

# Library Staff Council Bylaws

## Preamble

The name of this organization is Kennesaw State University (KSU) Library System. The Library System is a collaborative, collegial, and diverse group who support the educational and research functions of the university. The KSU Library System consists of three locations: Sturgis Library, Johnson Library, and Chastain Pointe Repository. Within the Library System, the Library Staff Council and Assembly strive to promote the interest of staff and improve working conditions for all.

## Article I. Library Staff Council

### Section 1. Library Staff Council

The Library Staff Council (LSC) serves the Library System similarly to other KSU academic colleges with more than one department. The Library Staff Council meets to determine the agenda for the Library Staff Assembly (LSA). The Library Assembly consists of all staff from the library system. Staff are defined as non-faculty, non-student workers.

- 1) Membership
  - a. Chair
  - b. Vice Chair/Chair-Elect
  - c. Secretary
  - d. Staff Senate Representative
  - e. Representative from each physical library location
  - f. *Optional:* Ad hoc Committee Chair(s)
  - g. Dean, ex officio
  - h. Assistant/Associate Dean, ex officio
  - i. Department Chair(s), ex officio
- 2) Duties
  - a. Duties of all Library Staff Council members
    - i. Advisory
      1. To solicit input from the library staff to be discussed at Library Staff Council meetings and Library Staff Assembly meetings.
        - a. Solicitation of input will be gathered via [Teams or Microsoft Forms] to allow all staff members an equal opportunity to voice concerns.
      2. To respond to matters of interest and concern raised by members of the library staff.
      3. To provide input and advice to Library Administration.
      4. The LSC is advisory to the college Dean, who holds decision-making authority at the college level ([Kennesaw State University Handbook, Section 3.6](#)).

- ii. Administrative
  - 1. To set and distribute the agenda for Library Staff Council meetings and Library Staff Assembly meetings.
  - 2. To record minutes of LSC meetings and archive approved minutes in a location accessible to all library staff members.
  - 3. To record minutes of LSA meetings and archive approved minutes in a location accessible to all library staff members.
  - 4. To announce meetings of the Library Staff Assembly and Council.
  - 5. To delegate the formation of procedural and policy documents issuing from Library Staff Council and Assembly and to draft such documents when necessary.
  - 6. To maintain the LSC and LSA Teams, Channels, Forms, calendar invites, and other electronic materials generated by these groups.
- b. Duties of the Chair
  - i. To preside over meetings of the Library Staff Assembly and Council.
  - ii. To attend meetings of the Library System Leadership Team.
  - iii. To attend meetings of the Library Faculty Advisory Committee.
  - iv. To share all relevant information from meetings attended at future Library Staff Assembly and Council meetings.
  - v. To assist in the creation of the agenda for Library Staff Council and Assembly meetings.
  - vi. To send out meeting invites for Staff Assembly and Council meetings.
  - vii. To provide updates at Library All-Staff meetings.
- c. Duties of the Vice Chair / Chair-Elect
  - i. To serve in all capacities of the Chair in the absence of the Chair.
  - ii. To serve as Parliamentarian, ensuring that both Assembly and Council meetings are following established meeting procedure.
  - iii. To assist in the creation of the agenda for Library Staff Council and Assembly meetings.
  - iv. To gather logged council issues or comments to be added to the agenda to be addressed during Council/Assembly meetings.
  - v. Assist the Chair with the prioritization of projects, drafting of documents and communications, and the distribution of assignments.
  - vi. To confirm quorum has been met at Library Staff Assembly or Council meetings that require voting.
- d. Secretary
  - i. To record minutes for the Library Staff Council and Library Advisory meetings.
  - ii. To place approved minutes in a location accessible to all library staff members.
  - iii. To ensure that the Faculty Library Advisory Committee representative is invited to each LSA and LSC meeting.
- e. Staff Senate Representative
  - i. To attend meetings of the Staff Senate.

- ii. To represent the interests of the Library to their respective committees.
  - iii. To report Staff Senate business to LSA and LSC.
- f. Location Representative
  - i. To report any location-specific concerns to the LSC.
  - ii. To report back to library staff about the actions, plans, rulings of the LSC in response to those concerns.
  - iii. Using the Council-approved system, to log any concerns made by employees of the library locations.
- g. *Optional Ad Hoc Committee Chair*
  - i. To coordinate the work of their respective committees.
  - ii. To raise committee concerns and questions with the Library Staff Council.
  - iii. To archive records in the pre-determined location [Teams] that is accessible to all library staff.
  - iv. To provide updates at Library Staff Assembly meetings

## Section 2. Ad Hoc Committees

The Library Staff Council may create and charge ad hoc committees as needed provided that the Library Staff Council notifies the Dean of the existence of the ad hoc committee(s). Membership of these ad hoc committees may be determined on an appointed, volunteer, or elected basis.

1. The Library Staff Nominations and Elections Committee is a necessary ad hoc committee that is responsible for running annual elections, filling midterm vacancies, and coordinating volunteer efforts.

## Article II. Scheduling and Conduct of Meetings

### Section 1. Library Staff Assembly Meetings

1. The Library Assembly will hold a minimum of two meetings per semester (with an optional summer semester meeting) on dates announced by the Library Staff Council. A notice of 2 weeks must be given for non-special meetings to the library staff stating a date, place of meeting, agenda, and virtual meeting link.
  - a. Consideration will be made for all staff members to be able to attend Assembly meetings bearing in mind the broad range of schedules for staff members.
  - b. Business meetings refer to discussions of items presented by the Library Staff Council.
  - c. Topical meetings refer to general, open discussions on topics of professional or organizational interest. Topical meetings may be held in conjunction with business meetings or called on other dates at the Library Staff Council's discretion.
  - d. Special Meetings may be called by petition of the Library Staff Assembly if signed by one-fourth of the library staff, providing the petition indicates the purpose of the meeting.

- i. A minimum of five working days' notice must be given to the membership stating date, time, place of meeting, agenda, and virtual meeting link.
- e. Emergency meetings may be called at the discretion of the Dean, Assistant/Associate Dean, or a Department Chair. Any action taken at an emergency meeting is subject to Staff review at its next regular or special meeting.
  - a. Due to the nature of emergency meetings, adequate notice may not be feasible. However, the Council and Library Administration will try to include as many staff members as possible. It is the responsibility of attending council members to disperse any information provided at an emergency meeting in a timely manner.
- f. The Dean, Assistant/Associate Dean, and Department Chairs will respect the Library Staff Council's request to meet, on occasion, without Administrators or administrative staff.
- 2. Individual members of the library staff may propose a meeting agenda item to the Chair or Vice Chair of the Library Staff Council. Should the staff member request anonymity, the request will be honored.
- 3. A quorum shall consist of one-half plus one of the attending library staff members and includes library staff members attending the meeting virtually.

## Section 2. Library Staff Council Meetings

- 1. Library Staff Council meetings shall be scheduled as the members decide, with a minimum of two meetings per semester (with optional summer semester meetings).
- 2. Meetings shall be announced to the library staff at least two weeks in advance, to allow enough time to set the agenda and given the required notice of library staff meetings.
- 3. A quorum shall consist of one-half plus one of the eligible Library Staff Council members.

## Section 3. Library Staff Assembly and Council Meeting Specifics

- 1. Library Staff Council Chair and Chair-elect will create and maintain a public Library Staff Assembly Team within Microsoft Teams.
  - a. A private channel will be created for Library Staff Council but will be housed within the Assembly Team.
- 2. Meeting invitations will be sent via email in accordance with meeting scheduling parameters and will not be added to the library's libraryevents calendar.
- 3. All meetings default to being open to all eligible staff members. The Library Staff Council can decide by a simple majority vote to hold closed meetings to discuss issues privately prior to bringing the issue to the Assembly. Closed meeting discussion summaries and decisions are to be presented at the next scheduled Assembly meeting or earlier.
- 4. Virtual meeting options will take place through the Library Assembly and Council Teams and be available for all library staff members.
  - a. A virtual voting option will be made available to virtual attendees and will be counted towards quorum. Anonymous voting will be provided when necessary.

## Article III. Nominations and Elections

### Section 1. Elections

1. Terms of Office
  - a. The Chair is selected for a one-year term.
  - b. The Vice Chair/Chair-Elect is selected to a two-year term. The first year is served as Vice Chair/Chair-Elect and the second as the Chair.
  - c. The Secretary is selected for a one-year term.
  - d. The Staff Senate representative(s) are elected for three-year terms through a separate KSU Staff Senate elections process.
  - e. The Location Representative for each physical location will be elected for a two-year term.
  - f. The inaugural year will allow for an accelerated election schedule.
  - g. See Appendix A for visual schedule of terms, including pro tempore terms for the startup of the council.

### Section 2. Conduct of Elections

1. All elections and calls for volunteers shall be conducted by the Library Staff Nominations and Elections Committee according to Nominations and Elections Procedures developed for this purpose. This committee shall have no less than three members and always be an odd number to prevent stalemates. All other procedures will be developed at a later date.
2. The elections of representatives will occur every March, unless otherwise announced by the Library Staff Council. The Chair for the Library Staff Nominations and Elections Committee must communicate the elected positions and committee chairs to the Dean no later than April 30.
3. Elections are held in the same order each year, according to the Nominations and Elections Procedures.
4. All terms of office begin on July 1 following the election with the exception of the inaugural year.

### Section 3. Restrictions on Service

1. No library staff member 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 staff member, but they may not serve more than two terms consecutively.
4. No library staff member with an administrative appointment of 50% or more may serve as Chair or Vice Chair/Chair-Elect ([Faculty Handbook, 2021-2022, 1.1 and 3.11](#)).

### Section 4. Midterm Vacancies

1. In the event that the Chair of the Library Staff Council is unable to take office or complete a full term, the 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 Council.
2. In the event any other elected position is unable to take office or complete a full term, the Library Staff 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 term of office if the term served is longer than six months.

3. In the event that a volunteer member of a library staff ad hoc committee 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 before the next election cycle. If a replacement is determined to be necessary or desirable, the Library Staff Nominations and Elections Committee will put out a call for a volunteer to complete the term.

#### Section 5. Voting

1. Votes during staff meetings are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods. The Vice Chair ensures the correct number of votes match attendance. Provisions for virtual secret ballot votes must be implemented when necessary.
2. When a voting member of the library staff cannot be present for a meeting, they may submit a proxy request via KSU email to the Vice Chair, directing that their vote be cast in a certain way on a particular matter.
3. A quorum shall consist of one-half plus one of all library staff members. Votes are accepted both in-person and virtually. Virtual votes may be submitted via a virtual meeting, software polls, or other online survey methods.

#### Section 6. Recall Elections

The Library Staff Assembly may request censuring of a Library Staff Council member if the Assembly feels that their interests are not being represented by the Council. 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 Library Staff Assembly may request a recall of an elected officer or representative by a two-thirds vote. This vote will be coordinated by the KSU Staff Senate Representative and will be conducted by the Library Staff Nominations and Elections committee via secret ballot. Note that a recall cannot be requested if the censure process has not been concluded.

### Article IV. Amendments to Bylaws

1. The Library Staff Assembly may adopt new bylaws by a simple majority affirmative vote by those participating in a secret ballot election ([KSU University Handbook, Section 3.5, A](#)).
2. The bylaws may be amended by a simple majority affirmative vote by those participating in a secret ballot election ([KSU University Handbook, Section 3.5, A](#)).
3. The bylaws will be reviewed by the Library Staff Council every three years to ensure that documentation is accurate.

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

1. Nothing in these bylaws should be constructed to supersede provisions of other statutes of Kennesaw State University as described in the Employee Handbook and other materials provided by the Officer of the Provost and Vice President for Academic Affairs, and the Board of Regents of the University System of Georgia.

[illegible]

[LSC possible timeline AG.xlsx](#)