

# **Librarians Assembly**

## **Bylaws of Librarians Assembly**

**Adopted:** 01/08/2008

**Revised:** 03/01/2011; 01/16/2013; 04/07/2014

Approved by Office of the Provost: 11/24/2014

In compliance with the ACD Manual.

### **NAME**

The name of this organization is: Librarians Assembly of ASU Libraries. It is hereinafter referred to as the Assembly.

### **PURPOSES**

All activities of the Assembly are advisory to the University Librarian.

The purposes of the Assembly are to:

- A. Address the professional interests and concerns of its members and be a collective voice for them on issues related to the conditions under which they practice their professions;
- B. Be the collegial body through which its members participate as professionals in the governance of ASU Libraries;
- C. Provide for the participation of its members in the governance of the University by the election of Academic Senators and representatives of the Libraries to elected university committees, and in other appropriate ways;
- D. Provide for peer participation in personnel decisions related to its members, including appointment, retention, continuing status, promotion, salary adjustments, and so forth; and
- E. Provide recommendations to the appropriate levels of administration for approval.

### **MEMBERSHIP**

The membership of the Assembly consists of all persons holding continuing, probationary, or fixed-term appointments to academic professional positions in the Arizona State University Libraries. Persons holding fixed-term appointments with a visiting designation to such positions and persons holding part time positions are affiliate members with all rights of membership except to vote and to hold office. Membership in the Assembly is neither restricted nor privileged in any way by any concurrent appointment to an administrative or faculty position.

The office of Past-Chair maintains the official membership roster.

## **YEAR**

The Assembly will operate on the basis of a year beginning July first and ending June thirtieth.

## **OFFICES AND POSITIONS**

### **A. The Chair.**

1. Only full time personnel who have continuing appointment are eligible to serve as Chair.
2. On July first of each year the Chair-Elect succeeds to the office of Chair.
3. The duties of the Chair are to:
  - a. Preside over all meetings of the Assembly and Executive Committee;
  - b. Exercise general supervision over the business of the Assembly;
  - c. Communicate for the Assembly with the Administration of the Libraries, and with other organizations as required;
  - d. Appoint a member as Parliamentarian to advise in the planning and conduct of meetings;
  - e. Call for annual reports from each committee chair;
  - f. Write an annual report of Assembly and Executive Committee activities;
  - g. Serve as ex-officio member of Personnel Committee;
  - h. Meet with new ASU Libraries Academic Professionals as part of the Orientation Program; and,
  - i. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the Assembly.
4. If the Chair becomes vacant for any reason, the Chair-Elect immediately succeeds to it for the balance of the year as well as for the following year.

### **B. The Chair-Elect.**

1. Only full time personnel who have continuing appointment are eligible to serve as Chair-Elect
2. A Chair-Elect is elected annually from the membership to serve in that office for one year.
3. The duties of the Chair-Elect are to:
  - a. Assume the duties of the Chair in the absence of that officer;
  - b. Attend meetings of the Executive Committee and Librarians Assembly;
  - c. Attend meetings of the Library Liaison Committee;
  - d. Succeed to the office of Chair for the following year;
  - e. Generate and post the official roster of officers and committees and update the appropriate intranet permissions;
  - f. Annually submit paper copies of the superseded roster of officers and committees to the University Archives; and,

- g. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the Assembly.
- 4. If the Chair becomes vacant for any reason, the Chair-Elect immediately succeeds to position for the balance of the year as well as for the following year.
- 5. If the office of Chair-Elect becomes vacant because the incumbent succeeds to the Chair, or for any other reason, an election will be held to choose a new Chair-Elect to serve that office until taking the Chair when the term of its incumbent ends.

C. The Past-Chair.

- 1. On July first of each year the Chair succeeds to the office of Past-Chair.
- 2. The duties of the Past-Chair are to:
  - a. Attend meetings of the Executive Committee and Librarians Assembly;
  - b. Oversee the annual Librarians Assembly elections process with assistance from the Executive Committee;
  - c. Collect and send all Librarians Assembly annual reports from their term as Chair to the University Archives and ensure these reports are posted on the Assembly intranet site in an archival format;
  - d. In conjunction with Library Administration, maintain current membership rolls and the email distribution list of the Assembly; and,
  - e. Fulfill such other responsibilities as are given to the office elsewhere in the Bylaws or by action of the Assembly.
- 3. If the Past-Chair becomes vacant for any reason, the Executive Committee will decide how best to fulfill the responsibilities of the office.

D. The Secretary.

- 1. A Secretary is elected annually from the membership to serve for one year.
- 2. The duties of the Secretary are to:
  - a. Attend and take notes at the meetings of the Executive Committee and of the Librarians Assembly, prepare and present the minutes of the meetings, and ensure that approved Assembly documents are available on the Assembly intranet site in an archival format;
  - b. Annually submit paper copies of the Executive Committee and Librarians Assembly minutes and all other approved documents to the University Archives;
  - c. Prepare and distribute the required notices of meetings, agendas, and proposals to be considered;
  - d. Assist the Chair with the official communications and correspondence of the Assembly; and,
  - e. Fulfill such other responsibilities as are given to the office elsewhere in the Bylaws or by action of the Assembly.

E. Kenneth B. Knepp Parliamentarian.

1. A member parliamentarian is appointed by the Chair. The term of service is one year and is renewable.
2. The duties are to advise the Chair in the planning and conduct of meetings and to serve as a source of information on parliamentary procedure.

## **MEETINGS**

- A. All Assembly meetings shall be conducted in such a manner as to permit full participation of members without requiring physical presence at said meeting.
- B. Notice of Assembly meetings will be made electronically through an email communication to the members and/or at the Assembly intranet site. Notice will be provided at least two working days prior to the meeting.
- C. The Assembly meets:
1. At least four times each year.
  2. As needed, on call of the Chair.
  3. As needed, on call of the University Librarian.
- D. The Chair must call a meeting within two weeks of the receipt of a request signed by five members, or from a Committee.
- E. **QUORUM.** Thirty three percent of the voting membership must be present, either physically or virtually, to constitute a quorum for the transaction of any business requiring a motion and vote.
- F. At the request of any member present, voting shall be conducted in such manner as to provide all Assembly members opportunity to vote on motions whether present at the meeting or not.
1. Mechanisms shall be in place to permit asynchronous discussion and debate on motions put before the Assembly for a vote.

## **COMMITTEES**

- A. Assembly members contribute to the shared governance of ASU Libraries and the University by participating as elected or appointed representatives to a variety of committees.
- B. General Provisions Relating to Committees.
1. Each Committee, except the Executive Committee, organizes itself annually by the election of a chair and any other officers it deems necessary.
  2. Only full time personnel who have continuing appointment are eligible to serve as Chair of a Committee.

3. A majority of the voting members of any committee must be present to constitute a quorum.
4. Each Committee is responsible for developing a detailed statement of the policies and procedures to be followed in its activities. These statements and any subsequent revisions will be submitted to Assembly for approval and will be included in the Assembly intranet site.
5. Each Committee is to submit to the Assembly a report of its activities by June 30 of each year.
6. Each Committee must maintain Assembly-accessible and Assembly-restricted documents on the Assembly intranet site as applicable, with final documents posted in an archival format.
7. Any Committee may have questions or proposals on any subject referred to it by the Assembly or the Executive Committee, and is empowered to make recommendations to the Assembly on any such matter or any other matter arising out of the committee's activities.
8. When, for any reason, a vacancy occurs on a committee, the Executive Committee in consultation with the Chair of the committee involved, will decide how best to fill the vacancy; e.g., by appointment by the Executive Committee, by election by the Assembly. Committee members will submit a notice of resignation to the Secretary of the Assembly at least two weeks prior to the resignation date.
9. Assembly documents provide detailed descriptions of Committees' duties and responsibilities.

C. The Committees of the Assembly are:

1. Executive Committee.

- a. The Executive Committee consists of:
  - 1) the Chair
  - 2) the Chair-Elect
  - 3) the Past-Chair
  - 4) the Secretary of the Assembly
  - 5) the Chair of the Personnel Committee
  - 6) the Chair of the Review Committee for Personnel Action
  - 7) the Chair of the Funding and Compensation Committee
  - 8) the senior Senator from the ASU Libraries
  - 9) the ASU Libraries representative (if any) to the Committee on Academic Professional Status
  - 10) the Parliamentarian (non-voting member)
- b. The Chair and Secretary of the Assembly hold their same offices in the Executive Committee.
- c. The duties and functions of the Executive Committee are to:
  - 1) Assist the Chair in planning agendas for meetings of the Assembly.
  - 2) Conduct Librarians Assembly annual elections under general direction from the Past Chair.

- a. Solicit and confirm nominations for all Assembly offices and committees to generate the slate of candidates for Assembly elections.
  - b. Report at the appropriate times slates of nominees for all Assembly elections to be held during the year, except when other provisions are made in these Bylaws.
  - c. Prepare, distribute, collect, and count ballots, and report the results to the Assembly and post on the Assembly intranet site.
  - d. Perform other duties and functions as outlined in Assembly documents or as assigned by the Executive Committee.
- 3) When urgent matters arise between meetings of the Assembly, act for the Assembly subject to review and approval at the next Assembly meeting.
  - 4) Report and make recommendations to the Assembly on matters of general concern or policy, either on its own initiative, or in response to questions or proposals referred to it.
  - 5) Provide for the maintenance of the Assembly intranet site to include the basic documents of the Assembly and current personnel policies and procedures for professionals in the Libraries.
  - 6) Develop and recommend to the Assembly activities and opportunities for improving the professional work environment.
  - 7) Monitor activities and policies of the Academic Assembly and the Office of the Provost and to develop and recommend appropriate actions for the maintenance of professional status to the Assembly.

## 2. Personnel Committee.

- a. The Personnel Committee consists of five members elected for terms of two years, plus the Chair of the Assembly. The terms of the elected members are staggered with two or three members to be elected each year. The Chair of the Assembly serves as a non-voting advisory member.
- b. The duties and functions of the Personnel Committee are to:
  - 1) Serve as an advisory body to the University Librarian on personnel policies and procedures.
  - 2) Develop and recommend to the Assembly and the University Librarian statements of personnel policy and the procedures and criteria for its implementation.
  - 3) Develop and recommend to the Assembly and the University Librarian, policy and procedures for mentoring members of the Assembly.
  - 4) Develop and recommend to the Assembly activities and opportunities which contribute to the professional development of its members.
  - 5) Perform other duties and functions as outlined in Assembly documents or as assigned by the Executive Committee.

3. Review Committee for Personnel Action (hereinafter referred to as the Review Committee).

- a. The Review Committee consists of five members elected for terms of two years.
  - 1) All members must have continuing appointment status.
  - 2) Librarians who are being reviewed for promotion to full status will be reviewed by three librarians with full status. Depending on committee membership at the time, Librarians Assembly Executive Committee will appoint additional full librarians as needed to the committee to review promotions to full status.
  - 3) The terms are staggered with two or three members elected each year.
- b. The duties and functions of the Review Committee are to:
  - 1) Serve as the committee of peers in personnel actions which call for participation of such a committee.
  - 2) Perform other duties and functions as outlined in Assembly documents or as assigned by the Executive Committee.

4. Funding and Compensation Committee.

- a. The Funding and Compensation Committee consists of three members elected for terms of two years. The terms are staggered with one or two members elected each year.
- b. The duties and functions of the Funding and Compensation Committee are to:
  - 1) Develop and recommend to the Assembly policies and procedures for distributing funds allocated by the University Librarian for professional development activities.
  - 2) Receive and evaluate requests for professional development activities, and distribute funds among those requesting them on the basis of policies approved by the Assembly and the University Librarian. All funding decisions are subject to the University Librarian's approval.
  - 3) Develop and recommend to the Assembly policies and procedures on compensation issues such as merit plans.
  - 4) Conduct salary surveys and monitor pay equity and market adjustment issues and recommend appropriate adjustments for consideration by the University Librarian.
  - 5) Perform other duties and functions as outlined in Assembly documents or as assigned by the Executive Committee.

D. The Assembly may create special committees as they are needed for any purpose.

## **NOMINATIONS AND ELECTIONS**

A. Assembly elections are conducted by the Executive Committee.

- B. Assembly documents describe and define policies and procedures for Assembly nominations and elections.
- C. All nominations and elections shall be conducted in such manner as to provide all Assembly members opportunity to participate whether present at a meeting or not.
- D. The Assembly may adopt rules and/or policies to provide for representation of various constituencies on slates of nominees and/or committees.
- E. Candidates shall be elected to office by receiving a plurality of the legal votes cast for that office.

## **PARLIAMENTARY AUTHORITY**

The authority on all procedural questions not covered by the Bylaws or rules of the Assembly is the latest edition of **Sturgis Standard Code of Parliamentary Procedure**.

## **AMENDMENTS**

- A. Amendments to these Bylaws may be proposed at any meeting of the Assembly or in writing to the Chair.
- B. Amendments are not to be adopted in the meeting at which they are first proposed. They may be discussed for clarification and/or referred to a committee at that meeting.
- C. Proposed amendments must be distributed to the membership, through the minutes or otherwise, at least eight days before a vote for their adoption.
- D. All voting on amendments to the Bylaws shall be conducted in such manner as to provide all Assembly members opportunity to vote without being present at a meeting.
  - 1. Mechanisms shall be in place to permit asynchronous discussion and debate on amendments prior to a vote.
- E. Adoption of amendments to these Bylaws requires a two-thirds majority of votes cast by those eligible to vote.

## **POLICIES**

- A. Standing rules and policy and procedure statements may be proposed at any meeting of Assembly, or in writing to the Chair. These actions may not be adopted at the same meeting at which they are proposed.



B. All voting on standing rules and policy and procedure statements shall be conducted in such manner as to provide all Assembly members opportunity to vote without being present at a meeting.

1. Mechanisms shall be in place to permit asynchronous discussion and debate on amendments prior to a vote.

C. Standing rules and policy and procedure statements shall be adopted or amended by a majority of the legal votes cast.