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Handbook-Bylaws

UMKC Librarians' Council Handbook

2. UMKC Librarians' Council Information

2.1. Bylaws of the Librarians' Council of the University of Missouri-Kansas City

UMKC Librarians' Council

Bylaws of the Librarians' Council of the University of Missouri-Kansas City

December 1980; Amended 25 March 1981, 8 April 1982, 10 November 1982, 26 July 1986, 28 April 1989, 21 April 1997, 19 August 1997, 27 October 1999, 17 May 2000, 13 August 2001, 28 February 2002; Revised 4 August 2003; 12 May 2004; 23 June 2004; 29 September 2004; 18 November 2004;

18 January 2006; 27 April 2006; 20 December 2006; 21 July 2008; 28 September 2011; March 20, 2013

Article I. Name

The name of this organization shall be the Librarians' Council.

Article II. Object

The Librarians' Council has overall responsibility for all Library Faculty governance. The object of this organization shall be to foster and encourage the professional development of Librarian Faculty; to foster collegiality among its members; to report on developments of shared concerns, and to be the faculty governance organization for all persons with an appointment of a Librarian rank at the University of Missouri-Kansas City.

Article III. Members

Membership of the Librarians' Council shall be open to all persons with an appointment of a Librarian rank at UMKC. When a librarian has a dual appointment, the Chancellor or his or her designee shall designate the faculty governance body to which the person shall belong.

Article IV. Voting

All members of the Librarians' Council at UMKC shall have voting privileges, except those Librarians designated by the Chancellor or his or her designee to other faculty governance bodies. Methods of voting shall include, but are not limited to: General consent; voice vote; show of hands; roll call and/or a paper or electronic ballot.

Article V. Officers and their Election

Section 1. Officers

- A. The elected officers of this organization shall be a chair, a vice chair and a secretary. The appointed officer of this organization shall be a parliamentarian.
- B. All elected officers shall serve for one year or until their successors are elected. Their term of office shall begin on August 10. No officer shall hold more than one office at any time. Officers shall be eligible for consecutive terms.
- C. All officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

Section 2. Eligibility

Voting members of Librarians' Council, excepting the Dean of Libraries and the Associate Dean of Libraries, are eligible to serve as officers or representatives of Librarians' Council unless otherwise prohibited in these bylaws.

Section 3. Elections

- A. The Administrative Issues Committee shall present a preliminary ballot listing candidates for offices with terms beginning August 10, which shall be presented to the Council at the meeting prior to distribution of final ballots. Nominations from the floor shall be accepted at that meeting.
- B. The Librarians' Council Administrative Issues Committee shall conduct elections by secret ballot. Marked election ballots in any format shall be handled by Administrative Issues Committee members as confidential documents, and these members shall assure the privacy of individual members' votes. The ballots for the regular election of officers shall be made available at least five weeks prior to the beginning of the new term of office. A plurality of votes cast shall constitute election.

Section 4. Vacancy

In case of vacancy of the vice chair or secretary, the Executive Committee shall appoint a replacement for the duration of the term. In the event of a vacancy of the chair, the vice chair shall assume all duties and obligations of the chair.

Section 5. Appointment

The Chair shall appoint a parliamentarian.

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Article VI. Duties of Officers

Section 1. General

The officers shall be responsible for planning and conducting the meetings.

Section 2. Chair

The chair shall be the chief executive officer of the organization and shall have general supervision of its affairs. He or she shall preside at all meetings of the organization and of the Executive Committee. He or she shall appoint a parliamentarian.

Section 3. Vice Chair

The vice chair shall assist the chair in the performance of his or her duties. In the event of a vacancy of the chair, the vice chair shall assume all duties and obligations of the chair.

Section 4. Secretary

The secretary shall be responsible for a record of all meetings of the organization and shall prepare all written memos required.

Section 5. Parliamentarian

The parliamentarian shall be *ex-officio*, a non-voting member of the Executive Committee, and shall serve as chair of any ad hoc committee concerned with bylaws.

Article VII. Meetings

Section 1. Regular Meetings

There shall be no fewer than four regular meetings of the organization during the year. At the regular meetings, no business other than is provided in the agenda shall be transacted, unless consent is given by two-thirds vote of those members present.

Section 2. Special Meetings

Special meetings may be held upon call of the Executive Committee or on petition of twenty per cent of members of the organization. Notice of a special meeting shall specify the business to be transacted and no business other than that stated in the notice shall be considered.

Section 3. Notice of Meetings

Notice of meetings shall be sent to each member at least one week before the meeting. Minutes of the meetings shall be sent to each member within two weeks following the meeting.

Section 4. Quorum

A quorum for the transaction of business shall be fifty-one per cent of organization members.

Section 5. Minutes of Meetings

Copies of the minutes of each meeting shall be supplied to each member of the Librarians' Council.

Section 6. Electronic Meetings

In intervals between regular meetings, the Chair, or Vice Chair upon direction by the Chair, may submit by electronic communication to the membership of the Librarians' Council specific issues which in the opinion of the Chair require action on the part of the Librarians' Council. Seven days from submission of the issue shall be required before voting to allow members time to consider the issue. The Chair or Vice Chair, shall forward to Librarians' Council members within 24 hours of receipt any electronically submitted communication from a member on the issue which was not submitted to the whole membership. The vote on the motion shall be: approve; disapprove; postpone until next meeting; abstain (to allow for verification of a quorum). A legal vote must be received by the deadline for a simple majority of the membership to allow for verification of a quorum. A simple majority of the legal votes cast by the deadline shall be necessary for approval of the action. Results of the final vote shall be announced within seven days of the deadline and shall be reported by the Chair, or Vice Chair upon direction of the Chair, at the next regular Librarians' Council meeting.

Article VIII. Committees and the Election of Their Members

Section 1. General Provision

There shall be two kinds of committees of the organization: standing and special. Additional standing committees shall be recommended by the membership and elected by the membership, or appointed by the Executive Committee. The chair shall appoint additional ad hoc committees as the membership recommends. Full-time and part-time professional librarians are eligible for committee membership unless prohibited in these bylaws or that committee's procedural documents.

Section 2. Standing Committees

- A. The Standing Committees of this organization shall be the Librarians' Council Executive Committee, Librarians' Council Promotion and Appointment Committee, Librarians' Council Faculty Welfare and Development Committee, Librarians' Council Administrative Issues Committee, and the Librarians' Council University Libraries' Budget and Fiscal Affairs Committee.
- B. Terms for the Promotion and Appointment Committee and the University Libraries' Budget and Fiscal Affairs Committee shall be three years. Terms for the Administrative Issues Committee and the Faculty Welfare and Development Committee shall be two years. All committee members shall serve for terms established for that committee. Regular terms of office, except for the Librarians' Council Executive Committee, shall begin on January 1 subsequent to the election.

Section 3. Eligibility

Voting members of Librarians' Council, excepting the Dean of Libraries and the Associate Dean of Libraries, are eligible to serve as committee members unless otherwise prohibited in these bylaws. The Librarians' Council chair, vice chair, and secretary, and the Librarians' Council at-large

faculty senator are not eligible to serve as members of the Administrative Issues Committee.

Section 4. Elections

- A. The names of all eligible Librarians' Council members shall be placed on the ballots for committee elections. If a member is eligible for more than one position on a single committee, they shall only be placed on the ballot for the position representing their primary appointment.
- B. The Librarians' Council Administrative Issues Committee shall conduct elections by secret ballot. Marked election ballots in any format shall be handled by Administrative Issues Committee members as confidential documents, and these committee members shall assure the privacy of individual members' votes. The ballots for the regular election of committee members shall be made available at least five weeks prior to the beginning of the term of the new committee members. A plurality of votes cast shall constitute election.

Section 5. Vacancies on Librarians' Council Administrative Issues Committee, Librarians' Council Faculty Welfare and Development Committee, and Librarians' Council University Libraries' Budget and Fiscal Affairs Committee

- A. If a committee member is or is expected to be absent from the committee for less than five (5) months and this would be a burden on the committee, the committee chair shall notify the Librarians' Council Administrative Issues Committee and request that committee to appoint a temporary replacement. The Librarians' Council Executive Committee shall appoint a temporary replacement in the case of a vacancy on the Librarians' Council Administrative Issues Committee.
- B. If a committee member is or is expected to be absent from the committee for more than five (5) months, he or she shall resign or shall be considered to have resigned from the committee and a special election shall be held to fill the vacancy.

Section 6. Vacancy on the Librarians' Council Promotion and Appointment Committee

A vacancy resulting in an unexpired term shall be filled for the remainder of the term by a special election. If a member of the Promotion and Appointment Committee decides to undertake promotion while they are on the committee, they shall resign from the committee, effective by the nomination deadline of the current promotion cycle. The Administrative Issues Committee shall conduct a special election to elect a replacement for the remainder of the term.

Article IX. Standing Committees and Their Duties

Section 1.

All committee members shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

Section 2. Librarians' Council Executive Committee

The Librarians' Council Executive Committee has overall responsibility for all Library Faculty governance. It shall:

- A. Report regularly to the Librarians' Council on professional rights and responsibilities, professional status, library policy and management, and other pertinent matters as they may arise;
- B. Speak on behalf of the Library Faculty in all matters which concern faculty;
- C. Meet regularly with and advise the Dean of Libraries of faculty viewpoints on planning, policy, goals and objectives, priorities, resource allocation, staffing, reorganization, administrative appointments, the appointment of special committees and task forces, and other faculty concerns which may arise;
- D. Serve as a resource board for the Dean of Libraries to present new ideas and proposals and receive faculty reaction to them;
- E. Oversee the work of the standing committees, fill certain vacancies on these committees as provided for in the Bylaws, and, as needed, appoint special task forces to study issues and make recommendations on matters of faculty concern;
- F. Plan Council meetings, including calling for agenda items;
- G. Serve as a resource for individual faculty concerns;
- H. Should the need arise, act as the authority for interpreting Librarians' Council governance documents.

The chair shall preside and two voting members shall constitute a quorum. Voting members shall be the chair, vice chair, and secretary. The parliamentarian, at-large faculty senator, and chairpersons of the standing committees shall be ex-officio, non-voting members of the Executive Committee.

Section 3. Promotion and Appointment Committee

The Librarians' Council Promotion and Appointment Committee shall:

- A. As a collegial peer review group, conduct the impartial review of the qualifications for promotion as presented in the promotion dossier, and prepare the first level of peer recommendation to the Dean of Libraries;
- B. Serve as a resource for all Librarian Faculty by educating them of the criteria and process for promotion and by encouraging Librarian Faculty to consult with the committee or its individual members for general advice prior to the submission of a candidate's portfolio;
- C. Participate in the hiring process for new Librarian Faculty with representation on the search committee and provide input on the recommendation for hire in terms of a candidates potential to be a strong Faculty Colleague;
- D. Recommend the appropriate rank for new Librarian Faculty hires;
- E. Monitor trends in faculty status for academic librarians and advise the Librarians' Council of possible changes in policies and procedures to the status of librarians which will benefit UMKC and its Librarian Faculty.

Section 4. Administrative Issues Committee

The Administrative Issues Committee shall:

- A. Administer the procedures for the nominations and elections of the Librarians' Council officers, committee members, and faculty senators;
- B. Review, revise, and update the Librarians' Council Handbook not less than quarterly;
- C. Maintain and develop the Librarians' Council Website;
- D. Attend to the bylaws and standing rules of the Librarians' Council;
- E. Advise and act on administrative policies and procedures that affect Council members;

- F. Monitor the Librarians' Council appraisal process and review, revise, and update procedures and instruments for the process;
- G. Perform other administrative duties as assigned by the Council.

Section 5. Faculty Welfare and Development Committee

The Librarians' Council Faculty Welfare and Development Committee shall promote and advance the academic, professional, and work-related interests of Librarian Faculty and secure working conditions that benefit Librarian Faculty, the UMKC Libraries, and the library profession by:

- A. Encouraging and facilitating participation in local, state, regional, and national organizations and encouraging scholarly research and development projects by Librarian Faculty;
- B. Soliciting and receiving requests from Librarian Faculty for release time for professional or development leave, reviewing such requests promptly, and forwarding a recommendation to Library Administration on each request;
- C. Promoting awareness of professional development opportunities and sponsoring professional development programs for Librarian Faculty;
- D. Investigating issues and concerns pertaining to the work environment and professional growth of Librarian Faculty;
- E. Recommending policies and actions in support of the academic interests, professional development, and well being of Librarian Faculty;
- F. Providing forums for discussion of current topics and interaction among librarians and promoting the exchange of information and ideas with colleagues and peers inside and outside the University;
- G. Developing and administering programs to orient new Librarian Faculty to the libraries and the work of Librarian Faculty as a supplement to the orientations offered by administrative offices and supervisors.

Section 6. University Libraries' Budget and Fiscal Affairs Committee

The Librarians' Council University Libraries' Budget and Fiscal Affairs Committee shall advise the Dean of Libraries regarding funding objectives and priorities as well as necessary allocations to achieve those objectives, in addition to other financial matters. The duties of this Committee shall include but are not limited to:

- A. Advising on budget allocation and priorities;
- B. Collecting compensation data;
- C. Advising on faculty remuneration;
- D. Reviewing salaries and procedures for distributing the annual salary pool;
- E. Acting as liaison to the Faculty Senate Budget Committee;
- F. Pursuing ideas for remuneration other than financial;
- G. Advising on the salary offered to new faculty hires; specifically, the Dean of Libraries will consult with the Librarians' Council University Libraries' Budget and Fiscal Affairs Committee on a salary range before an offer is made to a candidate.

The University Libraries' Budget and Fiscal Affairs Committee shall receive from the Dean of Libraries all information regarding the budget process in timely fashion and shall share that information with the faculty of the unit, the University Libraries. The University Libraries' Budget and Fiscal Affairs Committee shall operate under a policy and procedure document approved by the Librarians' Council membership. Only University Libraries librarians are eligible to serve on and vote for members of the University Libraries' Budget and Fiscal Affairs Committee.

Section 7. University Libraries Committee

Librarians' Council members who are faculty of the University Libraries shall constitute the Librarians' Council University Libraries Committee. The senior Librarians' Council officer on this committee shall convene meetings of said committee for the purpose of conducting business of particular or specific concern to the University Libraries faculty. Notice of such meetings shall be as prescribed by these bylaws for a regular Librarians' Council meeting. A majority of members of said committee shall constitute a quorum at these meetings. The decisions of this group shall be binding upon Librarians' Council as relates to University Libraries matters. The Librarians' Council Secretary, or a volunteer if the secretary is not a member of said committee, shall be responsible for a record of meetings of the University Libraries Committee.

The University Libraries members of the Administrative Issues Committee and the Faculty Welfare and Development Committee shall constitute the University Libraries subcommittee of each committee and those subcommittees shall be responsible for handling issues particular or specifically related to the University Libraries faculty. The Librarians' Council University Libraries Budget and Fiscal Affairs Committee shall report through the University Libraries Committee.

The convening officer and the committees shall keep the entire body of Librarians' Council apprised of the general activities of this committee.

Article X . Faculty Senate Representation

Section 1. General Provisions

Two members of the council represent the librarians in the Faculty Senate. These shall be the chair of the Librarians' Council, or, if the chair is ineligible for membership in the Faculty Senate or is unable to serve due to other obligations, the vice chair, and a senator elected at-large from the membership. In order to ensure that the Librarians' Council will be represented by two Faculty Senators, if either Faculty Senator representing the Librarians' Council is elected to any Faculty Senate office or other position deemed by Librarians' Council to be in conflict with that of representing the Librarians' Council as a Faculty Senator, including the position of representative to the Intercampus Faculty Council, that Faculty Senator shall be ineligible to serve as Faculty Senator from Librarians' Council and shall be replaced by a new Librarians' Council Faculty Senator according to the provisions set out in these Bylaws.

Section 2. Eligibility

Voting members of Librarians' Council, excepting the Dean of Libraries and the Associate Dean of Libraries, are eligible to serve as Faculty Senator unless otherwise prohibited in these bylaws. Senators shall be eligible for consecutive terms.

Section 3. Terms of Office

The chair or vice chair of the Librarians' Council shall serve during his or her term of office. The term of office for the at-large senator shall be two years. Terms of office shall coincide with the Faculty Senate's calendar.

Section 4. Election of At-Large Faculty Senator

One senator is elected from the membership at large. The Administrative Issues Committee shall solicit self-nominations prior to presentation of the

ballot at the Librarians' Council summer meeting. In the absence of more than one self-nomination, the Librarians' Council Administrative Issues Committee shall nominate candidates. The at-large Faculty Senator is elected on the same ballot as the Librarians' Council officers.

Section 5. Vacancy

The Librarians' Council Administrative Issues Committee shall hold a special election to fill a vacancy in the at-large Faculty Senate position.

Article XI. Other University Representation

Section 1. General Provisions

From time to time, Librarians' Council is asked to nominate or elect representation to committees or other activities outside of the University Libraries. The representative shall be a representative of Librarians' Council and will make regular progress reports to Librarians' Council.

Section 2. Eligibility

Eligibility will be dictated by the specifications of the committee or activity needing representation.

Voting members of Librarians' Council, excepting the Dean of Libraries and the Associate Dean of Libraries, are eligible to serve as a representative to said committee or activity unless otherwise dictated in these bylaws, those of faculty senate or by the University of Missouri Collected Rules and Regulations. The issue of consecutive terms will depend upon the specifications of the committee or activity and availability of library faculty.

Section 3. Terms of Office

The term of representation will be dictated by the specifications of the committee or activity.

Section 4. Election of Committee or Activity Representative

A representative is elected from the membership, unless otherwise dictated. The Administrative Issues Committee shall solicit self-nominations prior to presentation of the ballot. In the absence of any self-nomination, the Librarians' Council Administrative Issues Committee shall nominate candidates.

In cases when a representative is needed in a time period shorter than can be handled by an election, the Librarians' Council Administrative Issues Committee shall call for nominations and will select a representative in the time period given.

Section 5. Vacancy

The Librarians' Council Administrative Issues Committee shall hold a special election to fill a vacancy in any position as needed.

Article XII. Rules of Order

The rules contained in the current edition of *The Standard Code of Parliamentary Procedure* (aka Sturgis Standard Code of Parliamentary Procedure) shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that such notice of such proposed amendment has been distributed to all members at least one week before the meeting at which such action is to be taken.

A copy of the Bylaws and any subsequent amendments thereto shall be filed with the Chancellor and the Secretary of the Faculty Senate.



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