

Section D

It shall be the duty of the Secretary to act as Chairperson in the absence of the Chairperson and to appoint an acting Secretary. In the case of permanent absence or disability of the Chairperson, the Secretary will succeed to this office. A special election will then be held to elect a new Secretary. If the Secretary has not been employed by a ULFO library for a minimum of three (3) years, the Secretary will not succeed to the office of Chair. A special election will be held to elect a new Chair.

Section E

It shall be the duty of the Secretary to keep minutes, to take care of all necessary correspondence, to keep archival copies of all documents, and to tally the votes on policy/procedural questions. These and additional duties are to be found in the latest revision of the document entitled "Duties of the Secretary."

ARTICLE IV

MEETINGS

Section A

The ULFO shall schedule six meetings a year.

Section B

If the officers of ULFO determine that there is no significant faculty business, the scheduled ULFO meeting may be canceled. Additional meetings may be called by the Chairperson or when requested by any ULFO member.

Section C

All ULFO members shall be notified in advance of the purpose, time, and place of all meetings by the Secretary.

Section D

Ten members assembled shall constitute a quorum.

Section E

Any question voted on during a meeting shall be voted on by a show of hands or, if requested, by secret ballot and shall be carried by a simple majority of those voting

Section F

Any question voted on outside a meeting shall be voted on by secret ballot. Ballots for policy/procedural questions shall be sent to the Secretary. Ballots for nomination or for election shall be sent to the Chair of the Nominating Committee or to that Chair's designee. All such questions shall be carried by a simple majority of those voting.

Section G

Upon completion of the voting process ballot results shall be recorded and ballots shall be destroyed.

ARTICLE V

ELECTIONS

Section A

An election of offices shall be held annually. The Chair of the Bylaws and Nominating Committee or that Chair's designee will put out a call for nominations on or about April 1. Nominations are to be made by April 20 and a secret ballot vote will follow by May 1, per Article IV, Sections E and F. The new officers will be announced at the May meeting or by email if no May meeting is scheduled.

Section B

Newly elected officers shall assume their duties on July 1.

Section C

Upon completion of the election process ballot results shall be recorded and ballots shall be destroyed.

ARTICLE VI REPRESENTATIVES TO OTHER BODIES

Section A

The ULFO representatives to other bodies or committees shall be elected by the ULFO in accordance with procedures adopted by the Bylaws of the governing body to which the individual is to be elected.

Section B

In the absence of procedures of the governing body, the Nominating Committee shall prepare a slate of candidates for each position, to be voted by secret ballot. The candidate receiving the second highest number of votes shall be the alternate. In the event of a tie, the Nominating Committee shall conduct a runoff election by secret ballot.

ARTICLE VII COMMITTEES

Section A

Standing committees shall be determined by election as described in Article V. The Chairperson shall be an ex-officio member of all committees except the Primary Peer Review, Promotion/Tenure Committee.

Section B

The Bylaws and Nominating Committee shall be composed of three (3) members with each member elected for a two-year term. No member shall serve more than two (2) consecutive two-year terms. The Committee will determine its own Chair. It shall be the duty of the Bylaws and Nominating Committee to:

- conduct elections in accordance with Article V.
- receive or originate amendments to the Bylaws in accordance with Article IX.

Section C

The Primary Peer Review, Promotion/Tenure Committee shall be composed of six (6) members as defined in the latest revision of the document entitled "IUPUI University Library Faculty Organization Primary Peer Review, Promotion/Tenure Committee: Organization and Procedures for the Committee."

Section D

The Professional Leave and Awards Committee shall be composed of five (5) members, four (4) of whom will be elected for a two-year term and the fifth will be the previous year's Trustees Teaching Award recipient, who will serve one (1) year. The Committee will determine its own Chair. The Committee shall:

- receive and evaluate applications for IUPUI University Library Professional Development/Research/Service Leaves and make recommendations to the Dean of the IUPUI University Library following the procedures defined in the document entitled "IUPUI University Library Procedures for a Professional Development/Research/Service Leave Program."
- review Faculty Annual Reports and make recommendations to the Dean of the IUPUI University Library as outlined in the documents entitled "Trustees Teaching Award University Library Guidelines" and "IUPUI University Library Documentation Guidelines for the IUPUI Trustees Teaching Award."
- conduct one brief annual program at a ULFO meeting to inform faculty librarians of awards and other opportunities for which we are eligible and about benefits of professional leave.

Section E

Ad hoc committees shall be appointed by the Chairperson as necessary.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section A

Meetings shall be conducted in accordance with *Robert's Rule of Order*, latest edition.

ARTICLE IX AMENDMENTS

Section A

Proposal for amending the Bylaws may originate with any member of the ULFO. They shall be submitted to the Bylaws and Nominating Committee, who shall distribute them to all ULFO members and have them placed on the written agenda for the next ULFO meeting.

Section B

A proposed amendment may be discussed prior to a meeting of the ULFO and shall be discussed at a meeting of the ULFO before a vote is taken.

Section C

A proposed amendment shall be effective when approved by a majority of those present.

ARTICLE X ETHICS STATEMENT

Section A

The members of the ULFO shall be governed by the latest edition of the Statement of Professional Ethics, approved by the American Library Association.

Rev. and approved May 2019

Approved October 31, 2013

Rev. September 2013

Rev. and approved September 27, 2012

Rev. and approved May 24, 2012

Rev. April 2007

Rev. May 2003

Rev. Nov. 2001

Rev. May 2001

Approved April 25, 2000