BYLAWS

**Article I - Name**

The name of this organization shall be the Librarians' Assembly.

**Article II - Objectives**

The objectives of the Librarians' Assembly shall be to advise the University Librarian and to deal with matters of concern to the professional staff.

**Article III - Membership**

All librarians with professional appointments shall have voting membership in the Librarians' Assembly.

**Article IV- Governing Body**

The governing body of this assembly shall be the Executive Committee.

**Section 1. - Composition.** The Executive Committee shall consist of four members elected from the voting membership and the University Librarian as ex-officio member.

**Section 2. - Terms of office and election.** Each member shall serve a two-year term, July 1-June 30. Two members shall be elected each year in a general election by the members, as set forth in Article IX. The chairperson of the Executive Committee shall call a special election to fill any vacancies which may occur on the Executive Committee. No member may serve two consecutive two-year term.

**Section 3. - Officers.** The Executive Committee shall choose one of the four elected Executive Committee members as Chairperson and one as Secretary. The Secretary shall also serve as secretary of the Assembly as a whole. A member of the Committee may serve as Chairperson for only one year of a two-year term.

**Section 4. - Meetings.** The Executive Committee shall meet at the call of the Chairperson or at the request of two members of the Committee. The Committee shall meet at least once per semester, and notice of this meeting shall be posted prior to the meeting. The Committee may meet at any time to discuss any matter it deems appropriate. It shall transmit its recommendations to the University Librarian. Minutes of the meetings shall be available to members of the Librarians' Assembly from the Secretary upon request.

**Section 5. - Duties.** The duties of the Executive Committee shall be:

1. To discuss matters of importance to the professional staff;

2. To appoint ad hoc committees as deemed appropriate:

3. To submit reports and petitions to the University Librarian and to the Assembly membership.

**Article V - Standing Committees**

Standing committees shall be created by vote of the membership. Composition, method of appointment, and functions of a committee shall be determined at the time of its creation.

**Article VI - Ad hoc Committees**

The Executive Committee shall appoint ad hoc committees as necessary. Each committee shall report to the Executive Committee and continue in existence until its purpose is accomplished or until it is discharged by the Executive Committee. Members of the professional staff shall not be limited in number of committee assignments.

**Article VII - Meetings**

The Librarians' Assembly shall meet at least once annually in April. The Executive Committee in coordination with the University Librarian is responsible for selecting the date, time, and place of the meeting, and shall announce this to the membership at least one week prior to the meeting. The Chairperson of the Executive Committee shall preside at the meeting. Election of the Executive Committee members must be one item of business at the annual April meeting. Minutes of Assembly meetings shall be available from the Secretary upon request.

**Article VIII - Voting**

Two-thirds of the Assembly membership shall constitute a quorum. All voting shall be by simple majority of the votes cast unless any member of the Assembly makes a motion, which is seconded, requesting a substantive vote. A substantive vote shall require a majority of the entire membership of the Assembly on the specific issue. In this case, a simple majority of the Assembly present shall decide whether the issue is substantive. All substantive votes of the Assembly shall be by secret ballot.

**Article IX - Elections**

Elections for two positions on the Executive Committee shall be held in April of each year. A Nominating Committee, consisting of three members, shall be appointed by the Executive Committee at least three weeks prior to the April meeting. The Nominating Committee shall prepare a slate of four candidates for two positions. If there are more than two vacancies on the Executive Committee, additional nominees shall be included on the slate. The Nominating Committee shall provide each member of the Assembly with a copy of its slate at least one week prior to the April meeting. Additional nominations may be made from the floor at the meeting. Voting shall be by secret ballot at a designated polling place. The election shall be held within one week after the nominations have been concluded. The candidates receiving the greatest number of votes shall be elected to the Executive Committee. Results of the election shall be tabulated and announced to the membership by the Nominating Committee.

**Article X - Parliamentary Authority**

The latest edition of Robert's Rules of Order shall be the parliamentary code adopted for this association, in conjunction with Article VIII.

**Article XI - Amendment Procedures**

Amendments to the bylaws may be proposed by three means:

1. A proposed amendments may be presented and seconded at a meeting, to be voted upon after an interval of ten days.

2. The Executive Committee may present a proposed amendment, in writing, to the membership at least ten days before a vote is to be taken.

3. Two or more members may sign a petition presenting a proposed amendment to the Executive Committee. If a majority of the Executive Committee approves, the committee shall submit the proposed amendment, in writing, to the membership at least ten days prior to a vote.

Voting shall be by secret ballot. A two-thirds majority of the votes cast by the entire membership of the Librarians' Assembly is required for passage of amendments to the Bylaws.

March 7, 1979

Rev. 5-11-81