

UNIVERSITY OF OREGON LIBRARIES
LIBRARY FACULTY AND OFFICERS OF ADMINISTRATION (LFOA) BYLAWS
Revised July 31, 2014

- ARTICLE 1. MEMBERSHIP AND VOTING RIGHTS**
- ARTICLE 2. PURPOSE**
- ARTICLE 3. OFFICERS**
- ARTICLE 4. MEETINGS**
- ARTICLE 5. ORDER OF BUSINESS**
- ARTICLE 6. MOTIONS**
- ARTICLE 7. COMMITTEES**
- ARTICLE 8. UNIT-LEVEL POLICIES RELATED TO CAREER NTTF MEMBERS**
- ARTICLE 9. ELECTIONS**
- ARTICLE 10. RECORDS OF THE LFOA**
- ARTICLE 11. AMENDING THE BYLAWS**

ARTICLE 1. MEMBERSHIP

1.1 The Library Career Non-Tenure Track Faculty (Career NTTF) and Library Officers of Administration (OAs), collectively designated as the LFOA of the University of Oregon Libraries, includes all library personnel holding academic rank and all library personnel appointed as officers of administration. Unless otherwise specified, all members of the LFOA except the Dean are eligible to vote in meetings and elections, hold office, and serve on committees. The Dean is eligible to vote in meetings and elections but may not hold office or serve on committees. If an LFOA member is off campus, is on sabbatical, or is on some other form of temporary leave, that member can remotely attend meetings and vote via synchronous communication.

1.2 LFOA members who hold OA status are excluded from voting on matters solely pertaining to Career NTTF-related policies, procedures, etc.

1.3 Retired members of the LFOA shall have the right to attend and participate in meetings, but shall not vote, hold office, or serve on standing committees.

ARTICLE 2. PURPOSE

The LFOA shall consider matters of mutual interest, promote better communication, and provide a forum for democratic participation in policy making.

ARTICLE 3. OFFICERS*

3.1 Presiding Officer

The Presiding Officer shall be elected from the eligible members of the LFOA by means of a formal ballot. The duties of the Presiding Officer include presiding at all LFOA meetings; appointing a Secretary Pro Tem in the absence of the Secretary; making

needed arrangements for LFOA meetings; preparing agendas of the LFOA meetings; causing to be prepared appropriate reports as may be requested by the LFOA; and appointing ad hoc committees as directed by the LFOA. The Presiding Officer shall be empowered to perform additional duties as may be directed by the LFOA.

3.2 Vice-Presiding Officer

The Vice-Presiding Officer of the LFOA shall be elected from the eligible members of the LFOA by formal ballot. Should the Presiding Officer be unable to attend a LFOA meeting, the substituting person shall be the Vice-Presiding Officer.

3.3 Secretary

The Secretary of the LFOA shall be elected from the eligible members of the LFOA by means of a formal ballot. The Secretary is responsible for the reproduction and distribution of the agenda and minutes of meetings, the maintenance of records of the LFOA, the supervision of elections, and correspondence relating to LFOA business. The Secretary shall be responsible for taking minutes of all meetings of the LFOA as a whole and shall distribute these minutes within two weeks after each meeting.

3.4 Secretary Pro Tem

In the absence of the Secretary, the Presiding Officer of the LFOA shall have the authority to appoint a Secretary Pro Tem. The Secretary Pro Tem shall assume the functions and responsibilities of the Secretary concerning the current meeting.

3.5 Executive Board

The Presiding Officer, Vice-Presiding Officer, and Secretary shall constitute the Executive Board. This board shall have authority to deal with administrative matters between the meetings of the LFOA.

3.6 University Senate Representative

The two Library Career NTTF University Senate Representatives, as legislated by the University Assembly, shall be elected from the eligible members of the Library Career NTTF by means of a formal election conducted by the Senate Executive Coordinator.

3.7 Faculty Advisory Council (FAC)

The FAC is a body of the University of Oregon Governance. Membership on the FAC consists of eleven elected faculty, one of which is designated as an Career NTTF from the UO Libraries. Additionally, two OAs from across the university serve on the council.

3.8 Vacancies

Officers of LFOA positions may resign from elected positions by submitting a written letter of resignation to the Secretary or Presiding Officer or by leaving the employ of the UO Libraries. The Executive Board may remove an officer from an elected position when an officer has two or more unexcused absences from LFOA meetings or has otherwise failed to perform his/her duties as specified in the bylaws.

3.8.1 Should the position of Presiding Officer become vacant, the Vice-Presiding Officer shall assume office for the duration of the term, and the member of the LFOA who received the second highest number of votes for the office of Vice-Presiding Officer shall complete the term as Vice-Presiding Officer. If that person is ineligible or otherwise unable to serve, a special election will be held for the position of Vice-Presiding Officer.

3.8.2 Should the position of Vice-Presiding Officer become vacant, whether due to resignation, leaving the employ of the UO Libraries, or assuming a vacant Presiding Officer position, the member of the LFOA who received the second highest number of votes for Vice-Presiding Officer shall complete the term as Vice-Presiding Officer. If that person is ineligible or otherwise unable to serve, a special election will be held for the position of Vice-Presiding Officer.

3.8.3 Should the position of Secretary become vacant, the member of the LFOA who received the next highest number of votes shall assume office for the duration of the term. If that person is ineligible or otherwise unable to serve, a special election will be held for the position of Secretary.

3.8.4 Should one of the two legislated Library Career NTTF positions of University Senate Representative become vacant, the member of the Library Career NTTF who received the next highest number of votes in the last election shall assume the office for the duration of the term. If that person is ineligible or otherwise unable to serve, it is up to the discretion of the University Senate to replace the person.

3.9 Eligibility and Terms of Office

3.9.1 Presiding Officer, Vice-Presiding Officer, and Secretary

3.9.1.1 Eligibility: Any faculty member as defined in Article 1 shall be eligible to serve as Presiding Officer, Vice-Presiding Officer, or Secretary.

3.9.1.2 Term of Office: The Presiding Officer, Vice-Presiding Officer, and Secretary shall serve a term of one year. The term of office shall be from June 1 through May 31 of the following year. Each may be re-elected for one additional term. No one shall serve more than two consecutive terms in the same office.

3.9.2 University Senate

3.9.2.1 Eligibility: Two legislated Library Career NTTF seats: Any Career NTTF member shall be eligible to serve as senator.

3.9.2.2 Officers of Administration: Officers of administration are eligible to run in the campus-wide election and serve in one of the senate seats assigned to officers of administration.

3.9.2.3 Term of Office:

By University Assembly legislation, the University Senate representatives shall each serve a term of two years. Elections shall be held each spring to elect one new representative so that the two Library Career NTTF seats expire in alternating years (<http://senate.uoregon.edu/>).

3.9.3 Faculty Advisory Council

3.9.3.1 Eligibility

3.9.3.1.1 One Career NTTF member having received at least one promotion may serve on the FAC.

3.9.3.1.2 Officers of Administration: Officers of administration are eligible to run in the campus-wide election and serve in one of the FAC seats assigned to officers of administration.

3.9.3.1.3 Only one representative from any university unit may sit on the Council.

3.9.3.2 Term of Office: By Senate governance, the FAC members shall each serve a term of two years. Elections shall be held each spring to elect one new representative.

ARTICLE 4. MEETINGS*

4.1 Regular Meetings

Meetings shall be held monthly, except for the months of July, August, and September. Date, hour, and place of meetings for the coming year shall be decided by the Presiding Officer and announced prior to the first meeting. Any meeting may be cancelled by the Presiding Officer if there is no business to be conducted. In case of emergency, the Presiding Officer shall be authorized to arrange an alternative date. All regular meetings of the LFOA shall be open meetings.

4.2 Special Meetings and Forums

Special meetings may be called by the Dean of Libraries or by any other three members. Notice of a special meeting shall specify the business to be transacted and no business other than that shall be considered. Notice shall be given at least five days in advance whenever possible

The Vice-Presiding Officer may schedule forums on topic of interest to library staff.

4.3 Filling a Temporary Vacancy in the Chair

In the absence of the Presiding Officer and the Vice-Presiding Officer, the Secretary of the LFOA will call the meeting to order. A Chair Pro Tem shall be elected from the members present and will conduct the business of the meeting.

4.4 Condition under Which the Presiding Officer May Speak

The Presiding Officer may step down to participate as a member of the LFOA in the business of the meeting by temporarily surrendering the chair to the Vice-Presiding Officer.

4.5 Annual Meeting

The May meeting shall be the annual meeting at which all standing committees will give summary reports, and newly-elected officers and standing committee members will be announced.

4.6 Quorum

A majority (50% plus one) of the voting members of the LFOA shall constitute a quorum. The quorum for voting on matters solely related to Career NTTF policies, procedures, etc., shall be a majority (50% plus one) of the voting members who hold Career NTTF status.

4.7 Robert's Rules of Order

When not in conflict with these bylaws, *Robert's Rules of Order Newly Revised* (or subsequent editions) shall govern all deliberations.

4.8 Parliamentarian

The Presiding Officer shall appoint a Parliamentarian to assist with the orderly conduct of the faculty meeting.

ARTICLE 5. ORDER OF BUSINESS

The regular order of business is as follows: approval of the minutes, report from the Dean of Libraries, announcements, committee reports, report from the University Senate Representative, unfinished business, new business (business brought before the LFOA by notice of motion at the preceding meeting is considered new business), and adjournment.

ARTICLE 6. MOTIONS

6.1 Normal Procedures

Any motion affecting policy requires notice. Notice of motion by an individual or by a committee may be given in two ways:

1) by reading the motion at a regular meeting prior to the regular meeting at which action is desired (when such notice is given, a copy of the motion is to be provided for the Secretary); 2) by distributing to each member of the faculty a copy of the motion at least five days prior to the meeting at which action is desired. Ordinary main motions are placed on the agenda by the Executive Board with or without comment or endorsement. Such motions shall normally receive readings on two separate meeting days of the LFOA Assembly with amendments considered in order during both readings.

6.2 Voting

Final votes on a main motion and its amendments may be taken only during the second reading, unless the second reading is duly waived by LFOA members. If a quorum is present, the motion may proceed directly from the first to the second reading and final action, by an affirmative vote of three-fourths of the members present.

When a vote is held for any matter other than amending the bylaws and addressing unit-level policies related to Career NTTF members (see Articles 8 and 11), a majority of affirmative votes of members present shall suffice for an affirmative vote of the group.

If the matter relates solely to Career NTTF policies, procedures, etc., then a majority vote of those members present with Career NTTF status shall suffice for a decision.

6.3 Emergency Procedures

Notwithstanding Article 6, Section 1, if a quorum is present, emergency motions affecting policy may be acted upon on the day of introduction if a member of the faculty moves to suspend the rules and states the specific purpose for so doing. Passage of such a motion shall require a two-thirds vote of those present and eligible to vote. A motion on the main business may then be introduced and debated in the usual manner.

ARTICLE 7. COMMITTEES*

7.1 Standing Committees

There shall be a Library Grants and Awards Committee (GAC) and a Career NTTF Personnel Committee as described below. In addition, the LFOA shall have the authority to establish such standing committees as it deems desirable to carry on its business or to advise the Dean of Libraries. The determination of duties, function, composition, and all procedural rules regarding such committees, or any part of these matters, may be made by the LFOA as a whole or may be delegated to the named committee.

7.2 Ad Hoc Committees

The LFOA may also establish ad hoc committees as needed either by election or appointment by the Presiding Officer.

7.3 Vacancies on the Standing Committees

Committee members may resign from elected positions by submitting a written letter of resignation to the Committee Chair, Secretary, or Presiding Officer, or by leaving the employ of the UO Libraries. The Executive Board may remove a committee member from an elected position when the member has two or more unexcused absences from meetings of the committee or has otherwise failed to perform his/her duties as specified in the bylaws.

7.3.1 Should a position on a standing committee become vacant, the position will be filled by the person receiving the next highest number of votes. If that person is ineligible or otherwise unable to serve, a special election will be held.

7.3.2 When a vacancy occurs less than six weeks before the end of the incumbent's term, no action shall be taken.

7.4 Open Meetings

All meetings of the standing committees shall be open except those considering matters involving individual personnel. The time, place, and agenda of all other meetings shall be posted on the library staff Intranet and, if possible, announced in the staff bulletin.

7.5 Grants and Awards Committee

7.5.1 Definition and Function

The GAC, which shall have the status of a standing committee, shall be charged with awarding grants from:

- * The Professional and Organizational Development Fund (PODF), and the
- * Corrigan-Solari Career NTTF Fellowship Fund

Grants made from the PODF are available to all members of the LFOA. Preference for Professional Development awards will be given to Assistant Librarians preparing for their six-year review, and applicants who did not receive a grant the previous year. Preference for Organizational Development awards will be given for applications that further the UO Libraries' organizational needs.

Grants from the Corrigan-Solari Career NTTF Fellowship Fund are available to all library Career NTTF.

Grants from the Corrigan-Solari Career NTTF Fellowship Fund are to be made on a fiscal year cycle with applications requested in February and due by mid-March. Announcements of Corrigan Solari Fellowship winners will be made at the May LFOA meeting.

Grants from the Library Faculty PODF shall be made twice each fiscal year, covering travel from December-May and June-November. The GAC may set its own timelines for accepting applications for PODF awards.

The GAC has sole discretion to make PODF and Corrigan Solari Fellowship awards, and all decisions of the GAC are final and may not be appealed.

7.5.2 Membership and Term of Office

The GAC shall consist of six LFOA members. In order to foster free and open discussion during meetings, to uphold the peer-review nature of the GAC awards, and to maintain the Committee's independence, members of the Library Administration (the Dean, Assistant/Associate Deans, Executive Assistant to the Dean) shall be restricted from serving on the committee. Any member of the LFOA, excepting those excluded above, who has been in the employ of the UO Libraries for

at least one year shall be eligible to serve on the GAC. The one-year prior service requirement ensures that each member has had an opportunity to develop institutional knowledge and awareness of LFOA expectations. The term of office shall be three years beginning the June 1 following the elections. Two members shall be elected each year. No one shall serve two consecutive three-year terms. Members of the Grants and Awards Committee are eligible to receive awards from the Committee. However, no GAC member who is nominated will participate in discussion of his or her own case, but may participate in discussion of other nominees' cases. For cases in which a GAC member is a nominator, no special action need be taken.

7.5.3 Reporting

The GAC shall **select awardees** and make a summary report to the LFOA at the annual meeting and other reports throughout the year as deemed appropriate.

The GAC may also coordinate the awarding of other honors and recognitions as determined by the Library Administration.

7.6 Library Faculty Personnel Committee

7.6.1 Definition and Function

The Library Faculty Personnel Committee (LFPC), which shall have the status of a standing committee, is the peer review committee for library faculty. The "Contract Renewal and Promotion Procedures for Library Career NTTF" (<https://iris.uoregon.edu/cms/node/1365>) outlines the roles and responsibilities of the committee and other pertinent information.

7.6.2 Membership and Term of Office

The LFPC shall consist of five persons elected from the Library Career NTTF who hold the rank of Associate Professor/Associate Librarian or higher. Because the LFPC is a peer-review group, the Dean or any other Career NTTF who holds an Officer of Administration appointment, may not serve on the committee. If a Career NTTF is undergoing review, the collective bargaining agreement (CBA) states that the review process should involve at least one reviewer at or above the same rank as the person under review. Additionally, all LFPC members must have been in the employ of the UO Libraries for at least two years. This provides the opportunity for each member to develop institutional knowledge and awareness of the UO Library Career NTTF expectations.

An LFOA member who is up for review may serve on the LPFC but must recuse her/himself during review of her/his own case.

An LFOA member whose spouse/partner is up for review may serve on the LFPC but must recuse her/himself during review of her/his spouse/partner.

Supervisors may serve on the LFPC but must recuse themselves from all cases involving library Career NTTF who work in their units. Because the supervisor

already weighs in during the review process with an extensive written review, recusal ensures that his/her views do not unduly influence the other members of the LFPC.

The term of office shall be two years beginning June 1 following the elections. Two members shall be elected one year and three the next. No one shall serve two consecutive two-year terms.

7.6.3 Reporting

The LFPC shall report to the Dean of Libraries who shall take its findings and recommendations into consideration before making his/her own recommendations. The committee may also communicate directly with the University Faculty Personnel Committee and the Office of Academic Affairs on matters within its jurisdiction. The committee shall also make a summary report at the annual meeting of the LFOA and other reports throughout the year as deemed appropriate.

ARTICLE 8. UNIT-LEVEL POLICIES RELATED TO CAREER NTTF MEMBERS

The LFPC also has the responsibility of drafting responses and motions to address Career NTTF CBA issues relating to promotion, retention, merit, and workload, as they arise, in order to bring Career NTTF-specific sections of the LFOA bylaws into CBA compliance. The Presiding Officer of the LFOA will be notified by the LFPC chair of an intent to amend the Library Career NTTF sections of the LFOA bylaws within 30 days of a new CBA or amended CBA. A motion to amend the LFOA bylaws will then be submitted by the LFPC chair at the next regular LFOA meeting.

Votes regarding Career NTTF-related policies will be held during regular meetings with a quorum of that constituent group. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the provost or designee.

Policies shall be adopted during regular meetings with a quorum of that constituent group and following appropriate stipulations in this Bylaws document. Adopted policies shall be published on the internal LFOA website.

ARTICLE 9. ELECTIONS*

9.1 Annual Elections

The annual election for Presiding Officer, Vice-Presiding Officer, Secretary, and committee members shall be held as early as possible during the spring term of each year. Voting for the LFPC shall be restricted to Library Career NTTF. Voting for the LFOA GAC shall be open to all LFOA members. New officers and committee members shall be announced at the annual meeting in May.

9.2 Special Elections

When a vacancy occurs in either an office or a standing committee between June 1 of the year elected and six weeks before the end of the incumbent's term, procedures outlined in Section 3.1 will be followed. Should more than one vacancy occur such that the second highest vote-getter has already filled a vacancy on a committee or in an office, a special election must be held.

9.3 Method of Election

All elections to office or to positions on standing committees, except for University Senate Representative as defined in Section 3.9.2 and for FAC as defined in section 3.9.3, shall be by electronic ballot under the supervision of the Secretary.

9.3.1 Preparing the Nominating Ballot

At least one week before issuing a nominating ballot, the Secretary shall announce in the *Staff Bulletin* and post a message to the lib-faculty listserv that the ballot is in preparation and that anyone who cannot or does not wish to serve should let the Secretary know. The nominating ballot will include the names of all eligible members of the LFOA excluding:

9.3.1.1 Those who have notified the Secretary that they cannot or do not wish to serve.

9.3.1.2 Any current member of the LFPC, GAC, the University Senate Representative, or the FAC member who is continuing the second year of a two-year term, to permit that person to finish his or her term in office.

9.3.2 The Secretary will prepare and distribute nominating ballots as follows:

9.3.2.1 To all members: A ballot for Presiding Officer, Vice-Presiding Officer, Secretary of the Library Faculty and LFOA GAC.

9.3.2.2 To Career NTTF members: A ballot for Library Career NTTF Personnel Committee.

9.4 Preparing the Election Ballot

The election ballot will include the names of those who received the six highest number of votes for each vacant position. The Secretary will prepare and distribute ballots as follows:

1. To all members: A ballot for Presiding Officer, Vice-Presiding Officer, Secretary of the Library faculty and Library Faculty GAC.
2. To Career NTTF members: A ballot for Library Career NTTF Personnel Committee.

9.5 Counting Ballots

The Secretary of the LFOA shall serve as head teller and shall appoint as additional tellers two members of the LFOA from departments other than his/her own. When all

ballots have been counted, the Secretary shall deliver to the Presiding Officer a written report of the election results signed by all three tellers. In the event of a tie, subsequent ballots shall be distributed until all positions have been filled by a plurality vote.

9.6 Election to More Than One Position

No faculty member may serve simultaneously in the following positions: Presiding Officer, Secretary, Vice-Presiding Officer, LFPC, GAC, University Senate Representative or FAC. In the event someone is elected to more than one of these positions, the Secretary shall notify the individual who may then choose in which position to serve.

9.7 University Senate Elections

At the first meeting of winter term the LFOA Executive Board will solicit and accept Career NTTF nominations (including self-nominations) for the expiring University Senate Representative position. Voting is organized by the Senate Executive Coordinator, and at least two candidates for every open position should be submitted to the Coordinator by the end of the first week of spring term. Once the ballot is complete, it is voted upon by statutory faculty. If no nominations or self-nominations are forthcoming, the Secretary of the LFOA will submit a nominating ballot to the LFOA for candidates.

9.8 University Faculty Advisory Council Elections

The LFOA shall acknowledge that a position is open near the end of the term of the current Library Career NTTF council member and shall ask nominations for a new council member. Nominations will be passed on to the Senate for university-wide election.

ARTICLE 10. RECORDS OF THE LFOA

Records of votes for electable positions, decisions regarding votes on motions, and acknowledgment of submitted reports to the LFOA and Dean of the Libraries are to be recorded in the minutes of the LFOA meetings.

ARTICLE 11. AMENDING THE BYLAWS

Minor clerical changes to these bylaws (e.g. correcting typos or correcting a changed job title) do not require prior notice or a vote of the LFOA. When such changes occur, the Presiding Officer shall post the corrected version of the bylaws to the Library Intranet and notify all LFOA members of the changes. Substantive amendment of these bylaws requires previous notice and a two-thirds vote of those present and voting. For the vote to be valid, a total of the "aye" and "nay" votes must equal or exceed a quorum for each specific voting group (LFOA or Career NTTF). The bylaws and any amendment(s) to the bylaws are subject to the approval of the dean and the Provost or the Provost's designee.

Amendment of these bylaws requires previous notice and a two-thirds vote of those

present and voting. For the vote to be valid, a total of the "aye" and "nay" votes must equal or exceed a quorum for each specific voting group (LFOA or Career NTTF).

The bylaws and any amendment(s) to the bylaws must be approved by the Provost or the Provost's designee.

*Note: Time spent by funding-contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored projects and all federal and state laws and regulations.

**Approval of
University of Oregon Libraries
Library Faculty and Officers of Administration (LFOA) Bylaws**

Adoption of bylaw sections by all library CAREER NTTF concerning CAREER NTTF issues.

Date: 11/6/14

Adoption of bylaws sections by the LFOA excluding those sections exclusively concerning CAREER NTTF issues previously voted upon and dated above.

Date: 11/6/14

Approval of bylaws by the Provost (or designee) of the University of Oregon

Date: Approval pending, per notice by OAA given on 7/27/15