

# Louisiana State University Libraries

## Library Faculty Policy Committee

### Bylaws

(Revised by faculty vote August 2005)

#### ARTICLE I. NAME

The name of this organization shall be the Library Faculty Policy Committee.

#### ARTICLE II. PURPOSE

##### SECTION 1.

The purpose of this Committee shall be to represent all full-time library faculty holding the rank of General Librarian, Assistant Librarian, Associate Librarian, or Librarian, unless excluded by Article III, Section 3.

##### SECTION 2.

The Committee shall assure that actions of the LSU Libraries and University Administrations, as related to the library faculty, are in accord with PS-36, *The Louisiana State University Faculty Handbook* and other applicable University regulations.

##### SECTION 3.

The Committee shall discuss and make recommendations to the University Administration, Faculty Senate, Libraries Administration, or library faculty when appropriate, concerning matters referred to it by any individual or group.

##### SECTION 4.

The Committee may undertake surveys, formulate policy proposals, and voice library faculty opinions.

##### SECTION 5.

The Committee shall conduct the library elections for Faculty Senate representatives. The Committee shall follow the procedures set forth in Article VI.

#### ARTICLE III. MEMBERSHIP

##### SECTION 1.

The Committee shall consist of elected full-time members on the library faculty.

##### SECTION 2.

All full-time library faculty with the rank of General Librarian or above shall be eligible for membership if not otherwise excluded. (Complies with the Faculty Senate, see p. 10 under Faculty Ranks of Faculty Handbook)

##### SECTION 3.

In accordance with Faculty Senate guidelines, all members of the library faculty including those who are department heads or chairs shall be eligible for election to the LFPC with the exception of any members of the university Executive Council and members of the Council of Academic Deans and Directors. In the event the Chairperson is elected chair in the second year of his/her Committee term, the individual will remain as an ex-officio member without voting privileges for the following year. (See Article II, Section 3 on p. 41 of the Faculty Handbook)

#### **ARTICLE IV. TERMS OF OFFICE**

##### **SECTION 1.**

The term of office of members of the Committee shall be two years, beginning July 1, with one-half the membership elected each year.

##### **SECTION 2.**

No member of the Committee shall be eligible for election to two successive terms, except when the member has been elected to serve an unexpired term of less than one year. When a member has been elected to serve an unexpired term of more than one year, a period of at least one year shall elapse between terms. An individual who has served as ex-officio is eligible for office as long as one year has elapsed between regularly elected terms.

#### **ARTICLE V. BASIS OF REPRESENTATION**

##### **SECTION 1.**

The Committee shall be composed of six members, elected from the ranks of General Librarian, tenure-track librarians, and tenured librarians (both Associate and Librarian). The number of members from each rank will be proportional to the number of library faculty holding that rank at the time of the election.

##### **SECTION 2.**

The Committee shall certify the eligibility of library faculty for election.

##### **SECTION 3.**

Unexpired terms shall be filled in the manner as designated in Article VI, Section 5.

#### **ARTICLE VI. METHOD OF ELECTION**

##### **SECTION 1.**

A ballot listing eligible library faculty shall be distributed during May. Election shall be by secret ballot and supervised by the Committee. The number of members elected from each rank (General; tenure-track; and tenured, both Associate and Librarian) will be proportional to the number of library faculty holding those ranks at the time of the election.

##### **SECTION 2.**

Voters shall have one week to return the ballots. The Secretary shall distribute, receive, count, and tabulate the ballots within three days of the deadline established by the Committee. Tie votes shall be broken by lot by the Committee chair.

##### **SECTION 3.**

Election of eligible library faculty to the Faculty Senate shall follow the same procedures set forth in Section 1 and Section 2. When appropriate, the library faculty shall elect two eligible library faculty members to serve three-year terms as Faculty Senators. If the Secretary is a Faculty Senator or a candidate, the Committee Chair shall conduct the election if the Chair is not a candidate. If the Chair is a candidate, the Chair shall designate another Committee member to conduct the election. If all the remaining Committee members are candidates, the Chair shall select a faculty member who is not a candidate.

SECTION 4.

The names of those elected to the LFPC and Faculty Senate shall be reported by the Secretary to the Committee Chair. The Chair shall notify the Library faculty, Library Administration, and the Faculty Senate President.

SECTION 5.

Unexpired terms of more than three months shall be filled by a called election. Unexpired terms of three months or less shall be filled by a proxy appointed by the Committee.

**ARTICLE VII. OFFICERS**

SECTION 1.

Officers of this committee shall be a Chairperson and a Secretary elected by Committee members to serve a one-year term beginning July 1.

SECTION 2.

The Secretary shall post the agenda prior to each meeting.

SECTION 3.

The Secretary shall forward a copy of the Committee minutes to the library faculty and the Library Administration.

SECTION 4.

The officers shall be participating and voting members of the Committee.

**ARTICLE VIII. COMMITTEE MEETINGS**

SECTION 1.

The Committee shall meet monthly, and at additional times scheduled by the Chairperson, or at any time upon the written petition of three members of the Committee or the Library faculty.

SECTION 2.

Notice of regularly scheduled and special meetings shall be sent to the faculty at least one week prior to the meetings.

SECTION 3.

Meetings of the Committee shall be open to the library staff, but only members of the library faculty and invited guests will be eligible to speak.

SECTION 4.

The Committee reserves the right, upon a majority vote, to go into a closed session if a sensitive or a personnel item is to be discussed, but no final action can be taken in a closed session.

SECTION 5.

A quorum shall be two-thirds of the Committee membership. In the event of a tie vote, the question shall be referred to the library faculty.

SECTION 6.

A Committee member unable to attend a meeting shall appoint a proxy from the eligible library faculty.

**ARTICLE IX. LIBRARY FACULTY MEETINGS**

SECTION 1.

The faculty shall meet at least once each year before the beginning of the Fall Semester or at the written request of 20% of the membership or by the LFPC Chair.

SECTION 2.

A quorum for meetings of the library faculty shall be defined as a majority of the membership.

SECTION 3.

A majority vote of members at the faculty meetings shall resolve matters under discussion.

SECTION 4.

The Committee Chairperson shall present a written report of the Committee's activities for the year at the annual meeting.

**ARTICLE X. AMENDMENTS**

SECTION 1.

These bylaws shall be approved by a majority vote of the library faculty, excluding administrators as defined in Article III, Section 3.

SECTION 2.

Proposed amendments to the bylaws shall be submitted in writing to a regularly scheduled Committee meeting. Bylaws shall be amended by a majority vote of the library faculty at the annual meeting, provided prior written notice has been given, or at a specially called meeting, provided notice is given in writing at least two weeks in advance of the meeting.