

Librarians Association of the University of California, Berkeley (LAUC-B) Bylaws - June 2018

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ARTICLE I. Name and Authority

The Librarians Association of the University of California, Berkeley (LAUC-B) is a division of the Librarians Association of the University of California (LAUC) and through it is recognized as an official unit of the University (APM360, Appendix B).

ARTICLE II. Membership

Section 1.

Membership in LAUC-B shall consist of all persons who are LAUC members as defined in the statewide LAUC Bylaws, Art. III, sec. 1; and who

1. Work principally on the Berkeley campus; or
2. Work at a location apart from any of the UC campuses and report administratively to Berkeley; or
3. Work at a location apart from any of the UC campuses and report administratively to a statewide office, but work nearer the Berkeley campus than any other.

Section 2.

All members are eligible to make motions, nominate candidates, vote, serve on committees, and hold office.

Section 3.

Persons employed less than half-time in any of the academic title codes specified in the statewide LAUC Bylaws, Art. III, sec. 1, and all retired LAUC-B members, are affiliate members of LAUC-B. Affiliate members may not make motions, nominate candidates, become officers, serve on committees, be eligible for research and professional development funds, or vote.

Section 4.

LAUC-B members employed neither by the Library nor by an Affiliated Library shall be deemed Affiliated Libraries members for purposes of serving as representatives or committee members in accordance with these Bylaws.

ARTICLE III. Duties and Responsibilities

Section 1.

LAUC-B shall serve in an advisory capacity to the Chancellor and Library administration on professional and governance matters of concern to all librarians.

Section 2.

LAUC-B shall advise the Chancellor and Library administration on professional standards, rights, privileges, and obligations of members of the Librarian Series of the University.

Section 3.

LAUC-B shall advise the Chancellor and Library administration on the planning, evaluation, and implementation of programs, services, or technological changes in the libraries of the University of California, Berkeley.

Section 4.

LAUC-B shall work with the Librarians Association of the University of California on matters of University-wide concern.

Section 5.

LAUC-B shall not advise the Chancellor or Library administration with respect to matters that are covered by a memorandum of understanding or otherwise subject to negotiation between the University and any exclusive bargaining agent.

ARTICLE IV. Officers, Representatives, Committees

Section 1.

Officers, representatives, and alternates shall be full voting members of the Division.

Section 2.

Officers shall be elected by the membership and shall perform the usual functions of office. They shall be as follows:

- A. The Chair, who shall also serve as a member of the LAUC Executive Board.
- B. The Vice Chair/Chair-Elect.
- C. The Past Chair.
- D. The Secretary.
- E. The Treasurer.

Section 3.

Representatives to the LAUC Assembly shall be as follows:

- A. The Chair.
- B. The Vice Chair/Chair-Elect.

- C. The Secretary.
- D. Others as provided by the formula for representation set forth in the LAUC Assembly structure, divided as follows:
 - 1. One shall be the Affiliated Libraries Representative.
 - 2. All others shall be representatives from The Library.
 - 3. If an officer or representative is unable to attend the LAUC Assembly, a replacement shall be designated as follows:
 - a. The Affiliated Libraries Representative shall be replaced by the Chair-Elect of the Committee on Affiliated Libraries.
 - b. An officer or representative from The Library shall be replaced by a Library member selected by the Executive Committee.

Section 4.

Committees.

A. The Executive Committee

- 1. The Executive Committee shall be composed of:
 - a. The officers: Chair, Vice Chair/Chair-Elect, Past Chair, Secretary, and Treasurer;
 - b. Two Library Representatives, who are elected by The Library members; and
 - c. The Affiliated Libraries Representative, whom the Affiliated Libraries members elect one term prior to incumbency.
- 2. Terms of office. Terms of office for the LAUC-B Executive Committee shall normally commence 1 September and shall be:
 - a. One year for the Chair, who shall then serve one subsequent year as Past Chair.
 - b. One year for the Vice Chair/Chair-Elect, who shall then succeed to the office of Chair.
 - c. One year for the Secretary.
 - d. Two years for the Treasurer.
 - e. One year for The Library Representatives.
 - f. One year for the incumbent Affiliated Libraries Representative, following a year serving as Chair-Elect on the Committee on Affiliated Libraries Affairs (see Art. IV, sec. 4(D)).
 - g. No one shall serve more than four consecutive years as member of the Executive Committee, except that service of less than six months during any term shall not be counted.
- 3. In addition, any LAUC-B member who is neither an officer nor a Representative, and who is serving as a statewide LAUC officer, shall be a non-voting member.
- 4. Unless otherwise designated by the Chair, all meetings of the LAUC-B Executive Committee are open to LAUC-B members to attend as non-voting observers.
- 5. The Executive Committee shall perform the usual functions of such a body and shall:
 - a. Fill Executive Committee positions vacated prior to the end of the term of office unless otherwise specified.
 - (1) In the event of a vacancy in the office of Chair, the Vice Chair/Chair-Elect shall serve as Chair for the remainder of the term under the following provisions:
 - (a) If the vacancy in the office of the Chair occurs on or before 30 November, the Vice Chair/Chair-Elect shall fill the Chair's office until

the expiration of the term, 31 August. A Vice Chair *pro tem* shall be appointed for the remainder of the term by the Executive Committee from the LAUC-B membership. For the next term commencing 1 September, an election shall be held for the positions of Chair and Vice Chair/Chair-Elect.

- (b) If the vacancy in the office of Chair occurs on or after 1 December, the Vice Chair/Chair-Elect shall fill Chair's office for the remainder of the term and shall succeed himself/herself/themself for the next term commencing 1 September. A Vice Chair *pro tem* shall be appointed for the remainder of the term by the Executive Committee from the LAUC-B membership. A regular election under these circumstances shall be held for the position of Vice Chair/Chair-Elect.
- (2) In the event of a vacancy in the office of Vice Chair/Chair-Elect not due to a vacancy in the office of the Chair as described above, a Vice Chair *pro tem* shall be appointed for the remainder of the term by the Executive Committee from the LAUC-B membership. For the next term commencing 1 September, an election shall be held for the positions of Chair and Vice Chair/Chair-Elect.
- (3) In the event of a vacancy in the office of Secretary or Treasurer, a Secretary or Treasurer *pro tem* shall be appointed for the remainder of the term by the Executive Committee from the LAUC-B membership.
- (4) In the event of a vacancy in the office of Past Chair, the vacancy shall remain unfilled until the beginning of the next term, when the incumbent Chair shall assume the office as usual.
- (5) In the event of a vacancy in a position of a Library Representative, the Executive Committee shall appoint a LAUC-B member from the Library to fill that position. In the event of a vacancy in the position of Affiliated Libraries Representative, the Chair-Elect of the Committee on Affiliated Libraries Affairs shall fill that position.
- b. Meet at least once a month.
- c. Appoint members of all LAUC-B committees (unless otherwise specified) and nominate LAUC-B candidates as representatives to other committees including those of LAUC, those formed by the University Librarian, and other bodies as needed.
- d. Have jurisdiction with LAUC-B in all matters of policy concerning Academic Personnel Manual (APM) sections that affect librarians, peer review, and other professional governance issues, and make recommendations thereon to the appropriate administrator.
- e. Outline and set policies and establish guidelines for all LAUC-B committees.
- f. Continually review library policy and practice.

B. The Committee on Appointment, Promotion, and Advancement (CAPA) shall be composed of seven members appointed by the Executive Committee. The membership, duties, and terms of CAPA shall be as stated in the most recent Procedures for Review of Librarian Appointments, Promotions, and Advancements ("Berkeley Procedures").

- C. **The Nominating and Elections Committee** shall be composed of at least four members appointed by the Executive Committee. Membership, duties, and terms shall be as stated in Article V, Sections 4, 5, and 6.
- D. **The Committee on Affiliated Libraries Affairs** shall be composed of four *ex officio* members: the incumbent Affiliated Libraries Representative to the LAUC-B Executive Committee, who serves as Chair; the recently elected Affiliated Libraries Representative, who serves as Chair-Elect; the convener of The Affiliated Libraries Administrative Group (TALAG); and the Vice Chair of LAUC-B.
1. The Committee will investigate areas of concern to Affiliated Libraries members and will make recommendations relative to those concerns to the LAUC-B Executive Committee.
 2. The Committee may make recommendations to the Nominating and Elections Committee, the LAUC-B Executive Committee, and the University Librarian regarding Affiliated Libraries members to be appointed to committees.
- E. **The Committee on Diversity** shall be composed of at least six committee members: At least three committee members will be selected from the general LAUC-B membership. Two Library staff members will be appointed by the Staff Development Committee. Besides these two staff members, to the extent possible, one member shall represent the Library Human Resources Department. All members of the Committee shall serve two years with staggered terms of office. The Chair of the Committee shall be a LAUC-B member, and shall serve one year as Chair. The Berkeley representative to the statewide LAUC Committee on Diversity shall serve as an *ex officio* member of the local Committee until his/her/their term of statewide office expires. The LAUC-B Committee on Diversity shall serve as an advisory body to LAUC-B on issues related to diversity, including but not limited to collections, public service, staff training and development, recruitment and retention, and Library-wide policy issues. Diversity is defined broadly to cover issues including (but not limited to) those related to gender, ethnicity, race, class, physical and mental disability, age, and sexual orientation.
- F. **The Committee on Research and Professional Development** shall be composed of at least five members to be appointed by the Executive Committee. Two members must be from the Affiliated Libraries. One member should be a former Townsend Center Fellow or LAUC grant recipient. All members of the Committee shall serve two years with staggered terms of office. The Chair of the Committee shall be a LAUC-B member, and shall serve one year as Chair. The Berkeley representative to the statewide LAUC Research and Professional Development Committee shall serve as an *ex officio* member of the local Committee until his/her/their term of statewide office expires. Members serving on this committee may not review their own applications to the LAUC Research Grants for Librarians Program. The Committee shall:
1. Review campus applications for the University-wide Research Grants for Librarians Program and advise prospective grantees on the feasibility and appropriateness of applications.
 2. Recruit LAUC-B participants for the Townsend Fellowship for Library and Museum Professionals program.
 3. Investigate and disseminate other campus or system-wide research opportunities and funding for UC Berkeley librarians.
 4. Implement programs and activities to provide training and professional development opportunities for LAUC-B members on a regular basis based on expressed need from members

and emerging professional trends.

G. The Distinguished Librarian Award Committee shall be appointed in even-numbered years to manage the Distinguished Librarian Award process. The Committee shall be chaired by the LAUC-B Past Chair and shall be composed of three additional LAUC-B members and one faculty member appointed by the Executive Committee. At least one member must be from The Library and at least one from the Affiliated Libraries. All members of the Committee shall serve one year. In the event of a vacancy in the office of Past Chair, a previous Past Chair or previous Distinguished Librarian Award recipient shall be appointed to serve as Chair of the Committee. The Committee shall:

1. Solicit nominations for the Distinguished Librarian Award;
2. Select the Distinguished Librarian Award recipient(s);
3. Organize the Distinguished Librarian Award ceremony; and
4. Review and propose changes to the award criteria and procedures to the Executive Committee.

ARTICLE V. Elections

Section 1.

Elections shall be held concurrently with the LAUC election.

Section 2.

Elections shall be by secret ballot.

Section 3.

A plurality of votes cast shall be sufficient for elections.

Section 4.

The Nominating and Elections Committee shall have as members the following:

- A. At least three members from The Library.
- B. One member from the Affiliated Libraries.
- C. One member should have recently served on CAPA.

All members of the Committee shall serve two years with staggered terms of office.

Section 5.

The Nominating and Elections Committee shall:

- A. Present the nominations and the candidates for office at a business meeting to be held at least two weeks prior to the elections, where it shall be possible for the membership to present nominations from the floor. Nominations shall be formally closed at this time.

- B. Prepare the ballot and supervise the elections for both local and statewide elections, except that members of the Committee who are running for office shall not perform these functions.
- C. Solicit volunteers for LAUC-B and LAUC committees.

Section 6.

Special elections procedures shall be as specified by the LAUC-B Chair in consultation with the Nominating and Elections Committee Chair.

ARTICLE VI. Meetings

Section 1.

Membership meetings shall be called at least twice a year by the Executive Committee and must be called by the Committee if requested by no less than 25 percent of the membership. Such meetings must take place within 30 days of submission of the request or petition to the Executive Committee.

Section 2.

Notification and agenda for meetings shall be sent out at least five days prior to the meeting. The Secretary shall distribute minutes to all members within thirty days of the meeting. Minutes may be approved via e-mail or other electronic device.

Section 3.

Quorum and Parliamentary Procedure.

- A. The quorum for all divisional meetings shall be ten percent of the total membership.
- B. The quorum for the Executive Committee and for other committees shall be 51 percent of the committee members.
- C. Parliamentary procedures.
 - 1. The Secretary shall act as parliamentarian unless the Chair appoints another member to serve in this capacity.
 - 2. When not in conflict with the Bylaws, the current edition of the Standard Code of Parliamentary Procedure shall be the authority for rules of order.

ARTICLE VII. Amendments and Ratification

Section 1.

Amendments may be initiated by:

- A. The Executive Committee.
- B. An *ad hoc* committee appointed to review Bylaws.

- C. A petition signed by at least ten members.

Section 2.

Amendments may be presented for discussion at any membership meeting, but at the discretion of the Executive Committee amendments may be placed on the ballot without such discussion. Proposed amendments must be presented no later than one month before the voting takes place.

Section 3.

The ballot for the proposed amendment shall include:

- A. The text of the existing section and the text of the proposed amendment.
- B. Signed arguments for or against the proposed amendment, if either the proponents or opponents wish to present such arguments. Each side shall be limited to one typewritten page.

Section 4.

Voting shall be by secret ballot and shall be held at the same time as the annual election of officers and representatives, except that the Executive Committee shall be empowered to send out a special ballot on matters requiring earlier action.

Section 5.

Approval by two-thirds of the members casting valid votes shall ratify the Bylaws and any amendments thereto.