

## LAUC-I Bylaws

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### ARTICLE I. NAME AND AUTHORITY

The name of the organization shall be the Librarians Association of the University of California, Irvine (**LAUC-I**), a division of the Librarians Association of the University of California (**LAUC**) as provided for in the LAUC Bylaws.

### ARTICLE II. DUTIES AND RESPONSIBILITIES

**Section 1.** LAUC-I shall serve in an advisory capacity to the Chancellor or Chancellor's designated representative(s) and the library administration on professional governance matters of concern to librarians at UCI.

**Section 2.** LAUC-I shall advise the Chancellor or Chancellor's designated representative(s) and the library administration on:

- a. The operations and policies of the UCI libraries\* [includes UCI Libraries and the Law Library];
- b. Professional standards, rights, privileges, and obligations of members of the Librarian Series at UCI;
- c. The planning, evaluation, and implementation of programs, services, and/or technological changes for the improvement of services and collections in the UCI Libraries.

**Section 3.** LAUC-I shall maintain liaison and work actively with LAUC and its divisions on matters of statewide concern.

**Section 4.** LAUC-I shall not advise the Chancellor or Chancellor's designated representative(s) or the library administration with respect to matters that are covered by the Memorandum of Understanding or otherwise subject to negotiation between the University and any exclusive bargaining agent.

**Section 5.** LAUC-I, in its advisory role, seeks to:

- a. Create a forum where appropriate matters of concern to UCI librarians may be openly discussed;
- b. Promote the optimum utilization of the professional skills, interests, and abilities of UCI librarians;
- c. Encourage the Chancellor and the University Librarian to consult with and inform LAUC-I on matters that concern the interests of UCI librarians;
- d. Encourage and promote the continuing education, professional development, and service excellence of UCI librarians.

### **ARTICLE III. MEMBERSHIP**

**Section 1.**

- a. Membership in LAUC-I shall consist of all persons in the University of California, Irvine at half time or more in the librarian series, or in any one of the following academic titles in conjunction with their respective title codes: Associate University Librarian, Assistant University Librarian, Law Librarian, Associate Law Librarian, Assistant Law Librarian, or in the same series or titles in an acting capacity.
- b. The University Librarian or the same in an acting capacity.

**Section 2.** All members shall be eligible to vote, to hold office, and to serve as Members-at-large from the date of employment.

**Section 3.** All members shall be eligible to serve on committees, except as otherwise specified in these Bylaws.

**Section 4.** Persons employed in the University on less than half-time appointments and retired LAUC-I members shall have affiliate membership. Affiliate members may participate in general meetings of the Division, but may not make motions, nominate candidates, become officers, serve on committees, be eligible for research and professional development funds, or vote. Affiliate members may serve on committees in an ex officio capacity.

### **ARTICLE IV. OFFICERS**

**Section 1.** The officers of LAUC-I shall be Chair, Immediate Past Chair, Vice-Chair (Chair-Elect), and Secretary.

**Section 2.** The terms of office shall be one year, commencing 1 September.

**Section 3.** In the event of a vacancy in the office of the 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 office until the expiration of the term 31 August. For the next

term, commencing 1 September, elections shall be held for the positions of Chair, Vice Chair (Chair-Elect) and Secretary.

- b. If the vacancy in the office of the Chair occurs on or after 1 December, the Vice Chair (Chair-Elect) shall fill the office for the remainder of the term and shall succeed himself/herself for the next term commencing 1 September. Regular elections under these circumstances shall be held for the positions of Vice Chair (Chair-Elect) and Secretary.
- c. Regardless of when a vacancy occurs in the office of the Chair, a Vice Chair pro tem shall be appointed for the remainder of the term by the new Chair with the approval of the Executive Board, from the membership of LAUC-I.

**Section 4.** In the event of a vacancy in the office of Vice Chair (Chair-Elect) or Secretary, a Vice Chair pro tem or Secretary pro tem shall be appointed for the remainder of the term by the Chair from the membership of LAUC-I.

- a. The appointment of a Vice Chair pro tem or a Secretary pro tem becomes effective as soon as it has been confirmed by a minimum of two-thirds of the Executive Board and the new officers have been notified.
- b. The pro tem officer serves until the expiration of the term on 31 August.
- c. In the case of a vacant office of the Vice Chair (Chair-Elect), a Chair shall be elected at the next regular election or at a special election for the term commencing 1 September (See Article IV, Section 3.c).

**Section 5.** The duties of the Chair shall be as follows:

- a. Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration and community.
- b. Determine the will of the membership and act in accordance with that will.
- c. Expedite LAUC-I business in a manner consistent with the best interests of the membership.
- d. Bring to the attention of the membership and the Executive Board any matters which require a LAUC-I response or which may be of concern to LAUC-I.
- e. Report to the membership regularly.
- f. Preside over meetings of the membership and of the Executive Board.
- g. Create ad hoc committees upon the advice and consent of the Executive Board.
- h. Participate in a nonvoting capacity in the deliberations of any committee, except the Library Review Committee, the Nominating- Elections Committee or other committees as may be specified.
- i. Provide annual supplemental charges to the LAUC-I standing committees by October 1st.
- j. Prepare and distribute agendas for the Executive Board and General Membership meetings with the advice of the Executive Board.
- k. Nominate or appoint LAUC-I representatives to LAUC Committees, with the advice and consent of the Executive Board.
- l. Serve as a member of the LAUC Executive Board and report back to LAUC-I on all Executive Board decisions and deliberations and perform the duties specified in the LAUC Bylaws.

- m. Serve as a delegate to the LAUC Assembly, and designate alternate delegates from the LAUC-I Executive Board in the event that the regular delegates cannot attend.
- n. Prepare an annual report of LAUC-I activities to be presented to the membership prior to 31 August each year.
- o. Nominate or appoint LAUC-I representatives to UCI Academic Senate Committees, with the advice and consent of the Executive Board, no later than 1 September.

**Section 6.** The duties of the Vice Chair (Chair-Elect) shall be as follows:

- a. Serve as a delegate to the statewide Assembly of LAUC if LAUC-I is allocated two or more delegates.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Assume the duties of the Chair of LAUC-I in the Chair's absence or incapacity.
- d. Report regularly on the status of the LAUC-I budget to the Executive Board and the membership.
- e. Perform other duties as assigned by the Chair.

**Section 7.** Duties of the Secretary shall be as follows:

- a. Record and distribute minutes of the LAUC-I Executive Board and General Membership meetings.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Compile and provide public access to a list of the officers and committee members of LAUC-I.
- d. Maintain LAUC-I records and archives with the assistance of other assigned persons, as necessary.
- e. Perform other duties as assigned by the Chair.

**Section 8.** Duties of the Immediate Past Chair shall be as follows:

- a. Serve as a member of the LAUC-I Executive Board.
- b. Serve as Chair of the Nominating Elections Committee.
- c. Provide orientations of LAUC and LAUC-I to new members of LAUC-I.

**Section 9.** An officer may be removed from office for valid cause (see the current edition of *The Standard Code of Parliamentary Procedure*) by means of the following procedure:

- a. A petition requesting removal of an officer that is signed by at least twenty-five percent of the LAUC-I membership shall be directed to a member of the Executive Board. The petition must specify the cause(s) justifying removal, and copies of the text must be distributed to all members of the Executive Board, including the officer in question.
- b. The member of the Executive Board addressed in the petition shall call a meeting of the Executive Board within seven calendar days at which time the complainants and the accused officer are both given the opportunity to present their cases. This hearing shall be announced to the general membership and shall be open to any member who wishes to observe. Quorum for the hearing shall consist of two-thirds of the voting members of the

Executive Board. The accused officer shall not be counted among the voting Board members present for purposes of making quorum.

- c. A two-thirds vote of the membership (less the officer in question) shall be required in order to remove an officer. The vote shall be by secret ballot of those members of the Executive Board present at the hearing.
- d. The vote shall be completed and announced to the general membership no later than two weeks following the hearing.

## **ARTICLE V. EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the Chair, the Vice-Chair (Chair-Elect), the Secretary, the Immediate Past Chair, the Chair of the Library Review Committee, the Chair of the Research and Professional Development Committee, the Chair of the Program Committee, and the Member(s)-at-large.

### **Section 2.** Member(s)-at-large

- a. The term of the position shall be one year commencing on 1 September.
- b. The number of Members-at-large shall be equal to the number of LAUC-I Divisional representatives to the LAUC Assembly in addition to the Chair and Vice-Chair needed to fulfill the requirements of the LAUC Bylaws, Article VII, Section 2.b and 2.c.
- c. In the event of a vacancy in a position of a Member-at-large, the Chair shall appoint a replacement with the approval of the Executive Board unless the vacancy occurs within sixty days of the next regularly scheduled election.
- d. The duties of the Member-at-large shall be as follows:
  - i. Serve as a member of the Executive Board.
  - ii. Serve as a Divisional representative to the LAUC Assembly.
  - iii. Serve as a representative to those library-wide teams which require LAUC-I input, at the request of Library Administration.
  - iv. Perform other duties as assigned by the Chair.
- e. A Member-at large may be removed from the position for valid cause (see the current edition of *The Standard Code of Parliamentary Procedure*) by means of the same procedures specified for officers (see Article V. Section 2).

**Section 3.** The Executive Board shall carry on the business of LAUC-I and take action to carry out the LAUC-I objectives.

**Section 4.** Regular meetings. There shall be at least three LAUC-I Board meetings per year, one during each quarter of the primary academic year (Fall/Winter/Spring). Meetings of the Board also shall be held at the request of the Chair or of any two members of the Board.

**Section 5.** Five members of the Board shall constitute a quorum. The LAUC-I Executive Board may adopt Special and/or Standing Rules to govern its procedures.

**Section 6.** The Executive Board shall advise the Chair and approve the appointment of all ad hoc committees.

**Section 7.** Each year the new LAUC-I Executive Board shall meet with appropriate UCI finance and administration staff, in order to be apprised of the LAUC-I budget, and to learn proper methods for managing LAUC-I financial transactions.

## **ARTICLE VI. MEETINGS**

**Section 1.** Regular meetings. There shall be at least three LAUC-I general membership meetings per year, one during each quarter of the primary academic year (Fall/Winter/Spring).

**Section 2.** Special meetings

- a. Special meetings may be called by the Chair, the Executive Board, or by written request of twenty-five percent of the membership.
- b. The Chair shall set the date of such a meeting which shall be not more than one week from the date of the receipt of the request.

**Section 3.** Quorum. A quorum of the membership shall be at least thirty-three percent of the members.

**Section 4.** Schedule

- a. Regular and special meetings shall be held between the hours of 8 a.m. and 5 p.m. on Monday through Friday.
- b. The Secretary, in consultation with the Chair, shall ensure that notification of the date, time, place, and agenda of each regular and special meeting is made available to the membership at least four days prior to each meeting.

**Section 5.** Minutes. Minutes of regular and special meetings of the membership shall be prepared by the Secretary and made available to the Membership within one month following the meeting.

## **ARTICLE VII. COMMITTEES**

**Section 1.** Except as otherwise specified by these Bylaws, the general functions of each committee shall be to recommend policies, principles, procedures, and criteria to the LAUC-I membership regarding:

- a. Matters referred to the committee from the Executive Board.
- b. Matters referred from LAUC system wide committees.
- c. Matters identified by the committee itself.

**Section 2.** In addition to committees specified in these Bylaws, committees may be created by vote of the general membership or by the LAUC-I Executive Board.

**Section 3.** Except as otherwise specified by these Bylaws, all members of LAUC-I shall be eligible to serve on all LAUC-I standing and ad hoc committees.

**Section 4.** All committees shall meet at least quarterly, or more often as determined by the chair of the committee, or at the request of two members of the committee or at the request of the Executive Board.

**Section 5.** All committee meetings with the exception of those relating to personnel matters shall be open to the membership as observers.

**Section 6.** Committees shall report to the LAUC-I membership regularly at a general meeting and at other times as appropriate. If a committee's work is concerned with matters of more than local interest, its chair shall send copies of all substantive reports via the LAUC-I Chair to the chair of the related LAUC committee and to the President of LAUC provided such reports have been approved by the LAUC-I Executive Board.

**Section 7. Standing Committees**

- a. The elected standing committees shall be the Committee on Research and Professional Development, the Program Committee, and the Library Review Committee.
- b. The members of standing committees shall select their chairs no later than 31 July. The LAUC-I Chair and Secretary shall be promptly notified of their selection.
- c. If an elected member of a standing committee takes a leave of absence of less than six months, this member shall have the option of resigning from or taking a leave of absence from the committee.
- d. If an elected member of a standing committee takes a leave of absence of six months or more, this member shall resign from the committee.
- e. When an elected member of a standing committee resigns from that committee the Executive Board may appoint a member pro tem, and a permanent replacement shall be elected at the next regular election to fulfill the term of office.
- f. When an elected member of a standing committee takes a leave of absence from the committee, the Executive Board shall consult with the membership of the committee and may appoint a member pro tem to that committee to serve the duration of the elected member's leave of absence.
- g. The Executive Board may at any time call a special election to select initial members of a new elected standing committee that has been approved by the membership.
- h. The terms of office of standing committee members shall commence 1 September and shall continue for two years with the exception of the Library Review Committee (LRC) whose terms shall be three years.
- i. Efforts shall be made to nominate candidates from all segments of the UCI Libraries and the Law Library and to promote diversity of departmental representation.
- j. With the exception of the Chairs of the standing committees, members of the Executive Board shall not serve as members of standing committees. Other LAUC-I members shall not serve simultaneously on more than one standing committee and shall not run for more than one standing committee in the same election. Nothing in these provisions shall preclude a member of the Executive Board from running for, and being elected to, an office or committee provided the term of office or committee begins after the expiration of the member's term on the Executive Board.

- k. Changes in the number of members, terms of office, and charges of standing committees shall be approved by the LAUC-I membership.
- l. There shall be no fewer than three elected members on any standing committee.
- m. No Ex Officio member of any standing or ad hoc committee shall serve as chair of that committee unless otherwise stated in the charge of the committee.
- n. The Executive Board may appoint resource persons to standing committees on an annual basis to assist the committee in fulfilling its charges. Such appointees shall be voting members of the committee. No more than one resource person may be appointed to each committee.

## **Section 8. Duties of the Standing Committees**

- a. The Library Review Committee (LRC). The LRC is a standing committee elected by LAUC-I in accordance with the procedures set forth in **Section 360** and **210.4** of the **Academic Personnel Manual**, together with local procedures approved by the University Librarian for their implementation.
  - 1. The LRC shall consist of four LAUC-I members, in accordance with the LAUC-I Bylaws, **Article III, Section 1.a**, with the exception of members with these title codes: *Associate University Librarian, Assistant University Librarian*. Three of these members shall have career status. The fourth member is not required to have career status but shall have completed at least one successful academic review.
  - 2. The chair of LRC shall be the member with career status who has served the longest on the committee. If both members elected in the same year have career status, the chair shall be the member who received the higher number of votes. In the event of a tie, of the two members elected in the same year, the member who has served the longest in the librarian series at UCI shall be the presumptive chair.
  - 3. No person shall serve consecutive terms on the LRC.
  - 4. No two members shall be from the same department. Efforts shall be made to nominate candidates from all segments of the UCI Libraries and the Law Library.
  - 5. The LRC advises the University Librarian on personnel actions, as applied to the Librarian series, including but not limited to matters concerning appointment, merit increase, and promotion.
  - 6. The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these.
  - 7. The LRC shall submit an annual written report to the LAUC-I membership by the end of the fall quarter in the following year; the report shall include a statistical analysis of the review actions.
- b. Research and Professional Development Committee (RPDC). The RPDC shall monitor and provide leadership on ongoing research, professional development, and mentoring opportunities for LAUC-I members.
  - 1. Coordinate LAUC-I activities associated with the LAUC (System wide) Call for Research Proposals, UC Research Grants for Librarians.
  - 2. Undertake other duties as directed by the LAUC-I Chair and the Executive Board.
- c. The Program Committee. The Program Committee shall organize, advertise, and coordinate programs of interest to LAUC-I membership at the direction of or in

consultation with the LAUC-I Chair and Executive Board. The committee shall also undertake other duties as directed by the LAUC-I Chair and the Executive Board.

**Section 9. Ad Hoc Committees**

- a. Members of ad hoc committees shall be appointed and vacancies filled by the Executive Board, except as specifically stated in the motion creating the committee.
- b. Nominating Elections Committee
  1. This Committee shall be appointed by the Executive Board no later than 1 October.
  2. The Immediate Past Chair of LAUC-I shall serve as Chair of the Nominating Elections Committee.
  3. The members shall prepare slates of candidates for office and shall act as an elections committee in accordance with the provisions of Article VIII.
  4. Following the procedures described in Article VIII, the Nominating Elections Committee shall hold the election before the end of Spring Quarter.
  5. The date for the LAUC-I elections will coincide with the date selected for the election of LAUC officers but no later than 30 June of each year.

**ARTICLE VIII. ELECTION PROCEDURES**

**Section 1.** Election of LAUC-I officers, Member(s)-at-large, and standing committee members, including members of the Library Review Committee, shall be held annually not later than 30 June on the date determined by the Executive Board. This shall be the date by which all ballots must be deposited with the chair of the Nominating Elections Committee.

**Section 2.** The dates for special elections shall be determined by the Executive Board, and shall be held as soon as practicable following the event which necessitates such an election.

**Section 3.** Election procedures for special elections and for runoff elections shall be the same as for regular elections.

**Section 4. Nominating procedures**

- a. Whenever possible, the Nominating Elections Committee shall present at least two candidates for each office and standing committee vacancy to be filled.
- b. The Nominating Elections Committee shall obtain consent from the nominees prior to placing their names on the ballot.
- c. At least seven days before the election, the Nominating Elections Committee shall present the slate at a LAUC-I regular meeting. Additional nominations from the floor for all offices and standing committees shall be accepted at this meeting.

**Section 5. Election Procedures**

- a. Elections shall be conducted by secret ballot.

- b. At least seven days before the date of the election, the chair of the Nominating Elections Committee shall send a ballot to each member.
- c. The ballot shall contain:
  - 1. An alphabetical list of the candidates nominated for each office and standing committee vacancy including their unit affiliation and the length of service for each vacancy.
  - 2. A biographical sketch and brief statement of goals from each candidate for the Office of Vice Chair (Chair-Elect), Secretary, Member-at-large, and Library Review Committee.
  - 3. The roster of those standing committee members continuing in office, listing the expiration date for each term of office and the unit affiliation of each member.
- d. Information accompanying the ballots shall include:
  - 1. a statement specifying the date by which the completed ballot shall be returned to the chair of the Nominating Elections Committee;
  - 2. instructions for submitting ballots to the Nominating Elections Committee that insure a secret ballot.
- e. Ballots not conforming to these instructions shall be deemed invalid.
- f. The LAUC-I election day will usually coincide with the date of the LAUC elections.
- g. All elections shall be by a plurality of the valid votes cast. Plurality is defined as one more valid vote than the other candidate(s).
- h. Not more than seven days following the date of the election, the chair of the Nominating Elections Committee shall give written notification to the LAUC-I Chair on the results of the election.
- i. The LAUC-I Chair shall insure that the members are promptly notified of the results of the election.
- j. In the event that the highest vote for any position is a tie vote, the candidates who received the tie vote (and only those candidates) shall be presented on a second ballot.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The current edition of *The Standard Code of Parliamentary Procedure* governs LAUC-I in all parliamentary situations that are not provided for in its Bylaws or adopted rules.

## **ARTICLE X. AMENDMENTS**

**Section 1.** Amendments to the Bylaws may be proposed to the membership by the Executive Board or by any member of LAUC-I.

**Section 2.** Amendments proposed by members shall be submitted in writing to the Executive Board and must carry the signatures of at least 10 percent of the membership.

**Section 3.** The proposed amendment shall be discussed at a regular or special membership meeting before it is submitted for ratification. The Secretary shall be directed to include the text of both the existing Bylaws article and section and the proposed amendment in the announcement of the forthcoming meeting sent to each member.

**Section 4.** Within ten days after a proposed amendment has been discussed at a membership meeting, it shall be submitted to a vote of the membership on a special ballot.

**Section 5.** An amendment shall be considered ratified if approved by a majority of the valid votes cast.

## **ARTICLE XI. BYLAWS**

These Bylaws are subject to review by the Committee on Professional Governance of LAUC.

## **ARTICLE XII. LAUC-I ARCHIVES**

**Section 1.** LAUC-I Executive Board officers and committee chairs are responsible for maintaining records in LAUC-I archives.

**Section 2.** All records added to the LAUC-I archives must be in a format accepted by the Department of Special Collections and Archives, or other department charged with collecting LAUC-I records.

**Section 3.** Material pertaining to Statewide LAUC activities will not be deposited in the LAUC-I archives.

**Section 4.** LAUC-I materials, including but not limited to, committee reports, reports from the Chair, committee charges, member rosters, agendas and minutes of the Executive Board and general membership meetings should be archived regularly.