

Librarians Association of the University of California, Riverside Division Bylaws

Revised April 2003

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ARTICLE I. Name and Authority

Section 1: The name of this organization is the Librarians Association of the University of California, Riverside (LAUC-R), and it shall function as the local Division of the Librarians Association of the University of California (LAUC).

Section 2: LAUC and its divisions, including LAUC-R, are established by authority of the President of the University, and are recognized as official units of the University (APM 360, Appendix B).

ARTICLE II. Objectives

Section 1: To create a forum where matters of concern to librarians at the University of California, Riverside may be considered.

Section 2: To recommend professional standards for the rights, privileges, and obligations of librarians at the University of California, Riverside, and to consult with and advise the Chancellor, or the Chancellor's designated representatives, concerning the maintenance of these rights, privileges, and obligations, except as prohibited under Section 7 of this Article.

Section 3: To serve in an advisory capacity to the University on professional and governance matters of concern to all librarians.

Section 4: To serve in an advisory capacity to the University and the Library Administration on matters of concern to librarians, including collections; operations and policies; and the planning, evaluation, and implementation of programs, services, or technological changes in the libraries of the University, except as prohibited under Section 7 of this Article.

Section 5: To promote the full utilization of professional abilities, interests and skills of librarians, and to improve library services and collections, at the University of California, Riverside.

Section 6: To participate in LAUC and maintain liaison with librarians of the other campuses of the University of California.

Section 7: LAUC-R shall not advise the Chancellor, nor the Chancellor's representatives, nor the Library Administration with respect to matters covered by a Memorandum of Understanding (MOU) or that are otherwise subject to negotiation with an exclusive bargaining agent.

ARTICLE III. Membership

Section 1: The membership of LAUC-R shall consist of all persons at the University of California, Riverside holding appointments at half-time or more in the Librarian Series, or in any of the following academic titles: University Librarian, Associate University Librarian, Assistant University Librarian, or in the same titles in an acting capacity.

Section 2: All members shall be eligible to vote, hold office, serve on committees, and serve as representatives to the LAUC Assembly, except as provided in Article XI.

Section 3: Persons employed as defined in Section 1 of this Article at the University of California, Riverside on less than half-time appointments and retired LAUC-R members shall have affiliate membership. Affiliate members may participate in general meetings of LAUC-R, but may not make motions, nominate candidates, become officers, serve on committees, be eligible for research and professional development funds, or vote.

ARTICLE IV. Officers

Section 1: The officers shall be chosen from the full voting membership of LAUC-R.

Section 2: The officers of LAUC-R shall be the Chair, Vice-Chair/Chair-Elect, Secretary, Delegate(s) and Alternate Delegate(s). The number of Delegates is prescribed in the LAUC Bylaws (Article VII, Section 2); the number of Alternate Delegates shall be the same as the number of Delegates.

Section 3: The terms of office shall be one year, coinciding with the beginning of the LAUC year.

Section 4. 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 Chair occurs during the first quarter of the LAUC-R year, the Vice Chair/Chair-Elect shall fill the office of Chair until the expiration of the current term.

- B. If the vacancy in the office of Chair occurs after the first quarter of the LAUC-R year, the Vice Chair/Chair-Elect shall fill the office of Chair for the remainder of the term and shall succeed themselves for the next term.
- C. The resulting vacancy in the office of Vice Chair/Chair-Elect shall be filled in accordance with Section 5 of this Article.

Section 5. In the event of a vacancy in the office of the Vice Chair/Chair-Elect, the office shall be filled under the following provisions:

- A. If the vacancy in the office of the Vice Chair/Chair-Elect occurs during the first quarter of the LAUC-R year, a special election shall be held for the position of Vice Chair/Chair-Elect as soon as possible.
- B. If the vacancy in the office of the Vice Chair/Chair-Elect occurs after the first quarter of the LAUC-R year, the Chair shall appoint a Vice Chair pro tem from the membership of LAUC-R to serve the remainder of the current term. Regular elections under these circumstances shall be held for the position of Vice Chair/Chair-Elect for the next term.

Section 6: In the event of a vacancy in the office of Secretary, Delegate(s) or Alternate Delegate(s), a member of LAUC-R shall be appointed by the Chair to fill the office pro tem for the remainder of the term. The appointment of this pro tem officer shall become effective as soon as it has been confirmed by the Executive Board and the new officer is notified in writing. The pro tem officer serves until the expiration of the term.

Section 7: The duties of the Chair shall be as follows:

- A. To determine the will of the membership and to act in accordance with that will;
- B. To expedite the business of LAUC-R in a manner consistent with the best interests of the membership;
- C. To represent LAUC-R to, and maintain active communication with, UCR Library Administration, UCR campus administration, and any other appropriate organizations or agencies;
- D. To prepare an annual budget, to distribute budget information and disburse funds;
- E. To report to the membership regularly;
- F. To preside over meetings of the LAUC-R membership and of its Executive Board;
- G. To appoint the chairs of standing and ad hoc committees of LAUC-R, direct charges to these committees and ensure that the committee reports and recommendations are referred to the LAUC-R Executive Board and membership, and relevant decisions of LAUC-R to the LAUC President and/or the chair of the related LAUC committee, for appropriate consideration and action;

- H. To bring to the attention of the LAUC-R membership, the LAUC-R Executive Board, and LAUC any matters which may require a response to LAUC or which may be of concern to LAUC;
- I. To report regularly to the membership on the discussions, decisions, important information, and documents emanating from the LAUC Assembly and from the LAUC-R Executive Board;
- J. To represent LAUC-R on the LAUC Executive Board and at LAUC assemblies;
- K. To submit to the LAUC President by one month prior to the beginning of the committee members' terms, recommendations for LAUC-R representation on those LAUC committees for which LAUC-R is eligible, and for any other appointment for which the LAUC President requests a recommendation.

Section 8: The duties of the Vice-Chair/Chair-Elect shall be as follows:

- A. To assume the duties of the Chair in the Chair's absence or incapacity;
- B. To serve as a member of the LAUC-R Executive Board;
- C. To serve as Chair of the Committee on Personnel;
- D. To meet with each new member upon the member's arrival to discuss the peer review process and procedures, the functions of the Committee on Appointment, Promotion and Advancement-Librarian (CAPA-L) and the purposes and objectives of LAUC and LAUC-R;
- E. To perform such other duties as are assigned by the Chair.

Section 9: The duties of the Secretary shall be as follows:

- A. To serve as a member of the Executive Board;
- B. To take the minutes of the Executive Board meetings;
- C. To compile the agenda and distribute it to the membership in advance of each LAUC-R meeting, take minutes of the meetings, maintain the minutes after they have been approved and distribute them as directed by the Chair;
- D. To ensure that LAUC-R membership meeting minutes are posted to the LAUC-R website;
- E. To assist the Committee on Committees, Rules, Jurisdiction, and Elections in conducting the election of officers, as specified in Article VI; the election of CAPA-L, as specified in Article XI; and all other elections, as follows:
 - i. To prepare and distribute the ballot;
 - ii. To convey in person to the Chair of the Committee on Committees, Rules, Jurisdiction, and Elections all ballots within five working days of the conclusion of each election;

- iii. To notify the LAUC-R Chair of the election results upon receipt of the report of the Committee on Committees, Rules, Jurisdiction, and Elections.
- F. To submit to the LAUC President and Secretary before the end of the LAUC year, or as requested by the aforementioned officers, the roster of the LAUC-R officers, and at any time to notify them without delay of changes in these offices;
- G. To submit to the LAUC Secretary the results of the election within ten working days.

Section 10: The duties of the Delegate(s) and Alternate Delegate(s) shall be as follows:

- A. To serve as a member of the Executive Board;
- B. To vote and represent LAUC-R at LAUC Assembly meetings;
- C. To submit a report of the LAUC Assembly to the LAUC-R membership.
- D. In the absence of the Delegate(s), the Alternate Delegate(s) vote(s) and represent(s) LAUC-R at LAUC Assembly meetings.

Section 11: Removal from office

An officer may be removed from office for valid cause (see the current edition of the *Standard Code of Parliamentary Procedure* published by the American Institute of Parliamentarians) by means of the following procedure:

- A. A petition recommending removal of an officer shall be directed to any member of the Executive Board. The petition must specify the cause(s) for the recommendation and must be signed by at least fifty percent of the members of LAUC-R. Copies of the petition shall be distributed to all members of the Board, including the officer in question.
- B. The member of the Board to whom the petition is directed shall convene, within ten working days of receipt of petition, a special meeting of the Board, in the form of a hearing, at which the originator of the petition and the officer in question are both given the opportunity to present their cases. The membership shall be notified of the hearing by a letter which includes a précis of the petition. The hearing shall be open to any member who wishes to observe.
- C. Within two weeks following the hearing, the Board, less the officer in question, shall meet in closed session to vote on the petition. The vote shall be by secret written ballot. A vote of two-thirds of the Executive Board's voting members who attended the hearing, less the officer in question, shall be required to sustain a petition.
- D. Should the Board sustain a petition, the officer in question will be removed from office immediately and the vacancy will be filled as required in Article IV, Sections 4-6.

ARTICLE V: Executive Board

Section 1: The Executive Board shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary, immediate past Chair, Delegate(s) and Alternate Delegate(s). All members of LAUC-R currently serving as LAUC officers are ex-officio non-voting members of the Executive Board.

Section 2: Executive Board meetings shall be held monthly.

Section 3: A simple majority of the Executive Board shall constitute a quorum.

Section 4: The Executive Board shall advise the Chair as to the will of the membership.

Section 5: The Executive Board shall perform the functions of LAUC-R during the intervals between meetings of the membership whenever a majority of the Executive Board agrees that action cannot be postponed.

Section 6: The Chair, in consultation with the Executive Board, shall recommend members to represent LAUC-R on those LAUC committees for which LAUC-R is eligible, and for any other appointment for which the LAUC President requests a recommendation. If a member is unable to continue serving in such a capacity, a new recommendation for the remainder of the term shall be made.

ARTICLE VI: Election of New Officers

Section 1: Election of officers of LAUC-R shall be held annually, in conjunction with LAUC elections.

Section 2: Candidates for office shall be nominated by the Committee on Committees, Rules, Jurisdiction, and Elections. Nominations may also be made by the membership to the Committee on Committees, Rules, Jurisdiction, and Elections, and from the floor during a membership meeting.

Section 3: Elections shall be held by secret ranked ballot, and conducted according to procedures specified in the Standing Rules.

Section 4: Elections for Delegate are based on the number of Delegates allowed LAUC-R by the LAUC Bylaws (Article VII, Section 2.c) according to the LAUC-R Standing Rules.

ARTICLE VII: Membership Meetings

Section 1: Meetings shall be held at least once per quarter.

Section 2: A simple majority of the membership shall constitute a quorum.

Section 3: A special meeting may be called by the Executive Board, or at the written request of at least six members of LAUC-R. The Executive Board must meet within one week of this request to set the date of the special meeting, and must notify the membership at least one week in advance of the time, place, date, and agenda of the meeting.

ARTICLE VIII: Parliamentary Authority

The current edition of the *Standard Code of Parliamentary Procedure* governs LAUC-R in all parliamentary situations that are not provided for in its Bylaws or Standing Rules.

ARTICLE IX: Parliamentarian, Alternate Parliamentarian

Section 1: Duties

- A. To advise the Chair, the Executive Board, standing and ad hoc committees, and members on questions of parliamentary procedure.
- B. To attend all membership meetings and any other meetings as directed or requested.

Section 2: Appointment

- A. The Parliamentarian shall be appointed by the Chair from the LAUC-R membership.
- B. Appointment shall be concurrent with the term of the Executive Board.
- C. The Parliamentarian shall not be a member of the Executive Board.

Section 3: An Alternate Parliamentarian shall also be appointed in accordance with all of the aforestated provisions, to serve in the absence of the Parliamentarian.

ARTICLE X: Committees

Section 1: Standing Committees

A. Membership of Standing Committees

- i. The LAUC-R Chair shall appoint in accordance with dates in the Standing Rules the chair of each standing committee to serve two-year staggered terms, with the exception of the Committee on Personnel (Article IV, Section 8.c).
- ii. Except as expressed in this Article, committee membership and structure are stated in the Standing Rules.
- iii. In the case of the Committee on Committees, Rules, Jurisdiction, and Elections, the Committee shall consist of three members including the Committee Chair, plus an alternate member who shall also be selected by the Committee Chair and confirmed by the membership. The alternate shall not sit on the Committee when it is selecting the CAPA-L slate or counting ballots, except to replace a regular member. No member of the Committee shall be nominated for CAPA-L.
- iv. In the event of a vacancy of a Chair of a Standing Committee, the LAUC-R Chair shall appoint a replacement Chair from the existing members of that Committee. The exception is the Committee on Committees, Rules, Jurisdiction, and Elections, where the previously selected alternate member will fill the vacant position, and the LAUC-R Chair will select a new alternate member.
- v. Each LAUC-R representative to the LAUC Committees,
Committee on Research and Professional Development,
Committee on Diversity, and
Committee on Professional Governance
shall simultaneously be a member of the corresponding LAUC-R Committee.

B. Committee quorum shall consist of fifty-one percent of the members of the committee, except as stipulated for the Committee on Committees, Rules, Jurisdictions, and Elections in the Standing Rules.

C. Duties of Standing Committees

- i. All Standing Committees
 - a. At the request of the Chair, to consider and develop recommendations upon matters implied in the Committee's name, and to report directly to the Chair;
 - b. To submit a written annual report to the LAUC-R Chair by end of the term;
 - c. If the Committee is concerned with matters of more than local interest, to maintain liaison with the related LAUC committee, and to send copies of

all substantive reports to the Chair of the related LAUC committee and to the President of LAUC.

- ii. Committee on Committees, Rules, Jurisdiction, and Elections:
 - a. Coordinate the nomination and election process (see Standing Rules);
 - b. Review the Bylaws of LAUC-R annually, or at the special request of the LAUC-R Chair, to assure they are consistent with the LAUC Bylaws and effectively meet LAUC-R needs;
 - c. Review all proposed amendments to the LAUC-R Bylaws to determine their appropriateness, and report its recommendations to the LAUC-R Chair and the Executive Board;
 - d. Count the ballots in all elections and report the results to the Secretary (see Standing Rules).
- iii. Committee on Personnel
 - a. Review the final draft of each librarian position announcement.
 - b. Meet with new members to discuss the peer review process and procedures, the function of CAPA-L and the purposes and functions of LAUC and LAUC-R.
 - c. Review the New Librarian Orientation Checklist annually, and revise as necessary to keep it up-to-date.
- iv. Committee on Professional Governance
 - a. Serve as the major advisory body to the LAUC-R Chair on issues concerning revisions of the Academic Personnel Manual (APM) affecting librarians, peer review, and other professional governance issues;
 - b. Serve as the major advisory body to the LAUC-R Chair on issues concerning revisions of other University administrative personnel documents affecting librarians, peer review, and other professional governance issues.
- v. Committee on Programs
 - a. Plan, sponsor, and present programs by librarians or of interest to librarians.
- vi. Committee on Research and Professional Development
 - a. Assist in the preparation of research proposals submitted by LAUC-R members;
 - b. Review research proposals submitted by LAUC-R members to the University-wide Research Grants for Librarians Program;
 - c. Recommend consideration of proposals to the LAUC Research and Professional Development Committee;
 - d. Maintain the research and career development calendar;
 - e. Monitor the professional development budget;

- f. Make recommendations on the funding of the professional development requests of LAUC-R members.
- vii. Committee on Diversity
 - a. Serve as the major advisory body to the LAUC-R Chair and Executive Board, as requested, on issues and initiatives of diversity, both local and systemwide;
 - b. Consider and develop recommendations and implementation strategies on matters and initiatives of diversity, both local and systemwide.

Section 2: Ad Hoc Committees

- A. Duties of Ad Hoc Committees:
 - i. At the request of the LAUC-R Chair, develops recommendations upon matters implied in the Committee's name, and reports directly to the LAUC-R Chair.
- B. Membership of Ad Hoc Committees:
 - i. The LAUC-R Chair, in consultation with the Executive Board, shall appoint the Chair and members of all Ad Hoc Committees.
 - ii. The term of office of members of Ad Hoc Committees varies according to the charge of the Committee.
 - iii. The LAUC-R Chair, in consultation with the Executive Board, shall draft a charge to each Ad Hoc Committee. The charge will contain a final reporting date, at which time a report will be submitted to the Executive Board and the Committee shall be disbanded unless further work is deemed necessary by the LAUC-R Chair and/or the Executive Board.
- C. A committee quorum shall consist of fifty-one percent of the members of the committee.

ARTICLE XI: Committee on Appointment, Promotion, and Advancement-Librarians (CAPA-L)

Section 1: CAPA-L shall make recommendations to the Chancellor, or the Chancellor's designee, on all personnel actions in the Librarian Series, taking into full consideration documents compiled in such actions.

Section 2: CAPA-L shall consist of three members and two alternates. The term of the members shall be three years, and the senior member in regard to time served on the Committee shall be its Chair. The term of the alternates shall be one year. All terms begin on September 1.

Section 3: All members of the Librarian Series shall be eligible to be nominated to CAPA-L except members of the Committee on Committees, Rules, Jurisdiction, and Elections; current members of CAPA-L; anyone serving as an alternate member of CAPA-L for the third successive year; and those lacking career status. Eligibility to serve as full or alternate members of CAPA-L is limited to those in the Librarian Series at UCR.

Section 4: CAPA-L is elected by LAUC-R. Elections shall be conducted by the Committee on Committees, Rules, Jurisdiction, and Elections, which shall nominate five candidates and report the nominations to the membership and to the LAUC-R Secretary, who shall distribute ballots to the membership. The nominations presented shall not be added to, consent of the nominees is not required, and no write-in votes will be acknowledged as valid. Only members of the Librarian Series are eligible to vote for CAPA-L members.

Section 5: The election shall be conducted utilizing the Preferential Ballot system according to the procedures set forth in the Standing Rules. The first person elected shall become a full member of CAPA-L, the second to be elected shall become the first alternate and the third to be elected shall become the second alternate.

Section 6: The ballots shall be returned to the Chair of the Committee on Committees, Rules, Jurisdiction, and Elections. The Committee on Committees, Rules, Jurisdiction, and Elections shall count the votes, and report the results to the LAUC-R Chair. The Chair shall, thereafter and in a timely manner, notify the membership, and the Chancellor or the Chancellor's designee.

Section 7: When any vacancy occurs among the full members of CAPA-L, the alternates shall move up accordingly:

- A. When there is one vacancy the first Alternate shall become a full member, the Second Alternate shall become the First Alternate for the remainder of the terms promoted into, and an election shall be held as soon as possible to fill the position of Second Alternate.
- B. When there are two vacancies the First and Second Alternates shall become full members for the remainder of the terms promoted into, and an election shall be held as soon as possible to fill the positions of the alternates. The successful candidate(s) shall serve only for the remainder of the current alternate term(s).
- C. The election to fill the position(s) of the alternate(s) shall be conducted and follow the requirements of Sections 3-6 of this Article, except that only three candidates shall be nominated when there is one vacancy, and four candidates when there are two vacancies. The successful candidate(s) shall serve only for the remainder of the current alternate term(s).

ARTICLE XII: LAUC-R Archives

Section 1: The LAUC-R Archives shall be housed in the Special Collections & University Archives Department of the UCR University Library.

Section 2: The outgoing LAUC-R Chair will be responsible for seeing that a print copy of all designated documents (see Standing Rules) for his/her year as Chair are deposited into the University Archives. These deposits shall be made within the first quarter after the end of their term as Chair.

Section 3: Should LAUC-R receive as a donation a collection of LAUC-R documents, the past LAUC-R Chair will be responsible for sorting this collection, retaining material which may be lacking and discarding duplicate materials.

ARTICLE XIII: Mode of Amendment

Section 1: The Committee on Committees, Rules, Jurisdiction, and Elections is charged with reviewing the Bylaws annually. In addition, any member of LAUC-R may propose amendments to these Bylaws.

Section 2: Any member suggesting a Bylaws change should submit such change to the Chair of the Committee on Committees, Rules, Jurisdiction, and Elections.

Section 3: The Committee on Committees, Rules, Jurisdiction, and Elections shall review all proposed amendments to determine their appropriateness and shall forward the proposed changes and its recommendations to the Chair and the Executive Board.

Section 4: Each amendment recommended by the Executive Board shall be discussed at a membership meeting.

Section 5: An amendment rejected by the Executive Board may be placed directly on a ballot if a petition requesting its adoption is signed by twenty-five percent of the membership and submitted to the LAUC-R Chair.

Section 6: Any recommended amendment(s) to the Bylaws shall be reviewed by LAUC systemwide before being voted upon by local membership. The LAUC-R Chair will be responsible for submitting recommended changes to systemwide LAUC.

Section 7: Upon completion of LAUC review, voting on amendments shall be done on the annual ballot or by means of a special ballot.

Section 8: An amendment shall be considered adopted if approved by a majority of the valid votes cast.