

Library Faculty By-Laws

Adopted March 14, 1975, Revised January 11, 1985, Revised May 2, 1986; Revised 6 April 2001; Revised 5 March 2010; Revised November 6, 2015; Revised October 7, 2016; Revised March 1, 2019.

Article I. Membership

- A. The University Libraries consist of the Robert L. Carothers Library & Learning Commons (Kingston Campus), the Feinstein College of Education and Professional Studies Library (Providence Campus), and the Pell Marine Science Library (Narragansett Bay Campus).
- B. Full-time and part-time continuing faculty assigned to the University Libraries shall constitute its faculty.

Article II. Officers

- A. The Dean of the University Libraries shall preside at the meeting of the faculty. In case of a tie, the Dean may cast a vote.
- B. In the absence of the Dean, the Dean's designee shall preside, or in the designee's absence, the highest ranking faculty member present shall preside.
- C. Only full-time or part-time continuing faculty shall hold office.
- D. The Secretary shall be elected in April by the faculty to serve a term of one year. The Secretary shall keep the minutes of faculty meetings, including the call of meetings, committee reports as adopted, and the record of all business transacted. The Secretary shall publish the agenda and relevant documentation. Reelection is permitted.
- E. The Parliamentarian shall be elected in April by the faculty to serve a term of one year. The parliamentarian shall ensure that faculty meetings are run according to correct application of the *Standard Code of Parliamentary Procedure*. Reelection is permitted.
- F. If any Officer or committee member is unable to continue their functions, the Chairs may jointly appoint a replacement until the next election.
- G. Email, using official URI email addresses, will be the means of publishing notices and announcements.

Article III. Meetings

- A. Attendance of faculty at meetings is expected. One-half of the membership shall constitute a quorum.
- B. The faculty shall meet each month (normally the first Friday) during the academic year. The Secretary will circulate a list of the dates no later than two weeks before the first meeting of the year.
- C. Additional meetings may be called by the Dean and both Chairs, or on written request of twenty-five percent (25%) of the faculty. Notice of a special meeting must be sent by the Secretary at least one week before the date. The notice must describe all business for the special meeting.
- D. Agenda for the regularly scheduled meetings shall be delivered to the faculty by the Secretary no less than seven days in advance of the meeting. The Agenda shall be accompanied by documentation of special business; reports by committee members and units will be sent separately at least two days before the faculty meeting. Reports connected to meetings held less than two days before the faculty meeting should be submitted as soon as possible before the faculty meeting.
- E. Once published, a meeting date may be changed with at least 2 weeks' notice at the request of the Dean and both Chairs to the Secretary. Without two weeks' notice, meeting dates cannot be moved, but times may be adjusted by a majority email vote.

Article IV. Committees

A. Standing Committees

1. General Committee characteristics: All committee members are elected according to the process in Section V. Committee terms shall be for two years, with the committee membership being staggered to provide continuity. When necessary, the Nominating Committee may decide on a one-year term for a particular election slot to preserve staggered terms for that committee. Reelection is permitted.

All committees shall hold a vote (in person or by email) as soon as practical in the new fiscal year to elect a Chair for that year, then inform the Secretary of their decision.

Each committee shall submit a report of its activities and recommendations at each regular meeting of the faculty.

2. Faculty Development Committee: The Faculty Development Committee shall be comprised of three (3) faculty members. The Committee shall

encourage the development of teaching and research within the faculty, and investigate matters that affect the faculty's professional development.

3. Curriculum Committee: The Curriculum Committee shall be comprised of three (3) faculty members. The Committee shall review and approve permanent and temporary credit-bearing courses in accordance with the procedures laid out in the *University Manual*.
4. Ex Libris Leadership Committee: The Ex Libris Leadership Committee will consist of five (5) members elected by the College faculty (at least two (2) each from Public and Technical Services). The Committee will discuss any issues that may arise with the Ex Libris Alma and Primo systems and report to the Library Faculty and Dean any changes, issues, and concerns that may arise.
5. Library Space Use Committee: The Library Space Use Committee will consist of the Chair of Public Services and the Chair of Technical Services as *ex officio* voting members as well as three (3) additional faculty members (at least one (1) each from Public and Technical Services). While responsibility for allocation and assignment of space at the University of Rhode Island Libraries resides with the Provost, the Committee is a recommending body responsible for the oversight of all library space use. All matters of library space and use shall be referred to the Committee for their consideration. The Committee in return shall make recommendations to the Dean of Libraries for final approval or further review.

B. Special Committees

1. Special Committees shall consider matters referred to them and shall report to the next regular faculty meeting unless otherwise stipulated in the legislation creating them.

Article V. Elections

- A. The Nominating Committee shall be comprised the two Chairs. The Committee shall present at least one nominee for each elective position provided for in these *By-Laws* and in the *University Manual*, and shall forward their recommendations to the Secretary for inclusion in the agenda of the meeting at which an election is to be held.
- B. Nominations may be made from the floor.
- C. Elections shall be by secret ballot.

1. Balloting shall be conducted by two tellers, appointed by the presiding officer who shall report the results at the same meeting the election is held.
2. A nominee receiving a majority of votes cast for the position shall be declared elected, and shall serve until the next election for that position.

Article VI. Parliamentary Authority

A current edition of the American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* governs this organization in all parliamentary situations that are not provided for in the law or in its charter, bylaws, or adopted rules.

Article VII. Amendment of By-Laws

- A. These *By-Laws* may be amended at any regular meeting of the faculty by a two-thirds vote of the members present and eligible to vote, providing the faculty has received a thirty-day written notice of the proposed amendment.