

Florida Atlantic University Libraries
Faculty Assembly Bylaws

November 22, 2005
Revised April 26, 2006
Revised January 13, 2012
Revised June 12, 2014
Revised December 15, 2015
Revised December 12, 2016
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Section I. Functions

- A. The Faculty Assembly of the FAU Libraries is established for the purposes of shared governance.
- B. The Assembly shall be primarily concerned with, but not limited to, the following: matters of general faculty interest including hiring and promotion, travel allocations, Library and University governance, and service on University committees.
- C. The Faculty Assembly shall serve in an advisory role to the Dean on, but not limited to, the following: administrative matters of general library interest including budget, physical facilities, and planning.
- D. The Library Faculty Assembly Bylaws are subordinate to federal and state laws, University policies and regulations, and memoranda of the Office of the President and Office of the Provost.

Section II. Membership

- A. General Membership
 1. All library faculty whose salary is supported by the FAU Libraries.
- B. Voting Membership
 1. All library faculty holding the rank of University, Associate, Assistant, and Instructor.
 2. The Dean shall be an ex officio non-voting member.

Section III. Officers and Election

- A. The officers of the Assembly shall consist of a Chair and a Vice-Chair.
- B. The officers shall hold no administrative rank higher than department head.
- C. The officers of the Assembly must be members of the library faculty for a minimum of one year prior to their nomination.
- D. Duties of the Chair
 1. The Chair shall be responsible for the following and for such other duties as are appropriate to the office:

- a. The Chair serves as the faculty representative to the Dean and to the Library Administration.
 - b. The Chair shall attend the Dean's weekly staff meeting.
 - c. The Chair will be included on the Dean's Faculty Advisory Committee.
 - d. The Chair shall preside over Faculty Assembly meetings.
 - e. The Chair shall call and administer all votes taken during meetings of the Faculty Assembly.
 - f. The Chair shall call for nominations for officers and committee members.
 - g. The Chair shall distribute meeting notices and agendas.
 - h. The Chair is an Ex Officio Member of the University Faculty Senate (per their Bylaws).
- E. Duties of the Vice-Chair
1. Vice-Chair shall be responsible for the following and for such other duties as are appropriate to the office:
 - a. The Vice-Chair shall preside over Faculty Assembly meetings and carry out the duties of the Chair in the absence of the Chair.
 - b. The Vice-Chair is responsible for the minutes of all meetings and shall distribute them to each general member.
 - c. The Vice Chair will serve as secretary to the Faculty Assembly.
 - d. The Vice-Chair shall distribute and collect ballots for voting on amendments and for the election of officers, and election of committee members.
 - e. The Vice-Chair shall maintain the records of the Faculty Assembly.
- F. Terms of Office
1. The term is one calendar year beginning on the first day of January, and the Chair and Vice-Chair shall serve no more than two consecutive terms.
 2. The Vice-Chair will automatically roll into the position of Chair at the end of the Chair's term.
 3. If the Chair is unable to fulfill the term of office, the Vice-Chair shall assume the position of Chair until December 31st.
 4. Elections will be held for a new Vice-Chair each year.
- G. Nominations and Elections
1. Nominations
 - a. The Chair shall call for nomination for the Vice-Chair on or by November 1st.
 - b. The Chair shall call for nominations for the Library Faculty Committees on or by November 1st and for the University Senate Committees on or by February 1st.
 2. Elections
 - a. Ballots shall be accessible for two weeks from the time they are made available.
 - b. Elections shall be by majority vote of the ballots returned.
 - c. The Vice-Chair shall distribute and collect ballots for voting on amendments, and for the election of officers, and election of committee members.
 - d. If paper ballots are used, the Dean's Advisory Committee, presided over by the Library Faculty Assembly Chair, shall count the ballots.

Section IV. Meetings

- A. The Chair shall convene the Faculty Assembly at least once each Fall and Spring semester.
- B. Notice of regularly scheduled Faculty Assembly meetings shall be distributed at least two weeks in advance and the agenda at least five business days prior to the meeting.
- C. Members of the Faculty Assembly may submit agenda items to the Chair no later than two weeks prior to the meeting.
- D. At all meetings, a quorum shall consist of 50% + 1 of the membership. A majority of members present and voting is required to pass a motion in meetings of the Faculty Assembly and its committees.
- E. Agenda and Order of Business
 - 1. The Chair shall determine the order of business for each meeting when preparing the agenda. Items on the agenda will include but are not limited to:
 - a. Call to order
 - b. Approval of minutes
 - c. Announcements
 - d. Reports from committees
 - e. Report from the Dean's Advisory Committee
 - f. Report from the Dean
 - 2. Special Meetings
 - a. The Chair shall call special meetings when needed or on petition of 25% of the voting membership.

Section V. Support

- A. The Office of the Dean of the FAU Libraries shall provide support for the operation of the FAU Libraries Faculty Assembly.
 - 1. Chair of the Assembly
 - a. Such support shall include a 10% allocation of time in the Letter of Assignment.
 - 2. Vice-Chair
 - a. Such support shall include a 5% allocation of time in the Letter of Assignment.
 - 3. Operational Resources
 - a. The Faculty Assembly shall receive adequate resources for all operational expenses.

Section VI. Library Faculty Committees

- A. Reports from the Library Committees are a part of meeting agendas.
- B. The Chair will call for nominations and the Vice-Chair shall distribute and collect ballots for election of Library Committee members. If paper ballots are used, the Dean's Faculty Advisory Committee, presided over by the Library Faculty Assembly Chair, shall count the ballots.

- C. Library committee terms will be based on the calendar year. The term of each Library Faculty Committee member, unless chosen as a replacement to fill an unexpired term, shall begin in January of the calendar year. If a committee member is unable to fill their term, then the Chair shall call for nominations and a vote to fill the remainder of the unfilled term.
- D. Library Faculty Committee terms shall be extended only by approval of the Library Faculty Assembly.
- E. The Chair will appoint members to an ad hoc or special committee, as needed.
- F. The current standing Library Faculty Committees are: Dean's Faculty Advisory Committee, Promotion Committee, Bylaws Committee, and Promotion Criteria Committee.
- G. Bylaws Committee (five members), two-year terms with staggered terms.
- H. Criteria Committee (four or five members): each member serves a two-year staggered term, with at least one member at the Associate University Librarian rank or higher.
- I. Dean's Faculty Advisory Committee (minimum of three, maximum of five members, plus current Chair and Vice-Chair who are automatically members). Members will serve a two-year term.
 - a. This committee shall advise the Dean on matters such as, but not limited to, market equity, merit, and travel allocations.

Section VII. University Committees

- A. Reports from the University Committees are a part of the regular Library Faculty Assembly meeting agendas.
- B. The Chair will call for nominations and Vice-Chair shall distribute and collect ballots for election of committee members. If paper ballots are used, the Dean's Faculty Advisory Committee, presided over by the Library Faculty Assembly Chair, shall count the ballots.
- C. Committee terms will be based on the University Faculty Senate Bylaws.
- D. If a committee member is unable to fulfill their term, then the Chair shall call for nominations and a vote to fill the remainder of the unfilled term.
 - 1. University Faculty Senate
 - a. The Chair will call for nominations and preside over elections of two members to the University Faculty Senate.
 - 2. Faculty Senate Committees
 - a. The Chair will call for nominations and preside over elections of members to University Faculty Senate Committees.
 - 3. Other University Committees
 - a. The Chair will call for nominations and preside over elections of members to other University Committees. Section

Section VIII. Amendments

- A. Ten percent of the voting members of the FAU Libraries Faculty Assembly may present a proposal for amendment of the Bylaws to the Chair of the Bylaws Committee.
- B. The Bylaws Committee will review the suggested proposal and forward it with their recommendations to the Faculty Assembly Chair.
- C. Proposed amendment(s) to these Bylaws must be distributed no fewer than 7 days prior to the meeting of the Assembly, at which the amendment(s) shall be placed on the agenda by the Assembly Chair for discussion.
- D. The proposed amendment shall be sent to ballot providing one-third of the members are present, or 10 members, whichever is greater, favor such a motion.
- E. Voting shall be by ballot, which shall be distributed by the Vice-Chair of the Assembly no later than one week after the discussion.
- F. If paper ballots are used, the Dean's Faculty Advisory Committee, presided over by the Library Advisory Chair, shall count the ballots.
- G. The Bylaws, as well as any amendments to the Bylaws, shall become effective immediately after approval by a three-fifths majority, subject to the approval of the Office of the Provost, of those who return valid ballots provided at least 40 percent of the voting members have returned valid ballots.

Section IX. Procedural Authority

- A. In case of procedural questions, Robert's Rule of Order will be the authority.

Section X. Bylaws Document Maintenance

- A. The Bylaws Committee can decide by unanimous vote to fix typographical errors (typos) in the FAU Libraries Faculty Assembly Bylaws without bringing it to a vote in the Faculty Assembly.
- B. The Faculty Assembly Bylaws will be organized using the following hierarchy:
 - I. Roman numerals
 - A. Capitalized letters
 - 1. Arabic numerals
 - a. Lowercase letters

*Reviewed and approved by Michele Hawkins, Vice Provost, FAU Office of Academic Affairs.