# University of Florida Libraries Faculty Assembly
# STANDING RULES

## Article I. Regular Meetings Agenda

The agenda for regular meetings of the UF Libraries Faculty Assembly (hereafter referred to as the Assembly) shall be set as follows. The agenda can be changed at any meeting by the motion of a member and by a vote of the majority present.

Call to Order
Approval / Modification of Agenda
Approval of Minutes of Previous Meeting
Assembly Chair Report
Information Items
Action Items
Adjournment

## Article II. Task Forces

**Section 1.** Task Forces shall be created, and their members appointed, by the Assembly Chair in consultation with the other Assembly Officers. Task Forces shall be created as necessary, shall have specific assignments, shall be time limited, and shall submit a report to the Assembly upon completion of their assignment. Task Force membership shall be as representative of the Libraries as possible

**Section 2. Nominating Task Force**

Appointment: This Task Force is an annual assignment but continues from year to year.
Committee Chair: The Chair shall be the Past Chair of the Assembly.
Responsibilities: The Nominating Task Force shall be charged with the following duties.
1/ Nominations of Assembly Officers (Chair-Elect, Secretary).
2/ Nominations for other library offices or positions as needed, including those requested by the Libraries Dean.
3/ Voter qualifications and election schedules shall be determined by the offices, positions, or committees being filled.
Meetings: The task force members shall be charged by the Task Force Chair immediately after the Assembly Officers planning meeting and will meet when requested to do so by the Task Force Chair.

**Section 3. Career Development Task Force**

Appointment: This Task Force is an annual assignment but continues from year to year. Members will be appointed by the Assembly Chair in consultation with the other officers at the Assembly Officers planning meeting. Membership should include 2-3 past Chairs (or tenured past members) from the Tenure and Promotion Committee, the Sabbatical Committee and/or the Sustained Performance Evaluation Process Committee who would be responsible for maintaining faculty career development resources. Membership should also include 2-3 individuals who

would be responsible for faculty support and training. All members would be responsible for career development policy and practice matters. The Libraries Human Resources Director and Employee Relations and Development Coordinator shall be advisory members.
Committee Chair: The Chair will be elected by the committee at their first meeting following the Assembly Officers planning meeting.
Responsibilities: The Career Development Task Force is charged with coordinating library policies and practices that pertain to faculty career development; to assist the Employee Relations and Development Coordinator with promotion/tenure support and training for faculty; to develop and maintain policies on faculty recruitment, evaluation, promotion, tenure, sabbatical/professional development leaves, mentoring and professional development; to develop and maintain the Career Development Handbook and other professional development guidelines and resources for faculty; and to ensure that library faculty career development policies and practices best serve the faculty and conform to relevant university rules and relevant UFF-UF rules for in unit faculty.
Meetings: The Task Force and Task Force members shall be charged immediately after the Assembly Officers planning meeting and will meet when requested to do so by the Task Force Chair.
Term: Task Force members shall serve two year staggered terms. If a Task Force member resigns, a replacement member shall be appointed by the Assembly Chair in consultation with the other Officers to serve out the member's term.
Quorum: A quorum shall consist of a simple majority of the Task Force members.

**Article III. Joint Committees**

Appointment: Members are jointly appointed / elected by the Assembly and the Libraries Dean. Committee members from the Assembly shall be appointed / nominated by the Assembly Chair in consultation with the other Assembly Officers and elected by the Assembly as required.
Committee Chair: The Chair, if not appointed by the Assembly Chair and Libraries Dean, shall be chosen by the committee at its first meeting.
Responsibilities: Responsibilities are established by the charge jointly given to the committee by the Assembly Chair and Libraries Dean.
Meetings: The committee shall meet and report as necessary to complete their responsibilities.
Term: Committee members shall serve as determined by the appropriate University / Libraries authority. If an Assembly appointed / elected committee member resigns, a replacement member shall be appointed by the Assembly Chair in consultation with the other Assembly Officers to serve out the member's term.
Quorum: A quorum shall consist of a simple majority of the committee members.
Standing Joint Committees: These include the Tenure and Promotion Committee, Sabbatical Committee, and Sustained Performance Evaluation Process Committee

**Article IV. Advisory Members of Task Forces**

Advisory members of Assembly Task Forces are non-voting members appointed because of their office or expertise related to the Task Force's work.

## Article V. Elections

**Section 1**. Nominations for Assembly Officers, other positions, and Senators shall be conducted as stated in the By-Laws [Article V, Section 1].

**Section 2**. Elections for Assembly Officers, other positions, and Senators shall be conducted as stated in the By-Laws [Article V, Section 2] and according to the following procedures. Once the slate of candidates is finalized at the Spring semester meeting, voting will be conducted by electronic ballot open to qualified voters by the Assembly Nominating Task Force Chair on or about April 1. Each election shall be a secret ballot vote with the elections closing on or about April 15. The Assembly Nominating Task Force Chair shall be the administrator for the Faculty Senate online voting program, shall be responsible for managing the elections using this program, shall record the votes when the elections close, and shall announce the results to the candidates first and then the membership via email and at the April meeting. The ballots shall be maintained as part of the Assembly election online voting program data for at least two years.

**Section 3**. Candidates with the most votes shall be the winner (simple majority vote of those who voted).

**Section 4**. Tie votes will require another ballot conducted in the manner described above in Section 2.

**Section 5**. Any person nominated for an office/position unopposed shall be elected automatically without a vote after nominations are closed, except for the election of Senators which the Faculty Senate By-Laws require "twice as many nominees as there are seats to be filled". [UFFS By-Law 4E2a]

**Section 6**. Of the four persons nominated and elected as Library Senators for the UF Faculty Senate, two shall be from the University Libraries, one shall be from either the Health Science Center Libraries or the Lawton Chiles Legal Information Center, and one shall be at large.

## Article VI. Terms of Office

**Section 1**. Terms of office for Assembly Officers shall be for one year (however, the Chair-Elect is expected to continue as Chair and Past Chair for a total of three years). Terms of office for task force members are specified in the task force assignment. Terms of Senators shall follow Faculty Senate rules.

**Section 2**. Vacancies for Assembly Officers who are not able to fulfill their terms shall be filled as stated in the By-Laws [Article IV, Section 3].

**Section 3**. Vacancies for other offices or positions (that have been filled by an Assembly vote) shall be filled by the runner-up in the election for these offices or positions. Should the runner-up not be able to take the office or position, another ballot shall be conducted.

## Article VII. Membership Voting

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Section 1. Membership information and restrictions are found in By-Laws Article III. Membership voting rights, in adherence to the principles of shared governance, are as follows.

Section 2. All members shall vote for Assembly Officers, task force/joint committee elected positions, and Senators; and all members shall vote on all action items brought before the Assembly.

Section 3. Membership voting restrictions on elections or action items – there are none at this time.

## Article VIII. Amending the Standing Rules

Any member of the Assembly may submit an amendment at least one week before a schedule meeting to the Assembly Chair so it can be added to the agenda. Any amendment to be adopted requires the approval of the majority present at an Assembly meeting.

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**Approved 18 December 2006**
**Amended 21 April 2008 (Section 1, 2.1, 3, 4)**
**Amended with new additions 21 April 2008 (Section 3, 4E, 4F)**
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