LIBRARY FACULTY ORGANIZATION

CONSTITUTION, BYLAWS, AND
STANDING RULES
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 – Name

The name of this organization is the Library Faculty Organization.

Article II – Purpose and Authority

The Library Faculty Organization serves as the voice of the Library Faculty as a whole for the purpose of legislative, advisory, consultative, and forensic functions. The authority vested in this constitution has been delegated by the University Faculty Senate.

Article III – Functions

Section 1 – Functions

The Library Faculty Organization has the following functions:

(a) Legislative
To serve as the legislative body on matters related to the University Libraries’ instructional programs, the Library Faculty Organization shall act by initiating legislation subject to the revision and orders of the Dean. When required, the Library Faculty Organization will submit its actions for approval through the appropriate academic and administrative units to the University Faculty Senate.

(b) Advisory and Consultative
To act as a consultative and advisory body to the administrators of the University Libraries on any matter that may affect the attainment of the educational objectives of the University Libraries, such as:

(1) faculty affairs, including academic personnel matters;
(2) establishment, reorganization, or discontinuation of organizational units;
(3) policies pertaining to the planning, development, and utilization of physical facilities and resources when they affect the attainment of the educational objectives of the University Libraries;
(4) matters pertaining to the general welfare of the University Libraries; and
(5) other appropriate matters.

(c) Forensic
To serve as a forum for the exchange of ideas among the members of the Library Faculty.

(d) Informational
To receive and disseminate information deemed important by the Library Faculty Organization or its committees.
Section 2 – Delegation of Functions

The Library Faculty Organization has the authority to delegate or re-delegate responsibility for the functions listed in Article III, Section 1, according to such procedures as the Organization may establish.

Section 3 – Interpretation of Legislation

The Library Faculty Organization will interpret its legislation.

Article IV – Membership

Section 1 – Library Faculty

(a) Eligibility for Membership
For the purposes of defining the membership of the Library Faculty Organization, the term Library Faculty means all persons holding full- or part-time academic appointment with the rank of Assistant Librarian, Associate Librarian, or Librarian, under the administration and academic authority of the Dean of the University Libraries and Scholarly Communications.

(b) Membership Rights
All Library Faculty have full rights of membership, including voting rights, floor and debate privileges during meetings, and the right to hold office in the organization subject to the Bylaws and Standing Rules.

Section 2 – Ex officio Members

The Dean of the University Libraries and Scholarly Communications is an ex officio member of the Library Faculty Organization with voting privileges. The Dean may appoint, on an annual basis, other University Libraries and Scholarly Communications administrative personnel to non-voting ex officio membership with floor privileges. The total number of ex officio members will not exceed a number equal to ten percent of the Library Faculty as defined in Section 1.

Article V – Guests

The Library Faculty Council may at their discretion invite guests, for example, other employees of the University Libraries or members of the University community, to attend Library Faculty Organization meetings. Guests do not have voting privileges.
Article VI – Amendments

Section 1 – Amendment Procedure

Amendments to the Constitution may be adopted at any meeting of the Library Faculty Organization by a two-thirds vote, provided that the amendments were presented in writing at a preceding meeting.

Section 2 – Ratification

After approval by the Library Faculty Organization, amendments will be submitted to the University Faculty Senate for ratification.
BYLAWS

Article I – Officers

Section 1 – Elected Officers of the Library Faculty Organization

(a) Chair,
(b) Chair-Elect,
(c) Immediate Past Chair,
(d) Secretary, and
(e) two Standing Officers.

Section 2 – Terms of Office

(a) The Chair-Elect, at the end of one year of service in that office, will automatically succeed to the office of Chair.

(b) The Chair, at the end of one year of service in that office, will automatically succeed to the office of Immediate Past Chair.

(c) The Immediate Past Chair, at the end of one year of service in that office, will automatically succeed to the office of Chair of the Elections Committee for one year.

(d) The Secretary serves a one-year term.

(e) The two Standing Officers serve staggered two-year terms.

(f) Terms begin when new officers are named and end when succeeding officers are named, typically during the final regularly scheduled meeting of the academic year.

(g) There is no restriction on re-election.

Section 3 – Vacancies

(a) If a vacancy occurs in the office of Chair, the Chair-Elect will move immediately into the office, complete the unexpired term (assigning duties usually performed by the Chair-Elect to other Council members on an ad hoc basis), and continue through a full term as Chair.

(b) If a vacancy occurs in the office of Chair-Elect, a special election will be conducted as soon as possible to fill the vacancy. The new Chair-Elect will complete the unexpired term and succeed to the office of Chair.
(c) If a vacancy occurs in the office of Secretary or Standing Officer, the Library Faculty Council will designate a Library Faculty member as replacement to complete the term, taking into consideration the nominees on the ballot and results of the most recent election as well as other appropriate factors, and will, if appropriate, direct the Elections Committee to conduct a special election to fill the vacancy.

**Section 4 – Responsibilities of Chair**

(a) Serve as the presiding officer of the Library Faculty Organization.

(b) Appoint a Parliamentarian from the Library Faculty to serve during the Chair’s term of office.

(c) Convene meetings of the Library Faculty Council.

(d) Distribute notices, agendas, and minutes of Library Faculty Organization meetings.

**Section 5 – Responsibilities of Chair-Elect**

(a) Assume the duties of the Chair when the Chair is absent.

(b) Coordinate and facilitate a Library Faculty Organization Colloquium at least once per academic year to further the forensic and informational functions of the Organization.

(c) Assist the Chair with scheduling meetings and maintaining the Organization’s calendar.

**Section 6 – Responsibilities of Immediate Past Chair**

(a) Assume the duties of the Chair in the absence of the Chair and Chair-Elect.

(b) Serve on the Elections Committee.

**Section 7 – Responsibilities of Secretary**

a) Write and submit minutes of Library Faculty Organization meetings; assist the Chair in drafting reports from the Library Faculty Council.

b) Maintain the membership roster in collaboration with the office of the Dean of the University Libraries and Scholarly Communications. Maintain rosters of standing and special committees.

c) Maintain the Constitution, Bylaws, and Standing Rules, updating as necessary when amendments are made in collaboration with the Parliamentarian.
d) Receive and maintain the records of the Organization, including committee reports and other documents, and transfer records to the University Archives for permanent retention as appropriate in consultation with the University Archivist per policy Ad-35 “University Archives and Records Management.”

e) Maintain currency of the Organization’s website.

Section 8 – Responsibilities of Standing Officers

(a) Participate in Library Faculty Council meetings and serve as the elected voice of the faculty to Council.

(b) Assist in any matter as requested by the Chair or Chair-Elect of the Library Faculty Organization.

Article II – Library Faculty Council

Section 1 – Membership of the Library Faculty Council

(a) The Library Faculty Council includes:

(i) The officers listed in Article I, Section 1, with the Chair of the Library Faculty Organization presiding

(ii) The Chairs of the Standing Committees of the Library Faculty Organization, ex officio

(iii) The Parliamentarian of the Library Faculty Organization, ex officio

(iv) The Chair of the Elections Committee, ex officio

(b) All members of Council have voting privileges.

Section 2 – Meetings of the Library Faculty Council

The Library Faculty Council will be convened by the Chair of the Library Faculty Organization at least as often as the Library Faculty Organization to discharge its duties. The Chair shall convene a special meeting of Library Faculty Council at the request of two-thirds of its voting members.

Section 3 – Duties of the Library Faculty Council

(a) Ensure that the Library Faculty Organization addresses issues of concern to the Library Faculty.

(b) Coordinate the activities of the committees and other instrumentalities of the Library Faculty Organization.
(c) Serve as an advisory body to the Dean of the University Libraries and Scholarly Communications.

(d) Coordinate and implement the business of the Library Faculty Organization. The Council may initiate legislation in the same manner as a Standing Committee.

(e) Review all legislative, advisory, consultative, forensic, and informational reports submitted for the Agenda of the Library Faculty Organization to ensure reports are adequately prepared.

(f) Review the Library Faculty Organization Constitution, Bylaws, and Standing Rules at least every five years for currency.

(g) Except as provided for in Section 4 below, the Library Faculty Council will be an instrumentality of the Library Faculty Organization without legislative authority.

**Section 4 – Situation of Special Concern**

In the event that the Chair, in consultation with the Library Faculty Council, declares the existence of a situation of special concern, the Library Faculty Council will 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 – Officers of the University Park Library Faculty**

**Section 1 – Ombudsperson for University Park Library Faculty**

The University Park Library Faculty will elect an Ombudsperson and an Alternate Ombudsperson in accordance with University policy AC76 Faculty Rights and Responsibilities. Library Faculty members at locations other than University Park will participate in elections for the Ombudsperson positions at their respective campuses. Library Faculty at locations other than University Park may choose to consult with either the Ombudsperson at their respective campus or the University Park Library Faculty Ombudsperson at their own discretion.

(a) Eligibility: Subject to the provisions of University policy AC76 Faculty Rights and Responsibilities, all members of the Library Faculty at the University Park campus holding a full-time appointment for at least two years are eligible to serve, with the following exceptions: Dean and Associate or Assistant Deans of the University Libraries and Scholarly Communications; members of any committee on promotion or tenure; any Library Faculty member who is a degree candidate at Penn State University.

(b) Term of office: The term of office for the University Park Library Faculty Ombudsperson and Alternate Ombudsperson is three years beginning on September 1. There is no limit to the successive number of terms a person may hold the office.
(c) Vacancy: If a vacancy occurs in the office of Ombudsperson or Alternate Ombudsperson, the continuing Ombudsperson will fulfill the shared responsibilities of both positions. The Library Faculty Council will determine whether a special election will be conducted to fill the vacancy, in consultation with the continuing Ombudsperson, the office of the Dean of the University Libraries and Scholarly Communications, and if necessary the University Faculty Ombudsperson, depending on the expected duration of the vacancy and the amount of time remaining in the term of office.

(d) Responsibilities: See “Selection and Responsibilities of Ombudspersons” in University policy AC76: Faculty Rights and Responsibilities.

Section 2 – Senator representing University Park Library Faculty in the University Faculty Senate

The University Park Library Faculty will elect Senators to the University Faculty Senate from among their membership in accordance with the University Faculty Senate Constitution, Article II Membership, and the University Faculty Senate Bylaws, Article III Election to the Senate. Library Faculty members at other locations will participate in elections for Senator at their respective campuses.

(a) Eligibility: See the University Faculty Senate Constitution, Article II – Membership.

(b) Term of office: See the University Faculty Senate Constitution, Article II, Section 4. There is no limit to the successive number of terms a person may hold the office of Senator.

(c) Vacancy: The Alternate will complete a term as Senator if an elected Senator is unable to fulfill the duties of their elected term, according to the University Faculty Senate Bylaws, Article III, Section 7. The Alternate will remain in place until the next election for Senator when a new Alternate is elected, or until the Alternate begins service as Senator to fill a vacancy in an unexpired term.

(d) Responsibilities: See the University Faculty Senate Bylaws, Article III, Section 8 – Duties of Senators.

Article IV – Committees

Section 1 – Committee Membership

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

(a) The Library Faculty Organization chair serves as an ex-officio member of every Library Faculty Organization standing committee. Beyond this exception, no officer of the Library Faculty Organization may serve simultaneously as a member of a Standing Committee.
(b) No one may serve simultaneously on more than one Standing Committee.

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

Section 2 – Ad Hoc or Special Committees

The Chair 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 will be determined by the Chair in consultation with the Council but will not exceed two years.

Section 3 – Committee Reports

The chair of each committee will report the committee’s activities to the Library Faculty Council and the Library Faculty Organization.

Article V – Library Faculty Organization Meetings

Section 1 – Meeting Schedule

Regular meetings of the Library Faculty Organization will be held at least three times per semester during the academic year at times and dates decided upon by the Library Faculty Council. When possible, meetings will be scheduled to occur soon after meetings of the University Faculty Senate to encourage exchange among the elected Senators and University Libraries Faculty. The meeting schedule for the year will be announced at the beginning of the academic year.

Section 2 – Synchronous Online Participation

All regular meetings, special meetings, and other events of the Library Faculty Organization must be broadcast or otherwise delivered in real time in a manner that enables members to vote and participate fully and equitably at a distance from any location.

Section 3 – Cancellation and Rescheduling

A regular meeting of the Library Faculty Organization may be cancelled or rescheduled 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 emergencies the Chair may cancel a meeting and reschedule it at a date and time of earliest convenience.

**Section 4 – Special Meetings**

(a) The Chair will convene the Library Faculty Organization upon request of the Dean of the University Libraries and Scholarly Communications.

(b) The Chair will convene the Library Faculty Organization in response to a written petition of at least one-third of the members of the Organization to consider proposals of the petitioners, providing the petition contains:

(i) Statement of purpose of petition and

(ii) Names of two Library Faculty members designated to meet with the Library Faculty Council. The designated members will review the issue substantively with the Council before the special meeting is convened.

(c) The Chair may convene special meetings 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 Organization.

**Article VI –Quorum**

A quorum for the transaction of business exists when one-third of the Library Faculty Organization members are in attendance.

**Article VII – Rules of Procedure**

The Library Faculty Organization will establish its rules of procedure.

**Article VIII – Amendments**

**Section 1 – Amendment Procedure**

Amendments to the Bylaws may be adopted at any meeting of the Library Faculty Organization by a two-thirds vote, provided that the amendments were presented in writing at a preceding meeting.

**Section 2 – Ratification**

After approval by the Library Faculty Organization, amendments will be submitted to the University Faculty Senate for ratification.
STANDING RULES

Article I – Rules of Procedure

Section 1 – Meetings

(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, will be The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians, most recent edition.

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

(c) Library Faculty may vote by proxy on an item of business distributed with the agenda of an upcoming meeting, if they will not be able to attend the meeting in person or via synchronous online participation. The Chair will distribute instructions for proxy voting prior to any meeting when the agenda includes an item of business for upcoming vote.

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

Section 2 – Order of Business

The order of business may 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 (University Faculty Senate)

(i) Unfinished business
(j) New business

(k) Forensic reports and public discussion

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

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

Section 3 – Agenda

(a) The Chair of the Library Faculty Organization in consultation with the Library Faculty Council will determine the agenda prior to each meeting of the Organization. The agenda, related documents, and minutes from the previous Library Faculty Organization meeting shall be distributed to all members no later than three business days prior to the meeting to which they pertain.

(b) Any or all items on the agenda may be suspended at any regular meeting of the Library Faculty Organization by majority vote and at any special meeting by decision of the Chair.

Section 4 – Introducing New Business

(a) Only members of the Library Faculty Organization may introduce new business.

(b) Business introduced by individual members

(i) To introduce new business, a member may address a communication to the Chair of the Library Faculty Organization or to any Library Faculty Council member, indicating the item of business to be considered. Or the member may, during a meeting, request from the floor that an item of business be referred to committee by the Chair. The above procedures represent the normal means for introducing new business in that they provide for detailed study by the appropriate Standing Committee or Library Faculty Council.

(ii) A member may introduce new business by presenting a motion from the floor during a meeting, if the member considers the business to be of exceptional urgency. When such a motion has been made and seconded, it will be laid on the table until the next regular meeting of the Library Faculty Organization unless the Chair calls a special meeting to consider the motion before the next regular meeting.

(c) Business introduced by Committee or Council

New business brought to the floor by a Committee or the Library Faculty Council will be placed on the agenda by the Chair after consultation with the Library Faculty Council. The Chair will distribute the relevant Committee or Council report with the agenda prior to the meeting. During the meeting, the motion to act on the report from the Committee
or Council will not require a second and may be acted upon immediately (except for
amendments to the Constitution, Bylaws, or Standing Rules).

(d) Forensic business (public discussion)

(i) Forensic business (public discussion) provides an opportunity for an individual
member or Committee to lead discussion about any matter of concern. To introduce
forensic business, a member or a Committee Chair may present to the Chair of the
Library Faculty Organization a title and summary of the matter to be discussed, at least
eight business days before the meeting at which the matter is to be considered. In
consultation with the Library Faculty Council, the Chair of the Library Faculty
Organization may place the member’s or Committee’s name on the agenda together
with the title and summary.

(ii) Any matter of forensic business under discussion will become legislative or
advisory/consultative business when it is made the subject of a motion on which a vote
is taken. Matters of forensic business will not be the subject of any motion until the
Chair declares the forensic discussion period to be at an end. When such a motion has
been made and seconded, the matter in question will be laid on the table until the next
regular meeting of the Library Faculty Organization unless the Chair calls a special
meeting of the Library Faculty Organization to consider the motion before the next
regular meeting.

Section 5 – Guests

(a) At the discretion of the Chair of the Library Faculty Organization, any member of the
University may be granted the privilege of the floor to make comments and
recommendations for the good of the University Libraries and the University. Requests
should be made to the Chair at least four business days before the meeting.

(b) Any employee of the University Libraries may request the privilege of attending a
meeting to speak on an item of business already before the Library Faculty
Organization. Requests should be made to the Chair at least four business days before
the meeting.

Section 6 – Time Limits

The Chair has the authority to place a time limit on the remarks of any participant in a
Library Faculty Organization meeting.

Section 7 – Transfer of Leadership

During the final meeting of the academic year, the Chair of the Library Faculty
Organization will announce the installation of new officers and step down as presiding
officer. The incoming Chair will preside for the remainder of the meeting.
Article II – Committee Structure and Functions

Section 1 – Terms for Standing Committee Members

All Standing Committee positions begin August 1 of the year the members are elected or appointed. Elected positions are two years of service. Appointed positions are one year of service.

Section 2 – Vacancies on Standing Committees

In the event that a member of a Standing Committee (other than the Elections Committee) is unable to complete a term, the Library Faculty Council will consult as necessary and designate a replacement to complete the term, taking into consideration whether the member was elected or appointed, the nominees and results of the most recent election, and other appropriate factors.

Section 3 – Committee Priorities

In addition to the committee responsibilities in Section 6 below, priorities and charges for each committee will be established annually by the Library Faculty Council, taking into consideration recommendations of prior committees, requests of the Dean of the University Libraries and Scholarly Communications, and suggestions or concerns of members of the Library Faculty. New priorities may arise during the academic year and be assigned by Council to a committee.

Section 4 – Consultation

(a) 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.

(b) All committees will be available for consultation with the Dean of the University Libraries and Scholarly Communications.

(c) The Chair of the Library Faculty Organization, as an ex officio member of all Standing Committees, may authorize an officer of the Organization to be a representative at meetings of any committee.

Section 5 – Election and Duties of Committee Chairs

(a) Standing Committees, with the exception of the Elections Committee, elect their own Chairs for the academic year.

(b) Committee Chairs will schedule and preside over committee meetings, ensure that the committee's priorities and charges are fulfilled, report committee progress to the
Library Faculty Council and attend Council meetings, prepare formal reports to bring issues to the Library Faculty for discussion or vote as appropriate, distribute progress reports to the faculty prior to meetings of the Library Faculty Organization, and submit an end-of-year report to the Library Faculty Council.

Section 6 – Establishment and Responsibilities of Standing Committees

(a) Curricular and Instructional Affairs Committee

(i) Membership: Nine (9) Library Faculty Organization members

(ii) Selection: Six (6) members elected to staggered two-year terms; one (1) member appointed by the Dean of the University Libraries and Scholarly Communications to a one-year term; two (2) members appointed by the Library Faculty Council to one-year terms. The committee will include at least one (1) Library Faculty member from University Park and at least one (1) Library Faculty member from a non-University Park location.

(iii) Duties: The Curricular and Instructional Affairs Committee will review and evaluate all Library Studies course proposals as well as existing courses and instructional programs of the University Libraries; review University Libraries policies and guidelines related to instruction; and make recommendations as appropriate. It will maintain such liaison with the administration and faculty as may be necessary to fulfill these duties.

(b) Elections Committee

(i) Membership: Three (3) Library Faculty Organization members

(ii) Selection: The Immediate Past Chair of the Library Faculty Organization will serve on the Elections Committee as the de facto chair-elect of the committee. The following year that individual will succeed to the position of committee chair. The third member will be appointed annually by the Library Faculty Council for a one-year term.

(iii) Vacancies: If a vacancy occurs in the office of committee chair, the Immediate Past Chair of the Library Faculty Organization (and de facto chair-elect of the committee) will move immediately into the office of committee chair, complete the unexpired term, and continue through a full term as chair. The Library Faculty Council will make an appointment to fill the open third position.

If a vacancy occurs in either of the other two seats on the committee, the Chair of the Library Faculty Organization, in consultation with the Library Faculty Council, will make appointments to fill vacancies, possibly calling on the current committee chair to continue for a second term as chair, or calling on past committee chairs or members to provide committee leadership as appropriate and feasible.
(iv) Duties: The Elections Committee will conduct all elections for Library Faculty Organization officers and standing committees, officers of the University Park Library Faculty, members of Promotion Review Committees, and members of Tenure and Promotion Review Committees. The Elections Committee will collaborate with the office of the Dean of the University Libraries and Scholarly Communications to conduct elections.

(c) Faculty Affairs Committee

(i) Membership: Ten (10) Library Faculty Organization members

(ii) Selection: Six (6) members elected to staggered two-year terms; one (1) member appointed by the Dean of University Libraries and Scholarly Communications to a one-year term; two (2) members appointed by the Library Faculty Council to one-year terms; and one (1) Associate Dean appointed by the Dean of the University Libraries and Scholarly Communications as an ex officio non-voting member for a one-year term. At least one (1) member will be a Library Faculty member from University Park and at least one (1) member will be a Library Faculty member from a non-University Park location.

(iii) Duties: The Faculty Affairs Committee will advise the Dean of the University Libraries and Scholarly Communications on matters of policy concerning faculty affairs; and will develop criteria for faculty appointments, evaluation, promotions, tenure, and leaves. It will make recommendations on matters concerning the professional, cultural, social, and material welfare of the faculty and their academic environment.

(d) Research Committee

(i) Membership: Seven (7) Library Faculty Organization members

(ii) Selection: Five (5) elected to staggered two-year terms; one (1) member appointed by the Dean of University Libraries and Scholarly Communications to a one-year term; one (1) member appointed by the Library Faculty Council to a one-year term. At least one (1) member will be a Library Faculty member from University Park and at least one (1) member will be a Library Faculty member from a non-University Park location.

(iii) Duties: The Research Committee will advise the Dean of University Libraries and Scholarly Communications and the Library Faculty on matters concerning research; promote a climate which fosters Library Faculty research by investigating the opportunities available to Library Faculty, collecting and distributing information on research grants, and providing forums for the discussion of research problems, methods and results; and evaluate requests for sabbatical leave and research grants forwarded by the Dean of the University Libraries and Scholarly Communications. It will maintain such liaison with the administration and faculty as may be necessary to fulfill these duties.
Section 7 – Ad Hoc and Special Committees

The Chair of the Library Faculty Organization in consultation with the Library Faculty Council may appoint such ad hoc and special committees as deemed necessary to consider subjects not appropriate or feasible to assign to Standing Committees of the Library Faculty Organization.

Article III – Election Procedures

Section 1 – Responsibility for Elections

Elections will be conducted by the Elections Committee following procedures that ensure the validity, security, anonymity, and privacy of the election process. The committee will document its procedures, use appropriate technologies, and consult as necessary to comply with relevant policies and safeguard the integrity of all elections.

Section 2 – Schedule of Elections

The Elections Committee in consultation with the office of the Dean of the University Libraries and Scholarly Communications will establish an election schedule for the academic year. The election of officers of the Library Faculty Organization will be conducted and results tallied prior to the final meeting of the Library Faculty Organization for the academic year. As soon as feasible after the final meeting of the academic year, elections to fill vacancies on the standing committees will be conducted.

Section 3 – Nominations and Votes

(a) The procedure for nominations and self-nominations will ensure that all Library Faculty members eligible for election will have the opportunity to place their name or the name of another member in nomination. All those whose names appear on the ballot should have agreed in advance to accept the nomination. Should there be insufficient nominees for a double slate, the Elections Committee will constitute itself as a nominating committee and seek candidates in an effort to create a double slate for each vacancy.

(b) The candidate receiving the highest number of votes will be elected.

(i) In elections for officers of the Library Faculty Organization, if the highest number of votes is less than a majority of the votes cast, a run-off election will be held. Majority is defined as more than half of the votes cast.

(ii) In elections to fill multiple vacancies on a standing committee, the candidates receiving the highest numbers of votes in sequence will be elected to fill the vacancies.
(iii) In elections for officers of the University Park Library Faculty, the candidate receiving the highest number of votes will be elected to the office and the candidate receiving the second highest number of votes will be elected Alternate.

(c) In case of a tie vote, a run-off election will be held and the candidate receiving the highest number of votes will be elected.

**Article IV – Amendments**

**Section 1 – Amendment Procedure**

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

**Section 2 – Ratification**

After approval by the Library Faculty Organization, amendments will be submitted to the University Faculty Senate for ratification.