Section 5.** Library (College) Collegial Review Committee (CRC)

- V. 5.1** The library CRC shall review and make recommendations on those library faculty members eligible for consideration for appointment, reappointment, promotion, and permanent tenure.
- V. 5.2** The Dean of Library Services shall serve as non-voting Chair.
- V. 5.3** When the Dean of Library Services is being considered, the committee shall elect a pro-tem Chair (voting) from its membership.
- V. 5.4** A Secretary shall be elected by and from the membership of the committee.
- V. 5.5** The Secretary shall see that a report of the committee recommendations is submitted to the administrator at the next higher level.
- V. 5.6** The library CRC shall be made up of six tenured library faculty members plus the Dean of Library Services. In the case there are fewer than six tenured faculty members, excluding the Dean of Library Services, the Dean of Library Services in consultation with the library faculty selects tenured faculty from other colleges to constitute a library CRC of six tenured faculty members.
- V. 5.7** Half of the library CRC is elected by the library faculty and half is appointed by the Dean of Library Services. The Dean shall make appointments after July 1 and no later than July 31. Each library department must be represented by at least one elected member. When making appointments to this committee, the dean shall try to balance seniority, professorial rank, departmental representation, and continuity of membership. Deans may reappoint faculty members to consecutive terms in order to secure a degree of continuity in the committee membership. Deans of other colleges and senior administrative officers are not eligible for appointment to the library CRC.
- V. 5.8** Each elected and appointed member shall serve a length of term as set forth in the section of the Faculty Handbook, "Procedures Guiding Review Committees" (4.07 D2).
- V. 5.9** The presence of five of the members eligible to vote shall be necessary for a quorum.

**ARTICLE VI. UNIVERSITY TENURE, PROMOTION, AND REAPPOINTMENT  
(TPR) ADVISORY COMMITTEE**

**Section 1.** Election of library representative to the University Tenure, Promotion, and Reappointment Advisory Committee

**VI. 1.1** The library representative to this committee shall be elected by the full-time library faculty.

**VI. 1.2** Any tenured member of the Library Faculty except the Dean of Library Services may hold this office.

**VI. 1.3** The library representative shall serve a three-year term.

**VI. 1.4** The library representative may not serve consecutive terms.

**ARTICLE VII. FACULTY SENATE**

**Section 1.** Election of Senators from the Library

**VII. 1.1** Senators shall be elected by the library faculty and shall be from different library departments.

**VII. 1.2** Any member of the library faculty shall be eligible for election to the Faculty Senate.

**VII. 1.3** The number of senators, term of office, and election procedures shall be established in compliance with the Faculty Constitution of Western Carolina University.

**ARTICLE VIII. ELECTIONS**

**Section 1.** Methods of Election

**VIII. 1.1** Elections shall be held during spring semester on a date set by the library CONEC.

**VIII. 1.2** Those candidates elected shall take office the following July 1.

**Section 2.** Election Procedures

**VIII. 2.1** Three weeks in advance of the election, the library CONEC shall send to each voter a list of those offices open for election, a proposed slate of candidates for these offices, a statement of nomination form, a list of candidates eligible for nomination, and a description of the nomination and election procedures.

**VIII. 2.2** Additional nominations of eligible persons may be made by the faculty for the following positions:

- Vice-chair of the library faculty;
- Secretary of the library faculty;
- Library representative to the University Tenure, Promotion, and Reappointment Advisory Committee;
- Senator;
- Member of DAC;
- Member of the library CONEC;
- And members of the library Tenure, Promotion, and Reappointment Advisory Committee.

This action requires a statement of nomination bearing the signatures of two or more library faculty members and the name of the person nominated. The nominee's willingness to be nominated must be indicated by their signature on the nominating form. Nominators may sign only one statement of nomination for each office to be filled. If a person signs more than one statement of nomination, their name shall be stricken from all but one statement by the library CONEC. Statements of nomination shall be returned to the library CONEC by noon of the day one week before the election.

- VIII. 2.3** The eligibility of a candidate shall be determined by the library CONEC.
- VIII. 2.4** A minimum of two names shall be provided for each vacancy, except in those cases where insufficient eligible persons are available, by the library CONEC.
- VIII. 2.5** The names of all persons nominated by the established procedure shall appear on the first ballot.
- VIII. 2.6** The library CONEC shall follow a secure and anonymous method for obtaining votes in an accurate and timely manner. In cases of departmental elections, voting mechanisms shall be directed only toward individuals eligible to vote in that election.
- VIII. 2.7** The library CONEC shall count all votes and determine results at a preannounced place in the library and shall admit any interested observers. The library CONEC shall publicize and archive the official results of the election.

**VIII. 2.8** A nominee receiving a plurality of the total votes cast on the first ballot shall be declared elected. The person who receives the highest number of votes without being elected shall be the alternate for the office or committee.

**VIII. 2.9** If two or more persons tie for any office, the library CONEC shall conduct a run-off election within one week. The committee shall place on the run-off ballot the names of the two persons receiving the highest number of votes on the first ballot. The run-off ballots shall be prepared, distributed, collected, counted, and publicized as indicated previously. If the run-off election results in a tie, the winner shall be determined by committee coin toss.

**VIII. 2.10** If there is a tie for alternate, the winner shall be determined by committee coin toss.

**VIII. 2.11** Whenever, for reasons of termination, resignation, or illness, DAC determines that a library office or committee membership is vacant, the alternate shall be notified by the Chair of the library CONEC to fill the vacancy for the balance of the term.

**VIII. 2.12** Whenever DAC determines that an alternate position is vacant, the library CONEC shall appoint a new alternate from those individuals eligible for that office.

**VIII. 2.13** The Chair of the library CONEC shall be responsible for notifying the library faculty and the proper officials of the outcome of an election or when a vacancy is filled by an alternate.

## **ARTICLE IX. AMENDMENTS**

**Section 1.** The Bylaws of Hunter Library may be altered, amended, or repealed upon a two-thirds majority vote of the library faculty, provided the proposed alteration, amendment, or repeal has been presented in writing, and accepted, at a meeting of the library faculty two weeks prior to that at which the vote is taken.

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Amended: 10/5/2015 by Krista Schmidt. CONEC section amended to change membership terms and details.