

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.

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.

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

Bylaws of the IUPUI Library Faculty
(Rev. September 22, 2015)

Preamble

Believing in the missions and goals of the various schools on the IUPUI campus, the Library Faculty is dedicated to fulfilling the varied information needs of these schools by collecting, organizing and disseminating recorded knowledge in all of its forms, and to providing access to these resources by committed library service.

The Library Faculty accepts the responsibility for maintaining high standards of performance and for participating in the development of library services.

The Library Faculty affirms the necessity for communication with all libraries throughout the library system.

The Library Faculty is committed to the concept of academic freedom and recognizes that such freedom attaches to all aspects of a librarian's professional conduct.

Therefore, these Bylaws provide for the organization of the IUPUI Library Faculty, and the creation of a forum where policy recommendations regarding these goals and needs can be developed.

I. Name

I-1.
The official name of this body shall be the IUPUI Library Faculty, hereinafter referred to as the Library Faculty.

II. Membership

II-1.
The Library Faculty shall be composed of all persons located on the Indianapolis and Columbus campuses who have academic appointments as librarians with the rank of Assistant Librarian, Associate Librarian or Librarian. The Library Faculty shall also include all persons on these campuses who have been appointed as librarians with adjunct, visiting, or part-time rank of Assistant Librarian, Associate Librarian, or Librarian.

II-2.
Library Faculty members shall have the right to vote and the right to hold office.

III. Officers

III-1.
The officers of the Library Faculty shall consist of the elected officers: Chair, Vice-Chair/Chair- Elect, and Secretary.

III-2.
An election of officers shall be held yearly and they shall serve one-year terms, with the exception of the Vice-Chair/Chair-Elect who shall serve a two-year term. The Vice-Chair/Chair-Elect shall assume the office of Chair in the second year of his/her term.

III-3.

It shall be the duty of the Chair, with the advice and consent of the other officers, to lead the Library Faculty in fulfilling the purposes stated in the Preamble, to appoint committees, to conduct the affairs of the Library Faculty, and to chair the meetings.

III-4.

It shall be the duty of the Vice-Chair/Chair Elect to act as Chair in the temporary absence of the Chair and to succeed to this office in the case of permanent absence or disability of the Chair.

III-5.

It shall be the duty of the Secretary to keep a record of the transactions of all meetings, to send all necessary notices, to take care of all necessary correspondence, to render a report of any financial transaction, and to maintain the IUPUI Library Faculty online presence.

III-6.

The Chair, with the advice and consent of the other officers, shall have the power to appoint successors for the other officers if they are unable to serve their terms.

III-7.

In the event that the processes specified by the Bylaws cannot be adhered to, the Chair, with the advice and consent of the other officers, shall have the power to appoint temporary successors for committee members and for elected representatives to other bodies.

IV. Meetings

IV-1.

The Library Faculty shall meet four times a year.

IV-2.

The officers shall meet in person or via email at least one time prior to each of the Library Faculty meetings and at the call of the Chair. If, at the officers meeting, it is determined that there is no significant faculty business, the scheduled Library Faculty meeting may be canceled. Additional Library Faculty meetings may be called at the discretion of the Chair.

IV-3.

The last regular meeting of the academic year shall be known as the annual business meeting and shall be for the purpose of approving the slate of candidates, receiving reports of officers and committees, and for handling any other business that may arise.

IV-4.

All Library Faculty members shall be notified in advance of the purpose, time and place of all general meetings.

IV-5.

Thirty-three percent of the membership shall constitute a quorum.

IV-6.

Any question shall be voted on by a show of hands and be so ruled by a majority of members present. A vote by ballot can be ordered by a majority vote or by the Chair.

V. Elections

V-1.
Elections shall be conducted by May 31 except in the first year (2015 – 2016) of the transition to consolidating committees when elections will be held as soon as possible after voting on changes to the Bylaws. During this first year, newly elected committee members will assume their duties immediately. Electronic voting shall be permitted. Additional nominations from the floor shall be permitted at the annual business meeting. In the event of a tie, the Nominating Committee shall conduct a run-off election by mail ballot or electronic ballot.

V-2.
Newly elected officers and committee members shall assume their duties on July 1.

V-3.
Upon the completion of the election process, ballots shall be destroyed.

VI. Representatives to other bodies

VI-1.
The Library Faculty representatives to other bodies or committees shall be elected by the Library Faculty in accordance with procedures adopted by the Bylaws of the governing body to which the individual is to be elected.

VI-2.
In the absence of procedures of the governing body, the Bylaws and Nominating Committee shall prepare a slate of candidates for each position. The candidate receiving the greatest number of votes shall be the representative. The candidate receiving the second highest number of votes shall be the alternate. In the event of a tie, the Bylaws and Nominating Committee shall conduct a run-off election.

VI-3.
Upon the completion of the election process, ballots shall be destroyed.

VI-4.
The Library Faculty has one representative serving a three-year term on the IUPUI Campus Wide Promotion and Tenure Committee. The representative shall be elected as part of the regular IUPUI Library Faculty Elections. The terms shall begin on December 1st of that election year. The librarians' representative to the IUPUI Campus Wide Promotion and Tenure Committee shall be tenured, and to the extent practicable, should hold appointment at the rank of professor or librarian. The Bylaws and Nominating Committee should, whenever possible, seek candidates by alternating between the two library groups; the professional schools' (i.e. Dental, Law, Medicine) libraries and the University Libraries.

The name of the elected representative shall be forwarded to the IUPUI Dean of the Faculties by the Chair of the IUPUI Library Faculty before November 1st (in the year of an election). If this elected representative is unable to complete his/her term, the Chair of the Library Faculty should notify the Bylaws and Nominating Committee to prepare a slate of qualified candidates for a special election. The special election should be held at the discretion of the Chair of the Bylaws and Nominating Committee of the Library Faculty.

VI-5.

Library Faculty members may be appointed by the Chair with the advice and consent of the other officers to serve in any capacity with other organizations at the request of such organizations or of the Dean of the University Libraries, Indiana University, Bloomington.

VII. Committees

VII-1.

Membership for standing committees shall be determined by annual election. The IUPUI Library Faculty Chair shall be an ex-officio member of all committees, except the Bylaws and Nominating Committee. Committee appointments shall be for two (2) years, except as otherwise noted. At least one (1) member of each committee shall have served on the committee the preceding year. Committee chairs shall be selected by the committee members prior to the first IUPUI Library Faculty meeting of the year.

VII-2.

The Bylaws and Nominating Committee shall be composed of three (3) members. It shall be the duty of the Bylaws and Nominating Committee to (a) receive or originate amendments to the Bylaws in accordance with Article IX below and (b) conduct annual elections in accordance with Articles V and VI above.

VII-3.

The Mentoring and Professional Development Committee shall be composed of four (4) members, at least two (2) of whom shall be tenured. Of the four (4) members, at least one (1) member shall be from University Library and at least two (2) shall be from the professional schools' libraries. It shall be the duty of the Mentoring and Professional Development Committee to develop and implement campus-wide professional development and mentoring programs for the Library Faculty, including assisting librarians in their research and scholarship activities.

VII-4 (a)

The IUPUI Library Faculty Promotion and Tenure Committee shall be comprised of five (5) elected members; two (2) from the University Library, one (1) from the Law Library, one (1) from the Medical Library, and one (1) at-large member. All members shall be elected for two (2) year terms. Individual IUPUI libraries (Ruth Lilly Law Library, IUPUI University Library, and the Ruth Lilly Medical Library) shall elect members to the IUPUI Librarians Promotion and Tenure Committee by May 31 and those elected members shall begin serving on July 1. Library Faculty shall elect the one (1) at-large member.

A Director/Dean may be added to the committee when needed to fulfill campus full-rank requirements unless it would require him or her to evaluate a librarian that he or she directly or indirectly supervises.

VII-4 (b)

Should conflicts of interest arise that would reduce the number of voting librarians on the IUPUI Library Faculty Promotion and Tenure Committee below that required at the campus level or if additional full rank librarians are needed for a promotion case, the Library Faculty Chair, in consultation with the other officers and Library Director/Dean, will seek additional members as necessary.

VII-4 (c)

It shall be the duty of the committee to exclusively examine and review the dossier of each librarian containing all recommendations and relevant materials. The committee shall appraise each dossier relative to the approved criteria and prepare a detailed statement justifying its recommendations related to tenure, rank, and in third-year review cases, on successful progress towards tenure.

VII-4 (d)

In addition, it shall be the duty of the IUPUI Library Faculty Promotion and Tenure Committee to review existing guidelines for general responsibilities, privileges and compensation of the Library Faculty and make

recommendations where appropriate; to review policies and procedures regarding appointment, promotion and tenure criteria, performance evaluation and make recommendations where appropriate; and to review, as requested by the Library Faculty, any other matters relating to faculty development and make recommendations where appropriate.

VII-5

The Chair may appoint ad hoc committees as needed.

VIII. Parliamentary Authority

VIII-1.

Robert's Rules of Order, latest edition, shall govern the Library Faculty in all cases to which it can be applied and in which it is not inconsistent with the Bylaws, or special rules of order of the Library Faculty.

IX. Amendments

IX-1.

Proposals for amending the Bylaws may originate with any member of the Library Faculty and shall be submitted to the Bylaws committee who shall inform the members in writing prior to the meeting.

IX-2.

A proposed amendment shall be discussed at one or more of the general meetings of the Library Faculty before a vote is taken.

IX-3.

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

X. Ethics Statement

X-1.

Library Faculty shall be governed by the current Statement on Professional Ethics, approved by the American Library Association.

Rev. and approved September 22, 2015
Rev. and approved February 8, 2013
Rev. and approved September 13, 2012
Rev. and approved September 15, 2010
Rev. and approved May 4, 2010
Rev. April 15, 2009
Rev. April 18, 2007
Rev. July 1997