BYLAWS OF MILNER LIBRARY FACULTY COUNCIL

ARTICLE I: NAME

The name of the body representing the Library faculty of Milner Library shall be the Library Faculty Council.

ARTICLE II: PURPOSE

Pursuant to the Constitution of Illinois State University and these bylaws, the Library Faculty Council shall act as the official body through which the library faculty shares in the governance of Milner Library and participates in the creation of policies and procedures within Milner Library. All Library Faculty Council decisions and recommendations are advisory to the Dean of University Libraries, who serves as a voting member. The Library Faculty Council and the Dean of University Libraries discuss their decisions and recommendations with the library faculty.

ARTICLE III: RESPONSIBILITIES OF THE LIBRARY FACULTY COUNCIL

The Library Faculty Council shall consider among its responsibilities the following:

- To identify faculty issues and concerns and library issues in a larger sense
- To serve as an advocate for the faculty
- To serve as a sounding board for the Dean of University Libraries
- To organize a schedule of general faculty meetings to discuss issues and concerns raised by the faculty or the Library Faculty Council
- To follow up on the implementation of faculty recommendations
- To serve as a forum to which faculty members may bring issues and concerns
- To facilitate communication with the university community and other university committees
- To select faculty members of library committees
- To review every two years, the charge and membership of library committees
- To participate in the discussion of the assignment and organization of faculty positions
- To review and revise, in cooperation with the Department Faculty Status Committee, procedures within the library for recruiting candidates and recommending candidates for library faculty appointments
• To establish procedures within the library to support the Provost in the periodic evaluation of the Dean of University Libraries and Associate Deans of University Libraries

• To encourage and support the library administration and faculty colleagues in the periodic assessment of the library in cooperation with the University-wide Assessment Committee and the University’s assessment office

• To establish procedures and conduct library elections

• To report monthly to the faculty at a general faculty meeting

ARTICLE IV: MEMBERSHIP

The Library Faculty Council shall consist of nine voting members, eight of whom shall be elected from the faculty; and the Dean of University Libraries serves ex officio as a voting member. All library faculty who are full time faculty members at Illinois State University, including librarians on administrative professional or non-tenure track appointments and other faculty or faculty on administrative professional appointments who are under University Libraries administrative aegis, shall be eligible for election to the Library Faculty Council. Those currently serving on the Department Faculty Status Committee, the College Faculty Status Committee, the Non-Tenure Track Evaluation Committee and those holding appointments as Associate Deans of University Libraries shall not be eligible to serve. A majority of the elected members shall be tenured. At least one elected member must be non-tenure track.

ARTICLE V: ELECTION OF MEMBERS

Elected faculty members shall serve two-year terms with four members rotating off the Library Faculty Council in alternate years. No faculty member shall serve more than two consecutive terms, but will be eligible for re-election one year after the expiration of a second term. All faculty of Milner Library, including librarians on administrative professional or non-tenure track appointments are eligible to vote.

On or about May 15 of each year the Library Faculty Council Elections Committee will distribute a ballot and administer the results of the election. Terms of office shall begin on August 16. In the event that an individual cannot complete a full term of office, a special election will be held to fill out the term.

ARTICLE VI: OFFICERS

At the first regular meeting after August 16, the Library Faculty Council shall select a Chairperson, a Vice Chairperson, a Secretary and a Documentarian from its elected members. The Dean of University Libraries may not serve as Chairperson. The Chairperson shall be a tenured member of the library faculty. In the event of the resignation of any officer of the Library Faculty Council, a new election shall be held.
DUTIES OF OFFICERS

Chairperson
- Prepares and distributes schedule of Library Faculty Council meetings
- Prepares and publicizes agendas for Library Faculty Council meetings at least 24 hours before the date of the meeting.
- Conducts meetings of the Library Faculty Council
- Calls special meetings of the Library Faculty Council if needed
- Prepares and distributes schedule of Library Faculty meetings
- Prepares and distributes agendas for Library Faculty meetings at least 2 days before the date of the meeting
- Conducts meetings of the Library Faculty

Vice Chairperson
- In the absence of the Chairperson, conducts meetings of the Library Faculty Council
- In the absence of the Chairperson, conducts meetings of the Library Faculty
- Chairs the Library Faculty Council Elections Committee
  - Maintains schedule of elections
  - Maintains roster of eligible voters
  - Maintains roster of eligible candidates
  - Maintains roster of current members and terms for:
    - Milner Library elected committees
    - Milner representatives on external Academic Senate committees

Secretary
- Takes minutes of Library Faculty Council meetings
- Composes and distributes minutes of Library Faculty Council meetings to all faculty and staff members of the Library within one week after each meeting by posting minutes on the P drive and on the Intranet under “Minutes”; deposits one paper copy in the LFC Minutes folder in the Administrative Offices; annually, at the end of the Council’s term, sends paper copies to the University Archives
- Distributes appropriate documents
- Ensures that Library Faculty Council files are updated and maintained
- Serves on Library Faculty Council Elections Committee

Documentarian
- Takes minutes of Library Faculty meetings
- Composes and distributes minutes of Library Faculty meetings to all faculty and staff members of the Library within one week after each meeting by posting minutes on the P drive and on the Intranet under “Minutes”; deposits one paper copy of the minutes along with any handouts, drafts, or documents from the Faculty meetings in the Library Faculty Minutes folder in the Administrative Offices; annually, at the end of the Council’s term, sends paper copies and accompanying documents to the University Archives
- Ensures that Library Faculty meeting files are updated and maintained
- Serves as the second member of the Library Faculty Council Elections Committee
ARTICLE VII: MEETINGS

The Library Faculty Council shall meet at least once a month, more often if necessary. Library Faculty Council meetings are open to all library faculty and staff. Six members shall constitute a quorum.

Any employee of Milner Library may communicate to a Library Faculty Council member any matter to be brought before the Library Faculty Council in advance of the next meeting.

ARTICLE VIII: PROVISION FOR CLOSED SESSIONS

The Milner Library Faculty Council may vote to meet in closed session in accordance with the provisions of the Open Meetings Act, 5 ILCS 120/1 through 120/6.

The Milner Library Faculty Council may vote to close a meeting to the public, or vote to close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public. No votes may be taken in the closed meeting. No final action may be taken at the closed meeting.

The minutes of the open session should reflect the vote to meet in closed session, the vote of each individual member on the question of holding a meeting closed to the public, and a citation to the specific exception contained in Section 2 of the Open Meetings Act which authorizes the closing of the meeting to the public.

Separate minutes of the closed session are kept by the Secretary. Minutes must record the date, time and place of the meeting, members of the Council recorded as either present or absent, and a summary of discussion on all matters proposed, discussed, deliberated, or decided. The minutes are to be reviewed every 6 months to determine whether they should be released.

ARTICLE IX: POWERS AND DUTIES

- The Library Faculty Council and the Dean of University Libraries shall review all proposals that are identified and disseminated as policies formulated by or for the Library.

- The Library Faculty Council and the Dean of University Libraries shall review existing policies and procedures of Milner Library every three years to determine which are in need of revision. The Library Faculty Council may appoint ad hoc committees or charge existing committees with the responsibility for undertaking these revisions.

- The Library Faculty Council and the Dean of University Libraries shall review proposed changes to the organization, establishment or elimination of any division or tenure-track positions within the Library. The Library Faculty Council will take such proposals to the faculty at large for discussion and recommendation.
• The Library Faculty Council and the Dean of University Libraries shall form and review faculty committees (with the exception of the DFSC and CFSC which adhere to Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies and appropriate library bylaws), determine their powers and duties, methods of appointment or election, and overall organization and structure

**ARTICLE X: STANDING COMMITTEES**

The Library Faculty Council has the authority to form standing committees of the council.

A Library Faculty Council Election Committee will be formed according to the Milner Library Faculty Council Election Procedures. This committee will be responsible for elections as outlined in the procedures document. The Library Faculty Council Election Committee will consist of the vice-chair of the Library Faculty Council, the secretary of the Library Faculty Council, and the documentarian of the Library Faculty Council, with the vice-chair serving as chair.

**ARTICLE XI: CALENDAR**

- March 1 - Dean’s Evaluations due to the Provost
- May 1 - Library faculty committee chairs contact Library Faculty Council about membership rotation, terms expiring, any changes in charge or responsibilities
- June 1 - Call for volunteers for library faculty committees
- August 1 - Announce new membership for library faculty committees
- First meeting on or after August 16 - New Library Faculty Council members seated and officers elected
- November 1 - Dean’s Evaluation process begins

**ARTICLE XII: REVIEW OF THESE BYLAWS**

The Library Faculty Council shall review the substance of these bylaws at least every two years. Proposed changes shall be submitted to the library faculty for a referendum vote; if a majority of those voting vote in favor of the changes, the revised document shall be adopted and forwarded to the Academic Senate for approval.

Approved May 1, 1996
Revisions approved by Milner faculty, September 6, 1996
Revisions approved by Milner faculty, April 30, 1998
Revisions approved by Milner faculty, November 8, 2001
Revisions approved by Milner faculty, May 20, 2003
Reviewed and approved without changes by the Library Faculty Council, October 25, 2005
Revisions approved by Milner faculty, November 16, 2007
Revisions approved by ISU Academic Senate, February 20, 2008
Revisions approved by Milner faculty, October 9, 2008
Revisions approved by ISU Academic Senate, December 10, 2008
Revisions approved by Milner faculty, July 27, 2010, August 12, 2010; November 5, 2010
Revisions approved by ISU Academic Senate, November 10, 2010