LIBRARY FACULTY COUNCIL

NAME:

Library Faculty Council

PURPOSE:

The principal forum for discussion of matters of broad concern to the Library Faculty regarding either the Library or the academic community as a whole.

SPECIFIC RESPONSIBILITIES:

a. Meet with the Dean of Libraries on matters of importance to the library.

b. Review the library budget and make statements concerning it to the Dean of Libraries.

c. May examine matters of special concern to any faculty member or University Workforce employee of the Library.

d. May undertake administrative review process of library administrators.

e. Assure in-so-far as possible, that its advice on matters of academic or library concerns, and that of its committees with which it concurs, be considered in library policy decisions. The Council may request the Dean of Libraries to provide in writing reasons for rejecting or substantially modifying its major policy recommendations.

f. Address as needed the question of Library Faculty development, including mentorship of new faculty and staff members pursuing an MLS.

g. Elect or appoint Council members to the Faculty Senate, search committees, and other library or university-directed committees, as directed by the appropriate library and/or university authorities. Council members will not be nominated for committee membership without their consent.

MEMBERSHIP:

a. The Council consists of all professional Librarians excluding the Dean of Libraries.

b. Retiring faculty will be eligible for emeritus status if they have achieved the rank of University Librarian and have made significant contributions to their profession and to the university.

PROCEDURES:

a. A Nominating Committee consisting of three persons appointed by the Council Chairperson will present a slate of officers at the April meeting. Council members will
not be nominated without their consent.

b. Election of a chairperson and secretary will be conducted during the April meeting, or as needed to replace officers who have resigned. The term of office is one year commencing July 1. Officers may succeed themselves.

c. The chairperson is responsible for calling meetings of the Council and setting agenda items.

d. The Council will hold regularly scheduled meetings during the academic year. Special meetings may be called by the Chairperson or by petition of four Council members.

e. A quorum consists of a simple majority of Council members. Written proxies are acceptable for voting purposes.

f. The Chairperson may notify the Council members of a meeting by e-mail at least five working days (not counting Saturdays or Sundays) before the meeting. The Secretary shall distribute the agenda to Council members by e-mail at least four working days before a meeting. Any member may place a topic on the agenda by presenting it to the Chairperson or Secretary at least five working days before the meeting. Additional items may be established by a simple majority vote of the Council, but such items may not be voted upon until the next meeting.

g. In case of a situation requiring immediate Council action (normally originating from outside the Library and with an immediate deadline), the Chairperson shall have discretion to call a special meeting with not less than two days’ notice. The Chairperson and Secretary shall make every effort to notify the members by e-mail or telephone, distribute copies of documentation, etc. The Chairperson may also choose to conduct an election of a committee representative or vote on a pressing matter by e-mail in lieu of calling a special meeting. In an e-mail election, the deadline for names of volunteers or nominees shall be three working days from notification date, and e-mail ballots shall be returned within the two following days.

h. Minutes of each Council meeting will be sent to all Council members, the Dean, and President of the Faculty Senate.


SUBCOMMITTEES:

a. Personnel Committee. This committee will consist of three unit members, preferably of Associate Library rank or above, who have been employed as professional librarians at the University of West Florida for a minimum of one year. These members will be elected by the unit members at large. Two alternate members, who satisfy the aforementioned criteria, will also be elected by the unit members at large to serve in place of a committee member who is being reviewed, or one who in the opinion of the committee is not appropriate to serve, or in the event of an emergency. The Committee will select the alternate to serve if only one is required.
Members of the Committee will serve a two-year term of office, beginning on September 1 of each year, and not be eligible for reelection for two years. Terms should alternate to insure continuity of this committee. The Committee will choose its own chairperson.

b. The Council appoints ad hoc committees as needed to carry out its business.

AMENDMENTS:

a. These bylaws may be amended at any regular meeting of the Council by a simple majority vote of the Council members provided that notice of the proposed amendment is given to Council members at least 21 days prior to the meeting at which the amendment is acted upon.

b. A committee may be appointed to submit a revised set of bylaws by a simple majority vote at a meeting of the Council. The requirements for adoption of a revised set of bylaws is the same as in the case of an amendment.

c. These bylaws should be reviewed on a biannual basis.

Approved by the Library Faculty Council April 10, 1991
Revised April 16, 1998
Revised April 28, 2005
Revised January 21, 2016
Revised November 15, 2018