

# By-Laws of the Assembly

This page contains the By-Laws for Librarians' Assembly, including a list of amended dates.

## Article I. Name

**Section 1.** The name of this organization shall be the Librarians' Assembly, General Library System (GLS) of the University of Wisconsin – Madison.

## Article II. Objectives

**Section 1.** To create a forum where matters of professional concern to academic staff employed by the GLS may be discussed and appropriate courses of action determined.

**Section 2.** To encourage and enable academic staff employed by the GLS to participate in the formulation of policies and procedures which affect the governance of the GLS including, but not limited to, professional status, standards, rights, and responsibilities.

**Section 3.** To encourage the Library Administration to consult with and inform the Assembly of pending actions which affect the academic staff of the GLS' activities, welfare, and interests; to communicate professional concerns to the library administration; and to promote the mutual consideration of issues by the Librarians' Assembly and the Library Administration.

**Section 4.** To promote full utilization of the professional abilities, interests and skills of academic staff employed by the GLS through research, informational programs, continuing education, and involvement with other professional organizations.

**Section 5.** To advance the development and improvement of library services and the active participation of academic staff employed by the GLS in the university community.

## Article III. Membership

**Section 1.** All academic staff of the GLS employed half-time or more are eligible for membership and have the right to vote, hold office, and serve on committees.

**Section 2.** Members in good standing are expected to pay annual contributions in the amount of at least \$5. Rights and responsibilities of membership in the assembly are not contingent, however, upon paying dues.

## **Article IV. Steering Committee**

**Section 1.** The Steering Committee shall consist of five or seven elected members.

**Section 2.** The Steering Committee shall perform the functions of the Assembly during intervals between Assembly meetings whenever a majority of the Committee agrees that action cannot be postponed until the next scheduled meeting.

**Section 3.** A majority of its membership must be present for the Steering Committee to conduct official business.

**Section 4.** The Steering Committee shall schedule and set the agenda for regular business meetings and distribute the agenda at least five days before each meeting.

**Section 5.** The Steering Committee shall prepare charges, review agenda, and oversee the activities for each ad hoc committee throughout each business year.

**Section 6.** The term of office shall be for two years, beginning July 1 and ending June 30 two years later.

**Section 7.** As their first order of business for each fiscal year, the members of the Steering Committee shall determine how to carry out the following responsibilities.

- a. Administrative responsibilities: to preside at meetings, represent the Assembly in its communications, appoint members or chairs of ad hoc committees, fill standing officer positions, and to appoint a Librarians' Assembly representative to each peer review committee.
- b. Procedural responsibilities: to schedule meetings, arrange for the meeting place, arrange to have minutes taken, maintain a current membership and mailing list, manage financial affairs, maintain the Librarians Assembly web site, and see to other procedural matters of the Assembly.
- c. Liaison responsibilities: to serve as a liaison to and meet with the Executive Committee as needed.
- d. Programmatic responsibilities: to make recommendations to the Assembly and to the library administration on matters of professional concern including, but not limited to, promotion, evaluation, indefinite appointment, salary, distribution procedures, salary equity, peer review mechanisms, educational development, research and travel, needs of new professional staff, retirement, and other conditions and benefits of employment.

**Section 8.** Members of the Steering Committee will fill the following standing officer positions. Each officer must hold at least one role; all roles must be filled:

- a. Convenor: organizes the steering committee and business meetings.
- b. Secretary: maintains meeting minutes.
- c. Treasurer: manages Assembly money.

- d. Parliamentarian: ensures compliance with bylaws.
- e. Nominations & Elections Officer: manage process to develop slates of candidates, conduct elections in accordance with Article VI, and develop a list of those eligible for appointment to peer review committees.
- f. Programs & Awards Officer: manage preparation and arrangements for programs in addition to or part of business meetings.
- g. Communications Officer: maintain Assembly web site.
- h. CASI Rep: attend CASI meetings and report back to Steering Committee.

## **Article V. Subcommittees**

**Section 1.** Standing subcommittees: The following subcommittees are established in accordance with these bylaws. The membership and appointments to these subcommittees rests with the steering committee. A member of the steering committee shall chair each subcommittee, but the membership may include academic staff who are not members of the current steering committee.

- a. Professional Concerns Committee: This standing subcommittee shall be responsible for making recommendations to the Assembly and to the library administration on matters of professional concern including, but not limited to, promotion, evaluation, indefinite appointment, salary distribution procedures, salary equity, peer review mechanisms, educational development, research and travel, and other conditions of employment.
- b. Programming Committee: This standing subcommittee will be responsible for helping the Programming officer plan programs in addition to or part of business meetings, including the High Tea.

## **Section 2.** Ad hoc subcommittee

- a. Ad hoc committees will serve for a term of one year.
- b. Committees are ultimately responsible to the Assembly and its membership and shall report when requested.
- c. Ad hoc committees may be created by the Steering Committee or majority vote of the Assembly at a business meeting. No ad hoc committees may remain in existence more than a year without authorization by the Assembly. Chairpersons of ad hoc committees shall be appointed by the Steering Committee.

## **Article VI. Elections**

**Section 1.** Prior to the Librarians' Assembly penultimate meeting of the business year, under the guidance of the Nominations and Elections Officer the Steering Committee shall manage the development of a slate of candidates for the Steering Committee through recruitment and/or self-nomination. Nominations will be solicited and accepted by electronic mail. The number of candidates shall be greater than, or equal to, the

number of vacancies to be filled. In the recruitment of candidates, the Committee shall strive for balanced representation among the various units of the GLS.

**Section 2.** The Nominations and Elections Officer shall present the slate of candidates to the membership at the May business meeting.

**Section 3.** In the event of more candidates than vacancies, elections shall be by electronic ballot, where privacy of the voters will be respected. The Steering Committee shall arrange for distribution of ballots to the membership within 14 calendar days after the May business meeting, counting of the ballots and announcement of the results no later than 7 days after the election. The 4 (or 3 in alternate years) candidates with the most votes shall win. Robert's Rules of Order will guide procedure in cases of dispute.

**Section 4.** In the event of an unexpected vacancy, the Steering Committee will conduct a special election promptly to fill it.

## **Article VII. Meetings**

**Section 1.** Meetings are open to all, but only members may vote. Ordinarily voting will be confined to members in attendance at a meeting, but in order to facilitate matters, the Steering Committee may conduct an electronic ballot.

**Section 2.** In order for a business meeting to be held, a quorum must be present. A quorum consists of 15 members.

**Section 3.** The Steering Committee shall be responsible for notifying the membership of meetings and providing an agenda.

**Section 4.** Special business meetings may be called by the Steering Committee at the request in writing of at least ten members of the Assembly. The Steering Committee must schedule a meeting within ten days.

**Section 5.** The rules contained in the current edition of Robert's Rules of Order shall serve as a guide to the Assembly in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Assembly may adopt.

## **Article VIII. Amendments to the By-Laws**

**Section 1.** Proposed amendments from the membership shall be given to the Steering Committee at least ten days before a scheduled business meeting and must have at least twelve Librarians' Assembly members' signatures in order to be considered. The Steering Committee may also propose amendments. Proposed amendments must be distributed with the agenda for the next business meeting.

**Section 2.** The Steering Committee shall introduce the proposed amendment(s) at the business meeting immediately following the receipt of the proposal.

**Section 3.** An amendment will be made if approved by a two-third vote of the membership present at the business meeting if a quorum is attained.

### **Record of By-Law Amendment Dates**

Revised 3/94 LAK

Revised 4/94, 6/94 KLK

Amended 11/95 IZ

Amended 5/97 DN

Amended 3/99 CK

Amended 12/99 HA

Amended 11/06 KD

Amended 9/07 TD

Amended 3/10 AC

Amended 1/15 JLH