

Librarians Association of the University of California, Riverside Division
Standing Rules

100 General Provisions

100.1 Standing Rules

- A. Standing Rules of LAUC-R are established to facilitate the business of LAUC-R.
- B. Standing Rules may be adopted, amended, or deleted by a majority vote of the LAUC-R membership during a meeting or an election.
- C. Standing Rules may be suspended for the duration of a single meeting by a two-thirds vote of the members present.

100.2 LAUC-R Year LAUC-R year will conform to the LAUC year, which is September 1 through August 31. Terms of office for LAUC standing committee members begin October 1. (LAUC S.R. 100.2)

200 Committees

200.1 Membership Selection

- A. Each committee chair shall select prospective committee members.
- B. The Committee Chair may select a member of his/her committee to serve as co-chair if he/she feels it is necessary, due to an excessive workload, etc. The appointment of a co-chair expires at the end of the Committee Chair's term.

200.2 Standing Committees Procedures

- A. Committee on Committees, Rules, Jurisdiction, and Elections:
 - i. Nominate a slate of candidates to serve on CAPA-L as part of the annual election process. The full membership of the Committee shall be in attendance for this purpose. If a Committee member is unable to be present, the alternate shall serve; or if that is impossible, the LAUC-R Chair shall appoint a member pro tem;
 - ii. Count the ballots in all elections and report the results to the Secretary within five working days after the last day of voting. The full membership of the Committee shall be in attendance at the time of the counting of the ballots. If a Committee member is unable to be present, or a conflict of interest arises when a member is a candidate on the ballot to be counted, the alternate shall serve; or if that is impossible, the LAUC-R Chair shall appoint a member pro tem.

B. Committee on Personnel

- i. Review the final draft of each librarian position announcement. The Committee Chair receives the final draft of each librarian position announcement from the LAUC-R Chair.
 - a. The Committee shall have a maximum of five working days to:
 1. Review the overall contents of the documents;
 2. Evaluate the job duties for appropriate rank;
 3. Evaluate the qualifications stated in terms of the job duties;
 4. Submit its recommendations and comments to the LAUC-R Chair, who shall convey them to the appropriate UCR Library Administrator.

300 Elections

300.1 Election Procedures

- A. The annual election is generally held no later than the end of May.
- B. Elections shall be held by secret ranked ballot, and conducted according to procedures specified in these Standing Rules.
- C. The Committee on Committees, Rules, Jurisdiction, and Elections must obtain consent to run from each nominee for LAUC-R office before the election.
- D. Elections for Delegate
 - i. In those years in which the size of LAUC-R allows for only one Delegate, the candidate receiving the most votes will be declared Delegate. The candidate receiving the next highest number of votes will be declared Alternate Delegate.
 - ii. In those years in which the size of LAUC-R allows for two or more delegates, the Vice-Chair/Chair-Elect will serve as one delegate. If absences mandate one or more additional alternates for an Assembly, the Chair shall appoint such from the Executive Board or the membership.

300.2 Procedures for the Preferential Ballot

- A. To determine the first (or only) successful candidate:
 - i. The voter records a vote by placing the number "1" in the square opposite the name of the candidate for whom the voter desires to give a first preference vote, and records contingent votes for the remaining candidates by placing the numbers "2", "3", "4" and so on respectively opposite their names in order to indicate by numerical sequence the order of preference for them.
 - ii. When counting the ballots, the election committee places them in piles according to the voters' first preferences. A candidate who has received a

number of first preference votes greater than half the number of valid ballots is thereupon declared elected.

- iii. If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes is excluded, and each ballot counted to that candidate is redistributed and counted to, and placed on the pile of, the candidate next in order of the voter's preference, i.e. the number 2 vote. (Note that a second preference on a redistributed ballot has the same value as each remaining unexcluded first preference.)
 - iv. Then if no candidate has an absolute majority of votes, the process is repeated by excluding the candidate who now has the fewest votes, and counting each of that candidate's ballots to the unexcluded candidate next in order of the voters' preference, and so on until one candidate has received an absolute majority of votes and is elected.
- B. To determine other successful candidates:
- i. After the first candidate has been elected, all of the ballots are rearranged in piles under the names of the respective candidates in accordance with the first preference votes indicated thereon.
 - ii. Then each ballot on which a first preference is indicated for the elected candidate is transferred to the pile of the candidate next in order of the voter's preference, and the ballots are counted for each continuing candidate. A candidate with an absolute majority of the valid votes is declared elected.
 - iii. In the absence of such an absolute majority, the counts continue. After each count not resulting in an absolute majority, the candidate who has the fewest votes is excluded, and each ballot counted to that candidate is transferred to the continuing candidate (i.e., the candidate neither elected nor excluded) next in order of the voter's preference, until one candidate has obtained an absolute majority of votes and is elected.
 - iv. The procedure in electing a third or later candidate is similar to that described in B.1-3 above.
- C. To determine tiebreakers
- i. In the case of a tie for the fewest votes, the same process is followed as in the previous appropriate section, except that the candidate with the fewest number of original first preferences, or original first plus second preferences, etc., is eliminated. (This will mean that if the tie occurs at the end of the first count, a coin will necessarily be tossed.) If after all other means have been exhausted three candidates remain tied for fewest votes, three coins, each representing a candidate, are tossed until there is only

one head or one tail; the candidate represented by the one head or the one tail is then excluded.

- ii. In the case of a tie at the end of the last count, i.e., if each candidate has received exactly half the total number of valid votes, the candidate with the largest number of original first preference votes is declared elected. If the result still remains a tie, the candidate with the largest number of original first plus original second preferences is declared elected, and so on. If at the end of this process the result is still a tie, the election is decided by a toss of a coin.

400 Archives

400.1 LAUC-R Archives Document List

- A. This collection of documents will include print copies of the following:
 - i. List of members;
 - ii. Roster of the Executive Board;
 - iii. List of Committees with Committee roster;
 - iv. Budget report from the LAUC-R Chair documenting allocations, amount from each funding source, and expenditures, e. g. program expenses, etc.
 - v. Agenda for and approved minutes of each Executive Board meeting;
 - vi. Agenda for and approved minutes of each membership meeting;
 - vii. Committee reports;
 - viii. Roster of CAPA-L members, with notation of number of candidates deliberated upon;
 - ix. Documentation for any changes which might have been made in the LAUC-R Bylaws;
 - x. Ballot sample;
 - xi. Notation of any special awards or honors awarded by LAUC-R;
 - xii. Additional LAUC-R official documents, such as Resolutions or Letters endorsed by LAUC-R;
 - xiii. Report from Committee on Research and Professional Development on funding sources, amount from each funding source, and amount awarded. Include name of each recipient, their research project, and amount awarded. (This may be included in the Committee's annual report);
 - xiv. Budget report from Committee on Research and Professional Development on travel allocations, funding sources and amount from each funding source. Include data on the average amount allocated to each person and the number of trips funded. Include also a report if the funds are used for purposes other than travel. (This may be included in the Committee's annual report).