

**Strauss Health Sciences Library
University of Colorado Anschutz Medical Campus**

LIBRARY FACULTY SENATE BYLAWS

Revised and Adopted December 2, 2022¹

MEMBERSHIP

Membership in the Library Faculty Senate shall include all persons with an academic appointment on the faculty of the Strauss Health Sciences Library.

Members may have either voting or non-voting status. Voting members shall include all persons with appointments who are paid by the library. Non-voting members shall include all persons with adjoint or temporary appointments.

PURPOSE OF SENATE

The Strauss Library Faculty Senate shall:

- provide advice on policies and procedures as they pertain to the library faculty as a cohort;
- develop and apply the Criteria and Procedures for Appointment & Promotion for library faculty;
- advance the general welfare of the library faculty;
- communicate with other faculty bodies within the University of Colorado (CU) System;
- enhance relationships with other CU System library faculty groups; and
- represent library faculty perspectives to the broader library community of practice regarding professional and ethical matters; and
- maintain and act in accordance with the library’s “Criteria and Procedures for Appointment and Promotion” document.

REPRESENTATION – OFFICERS AND THEIR RESPONSIBILITIES

The Library Faculty Senate shall appoint a *Chair* and *Recorder*, identified from among the voting membership by rotating alphabetically through the membership roster. The Chair shall appoint a *Parliamentarian* from among the membership, based on the Chair’s confidence in the ability of the member to serve in this capacity.

Term of office for Chair shall be one calendar year, appointed in January. Term of office for Recorder shall be one calendar year, appointed in January. Term of office for the Parliamentarian shall be one calendar year, appointed in January. If the Chair or Recorder office is vacated before term expiration, the replacement shall be the next member in order according to the alphabetic roster. If the Parliamentarian office is vacated, the Chair shall name a successor to complete the term.

The Chair shall:

- draft meeting agendas,
- call and conduct Senate meetings,
- manage all official Senate communications,
- form ad hoc committees as necessary,
- appoint a temporary Recorder in the absence of the appointed officer, and
- appoint a Parliamentarian in January for the calendar year.

The Recorder shall:

- record minutes of meetings;
- circulate copies of meeting minutes, no later than 14 working days after the meeting;
- maintain other Senate records as needed; and
- maintain a current roster of the voting and non-voting members of the Senate.

The Parliamentarian shall:

- assist the Chair in running meetings; and
- advise the Chair on issues of procedure, as needed.

MEETINGS

The Library Faculty Senate shall meet at least four times a year. It may also meet in special sessions at the will of the Chair, library Director, or upon the request of a voting member.

The conduct of the meeting shall follow *Robert's Rules of Order*.

Agendas

- Agendas, time and place of meetings shall be determined and announced by the Chair.
- Agendas shall be distributed no later than three working days prior to the meeting date.
- Any member of the Senate may ask that the Chair place an item on the agenda.

Quorum:

A simple majority of the voting membership shall constitute a quorum.

Approval of Motions:

Any proposal submitted to the Senate for consideration, with the exception of Bylaws revisions, shall require approval/endorsement by a simple majority of the quorum.

Amendment of these Bylaws:

The Bylaws may be amended by the affirmative vote of two-thirds of the voting membership of the Senate. Change of Bylaws votes shall be conducted by electronic ballot.

Proposals to amend these Bylaws may be initiated by written petition from any voting member and should be submitted to the standing Recorder. Each member shall in turn receive a written copy of proposed amendments, no later than seven working days prior to meeting.

Bylaws are subject to final approval by the CU Anschutz Executive Vice Chancellor for Academic and Student Affairs.

SENATE COMMITTEES

Standing Committees of the Senate shall include:

- Faculty Status Committee; and
- Other committees as charged by the Senate through a simple majority vote.

Ad hoc committees may be empaneled by the Senate, Chair or library Director, as necessary.

Committee Membership:

Members of standing and ad hoc committees may be elected from the voting membership at large, or appointed by the Chair or library Director.

Committee Charges:

Standing committees -

The Faculty Status Committee: reviews and evaluates documentation for candidates who have requested promotion, then recommends action to the library Director. It also recommends revision of the library's faculty status written criteria and procedures document.

The charge of future/other standing committees shall be determined by the voting membership of the Senate.

Ad hoc committees -

The Chair or library Director shall issue a written charge for each ad hoc committee, before the selection of nominees for election or appointees.

ⁱ Approved by the Executive Vice Chancellor for Academic and Student Affairs, January 5, 2023.