LIBRARY FACULTY ORGANIZATION

CONSTITUTION, BYLAWS, AND

STANDING RULES
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# Library Faculty Organization
## Constitution, Bylaws, and Standing Rules
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Library Faculty Organization
Constitution, Bylaws, and Standing Rules

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CONSTITUTION

Article I – FUNCTIONS

Section 1

The Purpose of the Library Faculty Organization is to promote the efforts of the Library Faculty toward the achievement of academic and scholarly excellence of The Pennsylvania State University Libraries.

Section 2

The Library Faculty Organization shall serve as the academic and professional voice of the Libraries, representing the Library Faculty as a whole. It shall act by initiating legislation subject to the revision and orders of the Dean of University Libraries and Scholarly Communications. It shall also act by advising and consulting with the Dean of University Libraries and Scholarly Communications on any matters that affect the academic or professional interests of the Libraries and Library Faculty, including, but not limited to:

(a) The instruction mission of the Libraries and specific courses of study taught by Library Faculty.

(b) The establishment, reorganization, or discontinuation of organizational units.

(c) Policies pertaining to the planning, development, and utilization of physical facilities and resources when they affect the attainment of the objectives of the Libraries or the University.

(d) The Libraries' ability to respond to University-wide academic, research, and educational matters; also the Libraries' effectiveness in meeting University needs.

(e) Professional concerns within the Libraries that affect the development and provision of collections, services, bibliographic access, and collection control.

(f) Conditions within the Libraries that support the Library Faculty in its efforts to meet the University's standards for quality professional and academic performance.

(g) Matters pertaining to the general welfare of the University.
Section 3

The Library Faculty Organization shall serve as a forum for the exchange of ideas among the members of the Library Faculty.

Section 4

The Library Faculty Council shall have the authority to delegate or redelegate responsibility in the areas listed in Section 2, according to such procedures as the Library Faculty Organization may establish.

Section 5

The authority vested in this Constitution has been delegated by the University Faculty Senate.
Article II – MEMBERSHIP

Section 1

For the purposes of defining the membership of the Library Faculty Organization, the term Library Faculty shall mean all persons holding academic appointment (i.e., with librarian titles) under the administration and/or academic authority of the Dean of University Libraries and Scholarly Communications. The Dean shall also be included as an *ex-officio* member with full voice and vote, but be ineligible to serve on Standing Committees.

Section 2

Associate membership may be offered, on an annual basis and at the invitation of the Library Faculty Council, to individuals associated with The Pennsylvania State University but not under the administration and/or academic authority of the Dean of University Libraries and Scholarly Communications. Associate membership shall convey all the rights of regular membership, including attendance at meetings and full participation in debate, but shall exclude voting privileges and election to Library Faculty Council or Standing Committees.

Section 3

The Library Faculty Council may, on an annual basis, invite to attend Library Faculty Organization meetings non-voting members from among the Library Staff by virtue of their involvement in library-wide policy and planning.

Section 4

Colleges may be invited to appoint an official delegate who may attend Library Faculty Organization meetings.
Article III – AMENDMENTS

Section 1

Amendments to the Constitution may be adopted at any meeting of the Library Faculty Organization by a majority vote of those voting, provided that the amendments shall have been presented in writing at a preceding regular meeting.

A verifiable electronic ballot is also acceptable, provided that: the Library Faculty Council is consulted in the scheduling and administration of the ballot; means have been offered to the Library Faculty for discussion and feedback; the finalized text of the amendment, an accompanying rationale, and a summary of related discussion and feedback shall have been distributed to all Library Faculty at least thirty (30) days before the deadline for voting; and the total number of ballots received is equivalent or greater than one-third (1/3) of Library Faculty Organization members.

After approval by the Library Faculty Organization, amendments must be submitted to and ratified by the University Faculty Senate.
BYLAWS

Article I – OFFICERS

Section 1

The officers of the Library Faculty Organization are a Chairperson, a Vice-Chairperson/Chairperson-Elect, and three (3) elected standing officers. The Vice-Chairperson/Chairperson-Elect shall succeed the Chairperson at the end of a one (1) year term, preside as Chair for one (1) year, serve as immediate Past-Chairperson for one (1) year, then serve as the Chair of the Elections Committee for one (1) year, thus serving a four (4) year term. The three (3) standing officers shall serve one (1) year terms beginning when members are named and ending when new members are named. There shall be no restriction on re-election.

Section 2

The responsibilities of the Chairperson of the Library Faculty Organization are as follows:

(a) The Chairperson shall be the presiding officer of the Library Faculty Organization.

(b) The Chairperson shall appoint a Parliamentarian from the Library Faculty to serve during the Chairperson's term of office.

(c) The Chairperson shall have the authority upon consultation with the other members of the Library Faculty Council and the Dean of University Libraries and Scholarly Communications to declare the existence of a situation of special concern and convene the Library Faculty Council. At either a special or a regular meeting of the Library Faculty Organization, the Council shall report the actions taken under the authority of Article II, Section 1 below, and the Library Faculty Organization shall then take appropriate action.

(d) The duties of the Chairperson (or the Chairperson’s designate) shall include publication of notices, the agenda, and minutes of the Library Faculty Organization meetings.

Section 3

The responsibilities of the Vice-Chairperson are as follows:

(a) The Vice-Chairperson shall assume the duties of the Chairperson when the Chairperson is absent and shall perform the other duties appropriate to that office.
(b) The Vice-Chairperson/Chairperson-Elect shall coordinate and facilitate the Library Faculty Organization Forum Colloquia (commonly known as LFO Forensics) held at least once per academic year.

(c) The Vice-Chairperson shall ensure that documents and records of the Library Faculty Organization shall be housed and made accessible according to the University’s policy on University Archives and Records Management (AD-35), other applicable University policies and guidelines, and the Library Faculty Organization’s Policy on Publication and Research Based on LFO Council and LFO Committee-Produced Materials.

Section 4

The responsibilities of the three (3) elected standing officers are as follows:

(a) Assist in any matter as requested by the Chairperson or Vice-Chairperson/Chairperson-Elect of the Library Faculty Organization.
Article II – LIBRARY FACULTY COUNCIL

Section 1

The Library Faculty Council shall include elected officers, appointees, and ex-officio members as follows:

(a) Chairperson of the Library Faculty Organization, presiding
(b) Vice-Chairperson/Chairperson-Elect of the Library Faculty Organization
(c) Three (3) elected standing officers of the Library Faculty Organization
(d) Immediate Past-Chair of the Library Faculty Organization
(e) Chairpersons of the Library Faculty Standing Committees, ex-officio
(f) Parliamentarian, ex-officio
(g) Chairperson of the Elections Committee, ex-officio

Section 2

The Library Faculty Council shall be convened by the Chairperson of the Library Faculty Organization at least as often per annum as the Library Faculty Organization to discharge the duties as described in Article II, Section 3 of the Bylaws.

Section 3

(a) Except as provided for in Subsection (b) below, the Library Faculty Council will be an instrumentality of the Library Faculty Organization without legislative authority. It shall coordinate the activities of the committees and other instrumentalities of the Library Faculty Organization. It shall serve as an advisory body to the Dean of University Libraries and Scholarly Communications. It shall review, coordinate, and discuss means for implementing legislation, and may initiate legislation in the same manner as a Standing Committee. It shall review the Library Faculty Organization Constitution, Bylaws, and Standing Rules once every five (5) years for currency.

(b) In the event that the Chairperson of the Library Faculty Council declares existence of a situation of special concern, the Library Faculty Council shall be empowered to act for the Library Faculty
Organization in all matters until this authority is terminated by action of the Library Faculty Organization.
Article III – ELECTION OF OFFICERS

Section 1

All elections of the Library Faculty Organization shall be supervised by the Elections Committee.

Section 2

Election of the Vice-Chairperson/Chairperson and three (3) standing officers by members of the Library Faculty Organization shall be conducted as follows:

(a) Nominations and self-nominations shall be made by members of the Library Faculty Organization. The procedure shall provide that every member of the electorate shall have the opportunity to place his or her own name or the name of another Library Faculty Organization member in nomination. All those whose names appear on the ballot should have agreed in advance to accept the nomination.

(b) Election shall be by secret preferential ballot, with each member of the electorate voting for four (4) candidates in ranked order. The person receiving the highest number of total weighted votes in the election will be designated the incoming Vice-Chairperson/Chairperson-Elect of the Library Faculty Organization. The next three (3) persons with the highest number of votes will be designated incoming standing officers.

(c) In the event that a Chairperson is unable to complete a term, the Vice-Chairperson/Chairperson-Elect will assume office and the standing officer receiving the next highest number of votes in the preceding election will become Vice-Chairperson/Chairperson-Elect.

(d) In the event that a Vice-Chairperson/Chairperson-Elect is unable to complete a term, the standing officers receiving the next highest number of votes in the preceding election shall be designated the replacement.

(e) In the event of a vacancy among the standing officers the electing body's next choice from the preceding Library Faculty Organization election shall be designated the replacement.

(f) In cases of tied votes, the candidate with the greatest number of highest designations shall be elected.

Section 3
The names of newly elected officers of the Library Faculty Council to serve during the following elective term shall be reported to the Library Faculty Organization at the final meeting of the academic year.

Section 4

Any elected Library Faculty Council member who expects to be out of residence for more than four (4) consecutive months may resign Library Faculty Council membership. Library Faculty Council members will be regarded as being out of residence when they are on sabbatical leave or engaged in any other type of activity which ordinarily implies absence from the University.
Article IV – COMMITTEES

Section 1

The Library Faculty Organization shall determine its committee structure and composition with the following stipulations:

(a) Chairpersons of Standing Committees must be Library Faculty Organization members.

(b) At least two-thirds (2/3) of the membership of a Standing Committee must be Library Faculty Organization members.

(c) University personnel or students of the University may be appointed to any committee.

(d) No elected officer of the Library Faculty Organization may serve simultaneously as a member of a Standing Committee.

(e) No one may serve simultaneously on more than one (1) Standing Committee.

(f) The Dean of Libraries and Scholarly Communications is ineligible to serve on Standing Committees.

Section 2

The Standing Committees of the Library Faculty Organization are:

(a) Committee on Curricular and Instructional Affairs

(b) Committee on Faculty Affairs

(c) Committee on Research

Section 3

The Chairperson of the Library Faculty Organization, after consultation with the Library Faculty Council, may establish ad hoc or special committees to fulfill any of the responsibilities described in the Library Faculty Organization Constitution, Bylaws, and Standing Rules, accomplish other charges devised by the Council, or implement legislation approved by the Library Faculty Organization. The committee’s membership, charges, and terms of service shall be determined by the Chairperson in consultation with the Council but shall not exceed two (2) years. Committees must report their activities to the Library Faculty Council and the Library Faculty Organization.
Article V – MEETINGS

Section 1

Regular meetings of the Library Faculty Organization shall be held within seven (7) calendar days of the University Senate meeting on a date determined by the Library Faculty Council. The date, time, and location of the year’s meeting must be announced at the beginning of the academic year.

Section 2

All regular meetings, special meetings, and other events of the Library Faculty Organization shall be broadcast in real time in a manner that enables members to participate remotely.

Section 3

A regular meeting of the Library Faculty Organization may be cancelled or scheduled for a new date in any of the following ways:

(a) By a majority vote of the Library Faculty Organization,

(b) By a majority vote of the Library Faculty Council, or

(c) In cases of inclement weather or other events which close the Libraries or the University, the Chairperson may cancel a meeting and reschedule it at a date and time of earliest convenience.

Section 4

Upon request of the Dean of University Libraries and Scholarly Communications, the Chairperson shall convene the Library Faculty Organization in a special meeting to receive information about the status of any future plans for the Libraries, requests for advice, and recommendations for Library Faculty action.

Section 5

The Chairperson shall convene the Library Faculty Organization in a special meeting in response to a written petition of at least one-third (1/3) of the members of the Library Faculty Organization to consider proposals of the petitioners stated in writing, providing the petition contains:
(a) Statement of purpose of petition and

(b) Names of five (5) Library Faculty members designated to meet with Library Faculty Council. The five designated Library Faculty members must be authorized by the signatories of the petition to discuss, confirm, modify, or withdraw their request for a special meeting of the Library Faculty Organization.

Section 6

The Chairperson of the Library Faculty Organization may convene special meetings of the Library Faculty Organization, in addition to those situations specified above, at such times and for such purposes as deemed necessary for the effective discharge of the business of the Library Faculty Organization.
Article VI – QUORUM AND ATTENDANCE

Section 1

A quorum for the transaction of business shall exist when one-third (1/3) of the Library Faculty Organization members are in attendance.

Section 2

Library Faculty who attend meetings either face-to-face or remotely in real time shall have the same privileges and responsibilities. They shall be included in quorum and their votes on legislation shall be tallied.

Section 3

All members of Standing Committees who are not members of the Library Faculty Organization may attend Library Faculty Organization meetings when the subject of discussion pertains specifically to the work of their respective committees, but they shall have no voting privileges.
Article VII – RULES OF PROCEDURE

Section 1

The Library Faculty Organization shall establish its rules of procedure.
Article VIII – AMENDMENTS

Section 1

Amendments to the Bylaws may be adopted at any meeting of the Library Faculty Organization by a majority vote of those voting, provided that the amendments shall have been presented in writing at a preceding regular meeting.

A verifiable electronic ballot is also acceptable, provided that: the Library Faculty Council is consulted in the scheduling and administration of the ballot; means have been offered to the Library Faculty for discussion and feedback; the finalized text of the amendment, an accompanying rationale, and a summary of related discussion and feedback shall have been distributed to all Library Faculty at least thirty (30) days before the deadline for voting; and the total number of ballots received is equivalent or greater than one-third (1/3) of Library Faculty Organization members.

After approval by the Library Faculty Organization, amendments must be submitted to and ratified by the University Faculty Senate.
STANDING RULES

Article I – RULES OF PROCEDURE

Section 1

The following procedures shall be followed at all regular or special meetings of the Library Faculty Organization:

(a) The rules of procedure in the meetings of the Library Faculty Organization, except as may be otherwise specified in the Library Faculty Organization Constitution, Bylaws, and Standing Rules shall be The Standard Code of Parliamentary Procedure by Alice Sturgis, most recent edition.

(b) All motions, except as may be otherwise specified in these documents, shall be determined by a majority vote.

(c) Documents interpreting the Constitution, Bylaws, and Standing Rules shall be attached to the Standing Rules as appendices and may be changed by a motion and majority vote.

(d) Library Faculty may vote by proxy according to Proxy Voting Procedure (Appendix IV). Roll-Call votes may be initiated only by the decision of the Chairperson or by a majority vote.

(e) The decisions of the Parliamentarian regarding rules of procedure are binding.

Section 2

The Chairperson of the Library Faculty Organization, after inviting the Library Faculty to submit possible agenda items, and after consulting with the Library Faculty Council, shall determine the agenda and order of business prior to each regular meeting of the Library Faculty Organization. The agenda may or may not include the following:

(a) Approval of minutes of the preceding meeting

(b) Communications to the Library Faculty Organization

(c) Report of the Library Faculty Council

(d) Announcements
(e) Comments by the Dean of University Libraries and Scholarly Communications

(f) Reports of Standing Committees

(g) Reports of Ad Hoc and Special Committees

(h) Reports of the University Libraries senators of University Faculty Senate

(i) Unfinished legislative business

(j) New legislative business

(k) Public discussion

(l) Results of elections (last meeting of the year)

(m) Comments and recommendations for the good of the Libraries and the University

Any or all items on the agenda may be suspended at any regular meeting of the Library Faculty Organization by a majority vote, and at any special meeting by decision of the Chairperson.

Section 3

The order of business for any special meeting of the Library Faculty Organization shall be determined by the Chairperson of the Library Faculty Organization, in consultation with the Library Faculty Council.

Section 4

An agenda, related documents, committee reports, and minutes from the previous Library Faculty Organization meeting shall be distributed before the meeting to which they pertain, to all members of the Library Faculty Organization. All materials pertaining to the meeting shall be posted to the Library Faculty Organization web site and/or distributed to members no later than three (3) business days prior to the meeting.

Section 5

Only members of the Library Faculty Organization may introduce new legislative or public discussion items.

A member of the Library Faculty Organization may introduce new legislation in any of the following manners:
(a) The member may address a communication to any Library Faculty Council member or Standing Committee member indicating the item of business to be considered.

(b) The member may request, at a Library Faculty Organization meeting, the Chairperson to refer an item of business to committee.

The above procedures represent the normal means for introducing new legislation in that they provide for detailed study by the appropriate Standing Committee or committees. However, there is an additional option:

(c) The member may introduce, by a direct motion from the floor, new legislation which he or she considers to be of exceptional urgency. When such a motion has been made and seconded, it shall be laid on the table until the next regular meeting of the Library Faculty Organization unless the Chairperson calls a special meeting to consider this item before the next regular meeting.

Section 6

Public discussion provides an opportunity for any Library Faculty member to discuss any matter of concern to the Libraries. Public discussions shall unfold as follows:

(a) Whenever possible, a matter for public discussion should be presented in writing, including title and summary, eight (8) days before the meeting at which the matter is to be considered. Matter(s) of public discussion may be presented to any Library Faculty Council member. The title and summary will be placed on the agenda.

(b) Matters of public discussion shall not be the subject of any motion until the Chairperson declares the public discussion period to be at an end. Any Library Faculty member wishing to make any matter of public discussion a matter of legislative business may do so under the provisions of Section 5(a-c).

(c) Any matter of public discussion may become legislative business when it is made the subject of a motion on which a vote of the Library Faculty Organization is required. When such a motion has been made and seconded, the matter in question shall be laid on the table until the next regular meeting of the Library Faculty Organization unless the Chairperson calls a special meeting of the Library Faculty Organization to consider this item before the next regular meeting.

Section 7

The following additional rules apply to the legislative business of the Library Faculty Organization:

(a) At the discretion of the Chairperson of the Library Faculty Organization, any member of the Board of Trustees, University Faculty, Administration, student body, or Staff not a member of
the Library Faculty Organization may be granted the privilege of the floor to make comments and recommendations for the good of the Libraries and the University. Requests shall be made to the Chairperson, in writing, at least four (4) calendar days prior to the meeting.

(b) Any member of the Library Staff not a member of the Library Faculty Organization may request the privileges of attending a meeting or speaking on any item of legislative or public discussion already before the Library Faculty Organization. Such a request must be made to the Chairperson at least four (4) calendar days before the meeting for which the request has been made.

(c) The Chairperson shall have the authority to place a time limit on the remarks of any participant in a Library Faculty Organization meeting.

Section 8

(a) The Elections Committee will be responsible for conducting the election of the incoming Library Faculty Organization Officers. The Elections Committee will solicit self-nominations and nominations of Library Faculty members who agree to appear on the ballot.

(b) The link to electronic ballots shall be emailed to all Library Faculty Organization voting members to be completed by a date specified by the Elections Committee. If all Elections Committee members are running for Library Faculty Council, the Elections Committee may appoint a member of the Library Faculty Organization who is not running for Council to receive the returned ballots.

(c) Votes shall be counted by members of the Election Committee who are not candidates for the Library Faculty Council. Before the final Library Faculty Organization meeting of the academic year, the Elections Committee will inform all candidates and the outgoing Library Faculty Council of the election results.

(d) The Chairperson of the Library Faculty Organization for the previous elective year shall preside at the final meeting of the academic year until the successor assumes office. The Chairperson will “pass the gavel” to the incoming Chair; the incoming Chair will then call for a motion to adjourn to conclude the meeting.
Article II – COMMITTEE STRUCTURE AND FUNCTIONS

Section 1

To provide continuity in committee work, elections will be held each year. In June of each year three (3) positions in the Committee on Faculty Affairs will be open for election, and in the Committee on Research two (2) positions shall be elected. In the Committee on Curricular and Instructional Affairs there shall be a staggered election of two (2) members in June, three (3) members the next June, etc.

Section 2

All elected committee positions are tenable for two (2) years beginning when the members are elected and ending two (2) years later when new committee members are elected. All appointed committee positions are tenable for one (1) year beginning when members are named and ending the following year when new members are named.

In the event that an elected committee member is unable to complete the term of office, the vacancy shall be filled by the person who received the next-highest number of weighted votes in the preceding election.

In cases where an appointed committee member is unable to complete the term of office, either the Library Faculty Council or the Dean of Libraries and Scholarly Communications will appoint a replacement, depending on which entity made the appointment.

Section 3

With the approval of the Library Faculty Council, all Standing Committees may add to their membership any Library Staff members, students, or appropriate University personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. All Standing Committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances might indicate. They are also encouraged to appoint ad hoc subcommittees as needed, with the approval of the Library Faculty Council.

Section 4

All Standing Committees, with the exception of Elections Committee, elect their own officers. All Chairpersons of Standing Committees must be Library Faculty Organization members, and will be ex-officio members of the Library Faculty Council. Members of the committees should agree in advance to accept a nomination to serve as an officer (Chair or Co-Chair) of the committee. Terms of office begin when incoming Chairs are elected and end the following year when new Chairs are named.
Section 5

In addition to the basic committee responsibilities outlined in Section 8 below, Standing Committee charges may be developed through collaboration between the committee’s Chair, the Chairperson of the Library Faculty Organization, and other members of Library Faculty Council. Before the first Library Faculty Organization meeting of the academic year, the Chairs of each Standing Committee shall present, electronically, all members of the Library Faculty Organization with their respective charges for the upcoming year.

Section 6

Generally, Standing Committees should meet at least six (6) times per year, preferably at least ten (10) days before each regularly scheduled Library Faculty Organization meeting. Additional meetings or an alternative schedule may be needed depending on the committee’s workflow. Sometime following committee meetings and prior to the meeting of Library Faculty Council, the committee Chairs should report activities, concerns, and questions to Council so that such items may be discussed and (if needed) added to the agenda of the upcoming Library Faculty Organization meeting. All Library Faculty Organization Standing Committees and subcommittees also shall prepare and electronically distribute a written report of all meetings.

Section 7

All Library Faculty Organization committees will be available for consultation with the Dean of University Libraries and Scholarly Communications.

Section 8

Membership and basic responsibilities of each Library Faculty Organization committee are as follows:

(a) Elections Committee

Membership: Three (3) Library Faculty Organization members

Selection: The immediate past Chairperson of the Library Faculty Organization will serve a two (2) year appointment on the Elections Committee. In the first year after holding the office of Chairperson of the Library Faculty Organization, the faculty member will serve as Chair-Elect of the Elections Committee. During the second year, the faculty member will chair the Elections Committee. The third member shall be appointed by the Library Faculty Council for a one (1) year term.
In the event the Chair of the Elections Committee vacates the position, the Chair-Elect will assume duties as Chair for the remainder of the term, and will continue to serve as Chair the following term as he or she normally would. The Library Faculty Council will make an appointment to fill the open third position.

In the event the Chair-Elect of the Elections Committee vacates the position, the Chair will continue to serve as Chair for an additional year, effectively serving the term that the Chair-Elect would have served as Chair. The Library Faculty Council will make an appointment to fill the open third position for the remainder of the term. The committee will effectively function without a Chair-Elect for the remainder of the term.

In the event that both the Chair and Chair-Elect of the Elections Committee vacate their positions, the immediate past Chair of the Elections Committee will return to resume duties as Chair for the remainder of the term. The following term, the Chair-Elect will instead become Chair, effectively serving a two (2) year term as Chair of the Elections Committee, with any vacancies filled by appointments made by the Library Faculty Council.

Duties: The Elections Committee shall solicit nominations and self-nominations from all Library Faculty Organization members for membership on each Standing Committee. Should there be inadequate nomination for a double slate, the Elections Committee shall constitute itself as a nominating committee and seek candidates in an effort to form a double slate. All those whose names appear on the ballot should have agreed in advance to accept the nomination. The Elections Committee shall then conduct an election by secret preferential ballot, the preferred candidate being designated by the number of positions to be elected, and other candidates in the preferential selection down to one (i.e., for the Committee on Faculty Affairs, 3, 2, 1). Any ballot on which the required number of selections is not made shall be invalid. The points for each candidate will be totaled. For each committee, the candidates with the highest number of total points shall be elected. In case of ties, the candidate with the greatest number of highest designations shall be elected. Election results shall be by the Elections Committee Chairperson (or their designate) upon conclusion and confirmation of elections.

The Committee shall conduct the election for Library Ombudsperson and Alternate in accordance with procedures outlined in the Report of the Ad Hoc Committee on Election Procedures for Library Ombudsperson and Alternates. The Committee shall conduct the election of the Library Faculty Council for the next year in accordance with procedures outlined in Standing Rules, Article I, Section 8 (a-c).

The Elections Committee shall conduct elections in accordance with Appendix V, “Digital Elections Procedures.”

(b) Committee on Curricular and Instructional Affairs

Membership: Nine (9) Library Faculty Organization members

Selection: Five (5) members elected (see Standing Rules, Article II, Sections 1-4); one (1) appointed by the Dean of University Libraries and Scholarly Communications; two (2) appointed
by the Library Faculty Council; and the Head of Library Learning Services as a non-voting member. The committee shall include at least one (1) Library Faculty member from University Park, at least one (1) Library Faculty member from a non-University Park location, and at least one (1) Library Faculty member who has taught or is teaching either a Library Studies course or other credit instruction.

Duties: The Committee on Curricular and Instructional Affairs shall review and evaluate all course proposals and instructional projects submitted by various departments or Library Faculty members. It shall study existing courses and instructional projects of the Libraries with reference to the needs of student and opportunities for service to the University, and make recommendations for changes where appropriate. It shall develop criteria for evaluating and recommend procedures for handling course proposals and instructional projects. It shall maintain such liaison with University administration and faculty as may be necessary for the implementation of these procedures.

(c) Committee on Faculty Affairs

Membership: Ten (10) Library Faculty Organization members

Selection: Six (6) elected (see Standing Rules, Article II, Sections 1-4); one (1) appointed by the Dean of University Libraries and Scholarly Communications; two (2) appointed by the Library Faculty Council; and one (1) of the Associate Deans on a rotating basis as a non-voting member. At least one (1) member shall be a Library Faculty member from University Park and at least one (1) member shall be a Library Faculty member from a non-University Park location.

Duties: The Committee on Faculty Affairs shall advise the Dean of University Libraries and Scholarly Communications on matters of policy concerning faculty affairs and shall develop criteria for faculty appointments, evaluation, promotions, tenure, and leaves. It shall make recommendations on matters concerning the professional, cultural, social, and material welfare of the faculty and the educational environment in which the faculty works. It shall make recommendations on rights and responsibilities of the faculty and on the procedures for hearings in individual cases where it is charged that rights have been violated or responsibilities unfulfilled.

(d) Committee on Research

Membership: Six (6) Library Faculty Organization members

Selection: Four (4) elected (see Standing Rules, Article II, Sections 1-4); one (1) appointed by the Dean of University Libraries and Scholarly Communications; one (1) appointed by the Library Faculty Council. At least one (1) member shall be a Library Faculty member from University Park and at least one (1) member shall be a Library Faculty member from a non-University Park location.

Duties:
The Committee on Research shall advise the Dean of University Libraries and Scholarly Communications and the Library Faculty on matters concerning research. It shall promote a climate which encourages Library Faculty to engage in research, by investigating the opportunities available to Library Faculty, collecting and distributing information on research grants, and providing a forum for the discussion of research problems, methods and results. It shall evaluate requests for sabbatical leave and research grants presented to it by the Dean of University Libraries and Scholarly Communications; specifically, it shall consider whether the amount of released time requested is reasonable in terms of the scope of the proposed project; it shall consider the proposals on the basis of methodological soundness, intrinsic merit, contribution to librarianship, and benefit to the Pennsylvania State University; and it shall recommend to the Dean whether or not released time should be granted.

Section 9

The Chairperson of the Library Faculty Organization, in consultation with Library Faculty Council, may appoint such ad hoc and special committees as deemed necessary to consider subjects not already assigned to Standing Committees of the Library Faculty Organization.
Article III – AMENDMENT PROCEDURES

Section 1

Amendments to the Standing Rules may be adopted at any meeting of the Library Faculty Organization by a majority vote of those voting, provided that the amendments shall have been presented in writing at a preceding regular meeting.

A verifiable electronic ballot is also acceptable, provided that: the Library Faculty Council is consulted in the scheduling and administration of the ballot; means have been offered to the Library Faculty for discussion and feedback; the finalized text of the amendment, an accompanying rationale, and a summary of related discussion and feedback shall have been distributed to all Library Faculty at least thirty (30) days before the deadline for voting; and the total number of ballots received is equivalent or greater than one-third (1/3) of Library Faculty Organization members.

After approval by the Library Faculty Organization, amendments must be submitted to and ratified by the University Faculty Senate.
APPENDICES

Appendix I – Policy on Publication and Research Based in LFO Council – and LFO-Committee-Produced Materials

1) During the year of a Library Faculty Council's or committee's elected or appointed existence, Council or a committee may designate a subgroup of itself to pursue a project which could lead to a publication if:

   (a) Council or the committee can agree to the project and to the Subgroup's membership

   (b) Council, in the case of a committee project, agrees to the project as part of the committee's agenda, and

   (c) Council or the committee sets a time period for completion of the project and, if it is not completed within that period, membership on the subgroup may be open to other members of Council and the committee.

2) Documents posted on the Library Faculty Organization Web site, including agendas, minutes, promotion and tenure workshop materials, and legislation, are retained permanently. At the end of the annual term of Council and the committees, the outgoing Council and committee chairpersons will deposit any paper records, including minutes, correspondence, reports, survey results, and other working papers, in the University Archives. These electronic and paper materials, collectively designated as the Records of the Library Faculty Organization, will then be open for informational and research use by Library Faculty members and other bonafide researchers. It would be expected that these materials would be treated as primary source material with proper attribution through footnotes and bibliography in any publication resulting from research using these materials. Any request for reprinting an entire or substantive portion of a report or other document in these records would be a matter for Council decision.
Appendix II – Report of the Ad Hoc Committee on Election
Procedures for University Park Library Ombudsman and Alternate
Revised: April 2009

I. Procedure:

A. The University Park Libraries faculty shall elect an ombudsperson and an alternate.

B. The election, including tallying of the ballots, shall be carried out during the month of April by the Elections Committee of the Library Faculty Organization.

C. The term of office for the ombudsperson shall be three (3) years beginning on September 1. There shall be no limit to the successive number of terms a person may hold the office.

D. Nominations and self-nominations, with the exceptions noted in Section II, below, shall be made by members of the Library Faculty as defined in the Constitution of the Library Faculty Organization. All those whose names appear on the ballot should have agreed in advance to accept the nomination.

E. Election shall be by secret preferential ballot, the preferred candidate being designated by "2", and second choice by "1". Any ballot on which two (2) selections are not made will be invalid. The points for each candidate will be totaled. The candidate with the highest number of points will be elected ombudsperson; the candidate from a different department with the second highest number of votes will be elected alternate. In case of a tie, the person with the greatest number of highest designations will be elected.

F. All persons holding faculty appointments in the University Libraries at University Park shall be eligible to vote.

II. Eligibility:

A. All persons holding faculty appointments in the University Libraries at University Park* for at least two (2) years shall be eligible to run for election with the following exceptions:

1. Dean of Libraries and Assistant Deans.

2. Members of any committee on Academic Promotion and Tenure.

3. Any Library Faculty member who completes a performance evaluation on another Library Faculty member at University Park.
4. Any Library Faculty member who is a degree candidate at PSU.

* Library Faculty members at locations other than University Park, according to the administrative guidelines for implementing the policy on faculty rights and responsibilities, will vote for and be eligible for the ombudsperson position at their respective campuses.

III. Responsibilities:

A. See the Section on Selection and Responsibilities in HR76: Faculty Rights and Responsibilities.
I. Eligibility

The University Faculty Senate Constitution, Article II Membership, Section 1 shall determine eligibility.

For the purpose of defining the electorate of the Senate the term University Faculty shall mean all persons who are not candidates for degrees at Penn State, who hold full-time academic appointments, and who fall into one (1) of the following categories: those holding professorial, research (excluding non-continuing research appointees), or librarian titles and those who are full-time instructors or assistant librarians.

These election procedures pertain only to those eligible per the definition above in the Libraries at University Park. All members of the University Libraries at locations other than University Park who fit the definition of the Senate Electorate are included in the Senate Electorate and census for their particular location.

The following types of faculty appointments are not eligible for inclusion in the Senate Faculty:

A. Adjunct faculty
B. Part-time faculty (fixed-term II faculty)
C. Affiliate academic appointments

II. Electorate

All full-time academic appointees, in accordance with University Faculty Senate Constitution, Article II shall have the right to vote.

III. Terms of Office

Terms shall be for four (4) years. Elections will be held every year in which a vacancy occurs.

IV. Election Procedures

Procedures shall be in accordance with University Faculty Senate By-Laws Article III. These provide for open nominations and a secret ballot. Also, the number of candidates must be equal or greater than 1.5 times the number of Senators to be elected.
A. Elections shall take place in January.

B. At least one (1) month before elections the Elections Committee shall circulate a nomination/self-nomination form with a list of all eligible faculty.

C. The Elections Committee will obtain consent of nominees to appear on the ballot. If necessary, the Elections Committee will serve as a nominating committee.

D. Names shall be listed on the ballot in alphabetical order.

E. Distribution and return of the ballots will be supervised by the Elections Committee and will take place in January, so that the results can be reported to the Faculty Senate office by the end of February. The announcement of the elected representative to the Library Faculty will take place at the next regular Library Faculty Organization meeting.

F. The Elections Committee will supervise the counting of ballots. Only ballots marked with the maximum number of votes will be counted.

G. For every Senator elected one (1) alternate will be elected. Winners will be determined on the basis of highest number of votes.

H. In case of ties a run-off election will be held.

I. Each alternate will serve as alternate until the next alternate is elected. The alternate will serve out any unexpired term which occurs during his/her tenancy.

V. Responsibilities

Senators elected by the University Libraries faculty at University Park shall represent that faculty and not any particular group within that faculty. The relationship between these Senators and the Library Faculty Organization, the primary organization of Libraries faculty, shall be one of cooperation. To that end, the Library Faculty Organization shall continue to provide time on its agenda for a Senate report.
Appendix IV – Proxy Voting Procedure

1. This proxy voting procedure applies only to voting on motions or amended motions. It does not apply to voting on the amendments themselves.

2. The Library Faculty member will fill out a "Library Faculty Proxy" for each motion for which he/she wishes to vote.

3. The Library Faculty member may verbally contact his/her proxy holder in the event that written communication is not possible prior to the scheduled meeting. Written confirmation will be sent by the Library Faculty member. The proxy holder will complete two (2) copies of the "Library Faculty Proxy" form as instructed and will distribute as in paragraph 4 (below).

4. The completed form will be submitted to the Chairperson of the Library Faculty Organization prior to the scheduled meeting and a copy will be given to the Library Faculty member to whom he/she wishes to give his/her proxy.

5. The proxy holder will turn over the copy of the proxy form to the presiding officer of the meeting at the time at which the motion is called for a vote.

6. Proxy votes will be tallied and announced by the presiding officer of the meeting.
I, _____________________________________, designate ___________________________ to vote _____YES_____NO at the Library Faculty Organization meeting of ___________(date)

or at any subsequent meeting on the amended motion on __________________________

_________________________________ as introduced on __________________________(date)

IF THE MOTION IS AMENDED (Check only one of the following):

_____1. The proxy holder may not cast my vote.

_____2. The proxy holder may change my vote at his/her discretion.

___________________________________

Signature of faculty member naming proxy

___________________________________

Date

PROXY HOLDER VOTING RECORD

Proxy holder vote: _____YES _____NO _____NO VOTE

___________________________________

Proxy holder signature

NOTE: This proxy voting procedure applies only to votes on motions or amended motions. It does not apply to votes on the amendments themselves.
Appendix V – Digital Elections Procedure

1. The Library Faculty Organization Elections Committee shall have the authority to conduct elections for the Library Faculty Organization, Library Faculty Council, Standing Committees, Ombudsperson, Faculty Senate, the University Libraries Promotion and Tenure Committees, via the Internet, in compliance with the Libraries Faculty Organization’s Constitution, Bylaws, and Standing Rules.

2. The Library Faculty Organization Elections Committee will continue to ensure that all elections are conducted by secret ballot.

3. The Library Faculty Organization Elections Committee, in consultation with technology support units, shall periodically review digital elections procedures to ensure the most accurate and efficient use of currently available technologies.