I. PREAMBLE
These Bylaws constitute the internal governance structure for librarians who are represented by the AAUP Bargaining Unit at the University of Cincinnati as defined in the AAUP Contract; therefore they should be reviewed at the start of each contract. They are hereafter referred to as Library Faculty. These Bylaws conform to the requirements of the current Agreement between the University of Cincinnati and the AAUP, Cincinnati Chapter.

II. MEMBERSHIP AND VOTING
A. All persons who have been appointed to the ranks of Beginning Librarian, Assistant Librarian, Associate Librarian, Associate Senior Librarian or Senior Librarian are voting members of the Library Faculty.

B. A quorum for any action by this group shall be 15 members. A simple majority of members present shall be sufficient for passage of any issue except the amendment or repeal of these Bylaws, or removal of a committee member or Library Faculty representative, which shall require a majority of the total membership.

III. OFFICERS AND COMMITTEES
A. Library Faculty Council

The Library Faculty Council shall have the following members: (1) the Chairperson of the Library Faculty, (2) the Secretary of the Library Faculty, (3) the Chairperson of the Nominations and Elections Committee, (4) the Chairperson of the Reappointment, Promotion and Tenure Committee, (5) the first year Faculty Senator, (6) the Library Faculty Representative(s) to the Associates Council, (7) the Library Faculty Representative to the Faculty Senate Information Technology Committee, (8) the Chairperson of the Faculty Development Committee when the committee exists in the current AAUP contract, (9) Webmaster of the Library Faculty.

Should a librarian be elected to more than one position that qualifies for membership in the Library Faculty Council, an additional member shall be elected at large to serve on the Library Faculty Council for as long as the overlapping terms exist.

Service on the Library Faculty Council as a chairperson of one of the standing committees, or as a Library Faculty representative, shall not be limited but may be continuous for so long as elected to such offices.

The Chairperson of the Library Faculty and the Secretary of the Library Faculty shall be elected from among the Library Faculty. These two offices shall be elected for staggered terms of two years. No Library Faculty member shall serve more than two consecutive terms in each of these two offices. The Chairperson of the Library Faculty shall be responsible for conducting all meetings of the Library Faculty Council, as well as meetings of the Library Faculty. The Secretary of the Library Faculty shall keep accurate records of the membership, shall prepare all notifications of meetings, shall keep minutes of meetings, shall be responsible for the dissemination of appropriate materials to the members of the Library Faculty Council and to the Library Faculty, and shall keep appropriate archives.
The Library Faculty Council shall represent the interests of the Library Faculty in all matters not specifically provided for by the charges to the standing committees or the Library Faculty representatives as provided for in the current AAUP Agreement and in these Bylaws. The Library Faculty Council shall appoint and dissolve ad hoc committees. The Library Faculty Council shall maintain all records necessary for the proper and efficient operation of the business of the Library Faculty.

Each standing committee shall maintain its own records.

B. Standing Committees and Positions

1. Nominations and Elections Committee

The Nominations and Elections Committee shall consist of three librarians elected from among the Library Faculty. These three shall be elected for staggered terms of two years. No librarian shall serve more than two consecutive terms. The committee members shall choose their own chair.

The Nominations and Elections Committee shall conduct all elections for standing committee membership, for Chairperson of the Library Faculty, for Secretary of the Library Faculty, for the representative to the Faculty Senate Information Technology Committee, and Faculty Senate, and any special election requiring a ballot vote of the Library Faculty.

The AAUP Chapter will conduct a separate election for Library Faculty representative(s) to the Associates Council. Only those Library Faculty who are active members of the AAUP may vote for this representative(s).

2. Reappointment, Promotion, and Tenure (RPT) Committee

The RPT Committee shall be the committee provided for in the current AAUP Agreement and shall consist of seven members elected from among the Library Faculty with representation from at least two library jurisdictions. At least five (5) members of the RPT Committee shall be tenured. Five tenured members of the RPT Committee shall be elected to staggered terms of two years. Two members of the RPT Committee, either tenured or untenured, may be elected to a term of one year. No member shall serve more than two consecutive terms. The Committee shall perform all actions required under the current Agreement between the University of Cincinnati and the AAUP, University of Cincinnati Chapter. The committee members shall choose their own officers.

3. Faculty Development Committee (FDC)

The FDC shall be the committee provided for in Article 24 of the current AAUP Agreement and shall consist of six members. Three representatives shall be from and selected by library administration, while three members shall be elected from the Library Faculty. Members shall serve two year terms with no term limit.

4. Webmaster of Library Faculty

The Webmaster of Library Faculty shall be a librarian elected from among the Library Faculty. The librarians shall serve two year terms, for no more than two consecutive terms.
C. Library Faculty Representatives

1. Associates Council

The Library Faculty Representative(s) to the Associates Council of the American Association of University Professors shall be elected from among the active Library Faculty of the American Association of University Professors in accordance with the AAUP Chapter’s Constitution and Bylaws. Only those Library Faculty who are active members of the American Association of University Professors may vote for this representative.

Terms of office for the Library Faculty Representatives to the Associates Council will begin in accordance with the bylaws for the AAUP. Member(s) of the Associates Council shall be elected to a 2 year term.

2. Faculty Senate

Library Faculty shall elect each year a representative to the Faculty Senate in accordance with the University Faculty Bylaws, Article C, Section 3. Elected representatives and those voting must be members of the University Faculty as defined in the University Faculty Bylaws. The first year Faculty Senator will also serve on the Library Faculty Council.

3. Faculty Senate Information Technology Committee

Every two years the Library Faculty shall elect a representative to the Faculty Senate Information Technology Committee.

IV. MEETINGS

The Chairperson of the Library Faculty shall call and chair all meetings of the Library Faculty. Such meetings shall be held at least three times each academic year. Notification of the date and agenda of each regular meeting shall be sent to all Library Faculty no later than ten working days prior to the date for which the meetings are called.

If twenty percent of the total membership of the Library Faculty petitions for a special meeting, such a meeting must be called. The agenda shall be determined by the reason stated on the petition calling for the meetings. The Library Faculty Council may also call special meetings as necessary. Notification of the date and time of special meetings, and the agenda, shall be sent to all Library Faculty no later than five working days prior to the date for which the special meeting is called.

Any member of the Library Administration or of the support Staff may attend meetings of the Library Faculty and may speak on any issue. However, certain items may be designated as closed items of business by the Library Faculty Council. In such cases, all non-faculty will be excluded from that portion of the meeting.

Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except where these Bylaws specify other procedures.

V. ELECTIONS AND RECALL

A. Election procedures shall be in accordance with the most recent edition of Robert's Rules of Order. All elections, except those concerning the bylaws (see section VI. B.) or removal of a
Library Faculty committee member, representative, or officer (see section V.C.), shall be decided by a majority of those voting. Detailed procedures shall be prepared by the Nominations and Elections Committee.

B. Unless otherwise specified, terms of office shall begin July 1 of each year.

C. Any committee member, Library Faculty Representative, or officer of the Library Faculty may be removed from office for good cause by a vote of a majority of the total membership of the Library Faculty at either a regular or a special meeting.

VI. AMENDMENT AND REPEAL

A. These Bylaws shall become effective upon approval by a majority of the full membership of the Library Faculty.

B. For the initial implementation of these Bylaws, any Library Faculty member who was elected to a position with an unexpired term of service as determined by the previous Bylaws shall retain that position until the unexpired term of service is completed. Amendments, revisions, or repeals may be proposed by the Library Faculty Council or by any five Library Faculty. Proposed amendments or revisions shall be referred to the Library Faculty Council or to a special committee. Proposals for amendment or revision of the Bylaws shall be sent to Library Faculty at least twenty days before a regular or special meeting has been called. Proposals for the amendment or revision of the Bylaws should be sent to the Library Faculty with a report recommending in favor or against the proposed amendment or revision from the Library Faculty Council. Amendments, revisions, or repeals shall require an affirmative vote of a majority of the full Library Faculty. Routine changes in article, section and paragraph numbers necessary to bring these Bylaws into conformity with each new Agreement shall not require an amendment.

Bylaws revised 6/15/85; 4/30/87; 9/1/89; 11/10/89; 12/15/92; 9/29/03; 3/29/06; 5/31/07; 12/4/17; 11/6/18;

BYLAWS OF THE LIBRARY FACULTY OF THE UNIVERSITY OF CINCINNATI