



# University Libraries Bylaws

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# University Libraries Bylaws

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## Article I. Preamble

The University Libraries of Kennesaw State University (KSU) are an academic support unit under the management of the Office of Academic Affairs ([KSU Faculty Handbook 2024-23 1.2.2](#)). The University Libraries are a collaborative, collegial, and diverse group of faculty and staff who support the educational and research functions of the university. The University Libraries consist of the User Services, Resource Strategy & Management, and Academic Engagement and Instruction, and Operations units.

## Article II. University Libraries Administration

University Libraries administration consists of senior administrative faculty and staff, including those with a 50% or more administrative appointment. For the purposes of these bylaws, they will be collectively referred to as “Library Administration.” Library Administration is restricted from running for an elected position within library governance.

(See also [Restrictions on Service, Article VII. Section 3.4.](#))

## Article III. Library Council

- 1) The Library Council is the University Libraries’ employee advisory body shared by both the Library Faculty and Staff, hereafter referred to collectively as ‘Library Employees.’
- 2) The purpose of the Library Council is to provide greater transparency and two-way communication between Library Employees and Library Administration.
- 3) The Council serves as a channel of communication for Library Employees and Library Administration of the KSU University Libraries. It provides effective internal governance with the aim of creating a healthy and productive work environment while supporting the University Libraries’ mission.

## Article IV. Library Council Scope and Duties

### Section 1. Scope of Library Council

- 1) The Library Council serves as an intermediary between Library Employees, Library Administration, and—to a lesser extent—University Administration.
  - a) Within the University Libraries, the Library Council strives to promote the interest of Library Employees.
  - b) The Council solicits, gathers, and represents employee opinions to Library Administration.

- c) The Council gathers and disseminates relevant knowledge, including, but not limited to policy changes, professional development, and upcoming events, to Library Employees.
- 2) The Library Council serves in a limited capacity, detailed in the following bullet points.
  - a) The Council does not replace the individual employee's ability or right to go directly to Administration with concerns and opinions.
  - b) The Council does not have final decision-making authority for the University Libraries.

## Section 2. Duties of Library Council

### (a) Advisory

- 1) To solicit input from Library Employees for discussion at Library Council meetings and Library Faculty and Staff Assembly meetings.
- 2) To respond to matters of interest and concern raised by Library Employees.
- 3) To provide input and advice to Library Administration, advocating for Library Employees as necessary.
- 4) To facilitate collaborative discussions with Library Employees concerning issues and communications from Library Administration.
- 5) To liaise with the Faculty and Staff Senators as needed.
- 6) Library Administration will respect the council's desire, on occasion, to meet without the University Librarian or their staff present. (Kennesaw State University Handbook 2022-23 3.6.B.)
- 7) The Library Council is advisory to Library Administration, who holds decision-making authority at the unit level. While the University Libraries is not a college, the Library Council is designed to mirror aspects of the College Councils as described in the Handbook (Kennesaw State University Handbook, 2022-23 3.6.B).

### (b) Administrative

- 1) To set and distribute the agenda for Library Council meetings and Library Faculty and Staff Assembly meetings, record and disseminate minutes of Library Council meetings, to schedule and announce meetings of the Library Council and the Library Faculty/Staff Assemblies, and to delegate the creation of documents from Library Council or Library Faculty/Staff Assemblies and to draft such documents when necessary.

# Article V. Library Council Roles and Structure

## Section 1. Roles

### (a) Faculty Chair and Staff Chair

The Faculty Chair and the Staff Chair are elected positions that serve as co-chairs of the Library Council. Both chairs serve a 1-year term, with the Vice-Chairs assuming the Chair roles after completing a year as Vice-Chair. Duties include:

- 1) To schedule regular Council meetings in collaboration with one another.
- 2) To preside over Library Faculty Assemblies (Faculty Chair) and Library Staff Assemblies (Staff Chair).
- 3) To connect with Library Administration regularly.
- 4) To share all relevant information from attended meetings at future Library Council meetings and Faculty/Staff Assemblies.
- 5) To send out meeting invites for Faculty/Staff Assemblies.
- 6) To provide updates at Library All-Employee meetings, as needed.
- 7) The Faculty Chair and the Staff Chair are each expected to be available to the Council for support and questions, as needed, for at least 1 year after the term's completion.

### (b) Faculty Vice-Chair and Staff Vice-Chair

The Faculty Vice-Chair and the Staff Vice-Chair are elected positions that each serve a 2-year term, with each assuming their respective Chair role after serving as Vice-Chair.

Duties include:

- 1) To serve in all capacities of the Faculty Chair or Staff Chair in their absence.
- 2) To ensure that both Assembly and Council meetings are following established meeting procedure.
- 3) To help the Faculty Chair and Staff Chair prioritize projects, draft documents and communications, and distribute assignments.
- 4) To confirm voting requirements, such as quorum, have been met at Library Faculty/Staff Assemblies that require voting.
- 5) To solicit, gather, and report any employee concerns to the Library Council.
- 6) The Faculty Vice-Chair and the Staff Vice-Chair are expected to travel to all Library locations monthly to provide opportunities for employees to have in-person conversations with them. The Vice-Chairs should coordinate this process with one another and the Representative-at-large to ensure that all employees have regular direct access to the Library Council.

### (c) Faculty Secretary and Staff Secretary

The Faculty Secretary and the Staff Secretary are elected positions that serve a 1-year term. Duties include:

- 1) To alternate minute-recording duties between Faculty Secretary and Staff Secretary for Library Council meetings.
- 2) To record minutes for their respective Assemblies.
- 3) To place approved Council and Assembly minutes in a location accessible to all library employees and announce availability.
- 4) To collect and coordinate professional development activities for Library Employees, in collaboration with the Representative-at-large.

### (d) Representative-at-large

The Representative-at-large (RAL) is an elected position that alternates between faculty and staff employees. The RAL term is 1 year. Duties include:

- 1) To solicit, gather, and report any employee concerns to the Council.
- 2) The RAL is expected to travel to all Library locations monthly to provide opportunities for employees to have in-person conversations with them. The RAL should coordinate this process with the Vice-Chairs to ensure that all employees have regular direct access to the Council.
- 3) To report back to Library Employees about the actions, plans, or decisions of the Council and/or Library Administration in response to concerns raised during those conversations.
- 4) To collect and coordinate professional development activities for Library Employees, in collaboration with the Faculty Secretary and the Staff Secretary.

## Article VI. Committees and University Body Representatives

### Section 1. Standing Committees

#### (a) Library Nominations and Elections Committee

The Library Nominations and Elections Committee serves as a standing committee and shall consist of a chair, vice-chair, and an additional 1-3 members. It will carry out all aspects of elections for Library Employees, following procedures developed for this purpose.

### (b) Library Faculty Promotions Committee

- 1) The Library Faculty Promotions Committee shall serve as a volunteer, rotating group of three Associate or Full Library Professors; it is the equivalent of the College P&T Committees, performing similar duties for Library Faculty Members seeking promotion.
- 2) In the event the Library Faculty Promotions Committee does not have the necessary number of ranked faculty, the Library Administration will ask for assistance from another KSU college.

### (c) Library Faculty Promotions Appeals Committee

- 1) The Library Faculty Promotions Appeals Committee shall serve as a volunteer, rotating group of three Associate or Full Library Professors as an appeals committee for promotion decisions; it is the equivalent of the College P&T Appeals Committees, performing similar duties.
- 2) In the event the Library Faculty Promotions Appeals Committee does not have the necessary number of ranked faculty, the Library Administration will ask for assistance from another KSU college.

## Section 2. Ad Hoc Committees or Task Forces

- 1) Ad hoc committees or task forces are typically short-term, finite appointments (though some may run indefinitely). The Library Council may create and charge ad hoc committees or task forces as needed provided the Library Council notifies Library Administration of the existence of the ad hoc committees. Membership of these ad hoc committees may be determined on an appointed and/or volunteer basis.
- 2) Library Administration may create, charge, and appoint members of ad hoc committees or task forces for a specific term, provided they notify the Library Council of the existence of the ad hoc committees.

## Section 3. University Body Representatives

In accordance with university shared governance policy, the University Libraries elects members to the following university bodies:

### (a) Faculty Senate (3-year term)

- 1) One senator will be elected from the faculty.
- 2) The elected senator is expected to attend faculty senate meetings and represent the interests of the University Libraries and provide meeting minutes to the University Libraries.



- 3) The faculty senator is expected to designate a proxy to attend meetings in their absence, who will report back according to the established procedures.

#### (b) Staff Senate (3-year term)

- 1) One senator will be elected from the staff.
- 2) The elected senator is expected to attend staff senate meetings and represent the interests of the University Libraries and provide meeting minutes to the University Libraries.
- 3) The staff senator is expected to designate a proxy to attend meetings in their absence, who will report back according to the established procedures.

#### (c) Undergraduate Policies and Curriculum Committee (3-year term)

- 1) Must be an elected faculty member.
- 2) The elected representative is expected to attend meetings and represent the interests of the University Libraries and provide meeting minutes to the University Libraries.

#### (d) Graduate Policies and Curriculum Committee (3-year term)

- 1) The library representative will be chosen according to the requirements of the Graduate Policies and Curriculum Committee's bylaws.
- 2) The representative is expected to attend meetings and represent the interests of the University Libraries and provide meeting minutes to the University Libraries.

## Article VII. Nominations and Elections

Nominations and Elections will be done by the Library Nominations and Elections Committee according to established procedures.

### Section 1. Elected Positions

Elections will take place for the following positions:

#### (a) Library Council

- 1) Faculty Chair and Staff Chair
- 2) Faculty Vice-Chair/Chair Elect and Staff Vice-Chair/Chair Elect
- 3) Faculty Secretary and Staff Secretary
- 4) Representative-at-large (rotating staff and faculty)

#### (b) University Bodies

- 1) Faculty Senator

- 2) Staff Senator
- 3) Undergraduate Policies and Curriculum Committee Faculty Representative

## Section 2. Conduct of Elections

- 1) All elections and calls for volunteers shall be conducted by the Library Nominations and Elections Committee according to Nominations and Elections Procedures developed for this purpose.
- 2) The elections of representatives will occur every March, unless otherwise announced by the Library Council. The Chair for the Library Nominations and Elections Committee must communicate the elected positions and committee chairs to Library Administration no later than April 30.
- 3) All office terms begin on July 1 following the election except the inaugural year.

## Section 3. Restrictions on Service

- 1) No Library Employee can serve in more than one elected position simultaneously.
- 2) Individuals holding an elected position may simultaneously hold volunteer positions.
- 3) There is no restriction on the number of times an individual may serve in an elected or volunteer position throughout their career as a Library Employee, but they may not serve more than two terms consecutively.
- 4) No Library Employee with an administrative appointment of 50% or more may serve in an elected position. (Faculty Handbook 2024-2025, [1.1](#) and [3.11](#))

## Section 4. Midterm Vacancies

- 1) In the event a Chair of Library Council is unable to take office or complete a full term, the corresponding Vice Chair / Chair-Elect will assume the role of Chair and a vacancy election for Vice Chair / Chair-Elect will be conducted by the Library Nominations and Elections Committee.
- 2) In the event any other elected position is unable to take office or complete a full term, the Library Nominations and Elections Committee will conduct a vacancy election for the position. The newly elected individual will serve the remainder of the current term, which will also be considered their first official term of office if the term served is longer than six months.
- 3) If a volunteer member of a library *ad hoc* committee or task force is unable to take office or complete a full term, the Chair of the committee affected by the vacancy will determine whether it is necessary to fill the vacant position. If a replacement is determined to be necessary or desirable, the Library Nominations and Elections Committee will put out a call for a volunteer to complete the term.

## Section 5. Voting

- 1) Votes are cast by the Assemblies. Voting may take place during Faculty Assembly and Staff Assembly meetings. Votes are typically cast for ratification of revised bylaws, and the Faculty Assembly also votes on Promotion Bylaws.
  - a) The Library Faculty Promotion Committee and the Library Faculty Promotion Appeals Committee vote on promotion cases and appeals.
- 2) Votes are accepted both in-person and virtually with a preference for asynchronous virtual voting. Virtual votes may be submitted via virtual meetings, software polls, or other online survey methods. The Vice-Chair validates the vote. Provisions for virtual secret ballot votes must be implemented when necessary.
- 3) A quorum shall consist of one-half plus one of those eligible to vote. Eligibility is determined by membership in Faculty Assembly as a full-time Library Faculty Member and in Staff Assembly as a full-time Library Staff Member. Library student workers are not eligible to vote.

## Section 6. Assembly Censure and Recall Elections

- 1) Either Assembly may request censuring of a Library Council member if the Assembly feels that their interests are not being represented by a member of the Library Council or by the Library Council as a whole. Censuring should be seen as a good-faith action to solicit accountability from elected officials. If censured actions go uncorrected for three months after the censure, the respective Assembly may request a recall of an elected officer or representative by a two-thirds vote of the electing body.
- 2) This vote will be coordinated and conducted by the Library Nominations and Elections committee via secret ballot. A two-thirds majority of the electing body is required to recall a Library Council member. Note that a recall cannot be requested if the censure process has not been concluded.

# Article VIII. Scheduling and Conduct of Meetings

## Section 1. Assembly Meetings

### (a) Faculty Assembly and Staff Assembly Meetings

- 1) The Library Faculty Assembly and the Library Staff Assembly will hold a minimum of two meetings per semester each (with an optional summer semester meeting) on dates announced by the Library Council's Faculty Chair for Faculty Assembly and Staff Chair for Staff Assembly. Notice of 2 weeks must be given for non-special meetings to the Library Employees stating a date, place of meeting, agenda, and virtual meeting link.

- 2) Consideration will be made for all employees to attend Assembly meetings considering the range of schedules and work locations for employees.
- 3) Special Meetings may be called by petition of the appropriate assembly if signed by one-fourth of the assembly's members providing the petition indicates the purpose of the meeting.
  - a) A minimum of five working days' notice must be given to the membership stating date, time, place of meeting, agenda, and virtual meeting link.
- 4) Individual members of either assembly may propose a meeting agenda item to the Chairs or Vice-Chairs of the Library Council for their respective assemblies. Should the assembly member request anonymity, the request will be honored.
- 5) Library Administration will respect each Assembly's request to meet, on occasion, without Administrators or administrative staff.

### **(b) Emergency Meetings**

- 1) Emergency meetings may be called at the discretion of Library Administration. Any action taken at an emergency meeting is subject to Faculty or Staff review at its next regular or special meeting.
- 2) Due to the nature of emergency meetings, adequate notice may not be feasible. However, the Library Council and Library Administration will try to include as many employees as possible. It is the responsibility of the attending council members to disperse any information provided at an emergency meeting in a timely manner.
- 3) Emergency meetings are not a substitute for regularly scheduled meetings.

## **Section 2. Library Council Meetings**

- 1) Library Council meetings shall be scheduled monthly with meetings being added or subtracted as needed. At the start of each semester, the meeting schedule will be made available to all Library Employees.
- 2) Individual members of the Library may propose a meeting agenda item to the Library Council. Should the employee request anonymity, the request shall be honored.
- 3) Library Council is not a voting body.
- 4) Library Administration and others may attend Library Council meetings as necessary and invited.

## **Article IX. Amendments to Bylaws**

- 1) The University Libraries may adopt new bylaws by a simple majority affirmative vote by those participating in a secret ballot in each Assembly (KSU University Handbook 2023-2024, [Section 3.5, A](#)).

- 2) The bylaws may be amended by a simple majority affirmative vote by those participating in a secret ballot (KSU University Handbook 2023-2024, [Section 3.5, A](#)).
- 3) The bylaws will be reviewed by the Library Council every year to ensure that documentation is accurate. Summer semester is the recommended time to review the bylaws as it aligns with the transition into the new academic calendar and fiscal year.

## Article X. Relationship to Other Governing Rules and Regulations

- 1) Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook, Employee Handbook, and other materials provided by the Office of the Provost and Vice President of Academic Affairs and the Board of Regents of the University System of Georgia.
- 2) These bylaws provide a plan for governance, and procedures for operation, of the Kennesaw State University Libraries. These bylaws were first adopted by the employees of the University Libraries on July 9, 2024