

LAUC-B Bylaws Revisions 2018 - Article IV. Sec.4.B,C,E; Article V; Article VI (Redline Copy)

ARTICLE IV. Officers, Representatives, Committees

Section 45.

Committees.

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

[Rationale: Clarify where terms are specified and add common terminology for procedures.]

C. **The Nominating and Elections Committee** shall be composed of at least four members appointed by the Executive Committee. Membership, ~~and duties,~~ **and terms** shall be as stated in Article V, Sections 4, 5, and 6.

[Rationale: Clarify where terms are specified.]

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 ~~a one year as chair term of office.~~ The Berkeley representative to the ~~statewide~~**Systemwide** 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.

[Rationale: Clarify terminology respecting membership.]

ARTICLE V. Elections

Section 1.

Elections shall be held ~~prior to~~ **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~~ shall 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.

[Rationale: Conform to current practice. Afford flexibility respecting inclusion of an available former CAPA member.]

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 ~~Sturgis~~ Standard Codes of Parliamentary Procedure shall be the authority for rules of order.

[Rationale: Conform to new title of parliamentary authority.]