

University of Massachusetts Amherst Librarians' Council Bylaws

ARTICLE I: Name and Authority

The name of this organization shall be the Librarians' Council of the University of Massachusetts Amherst Libraries. The Librarians' Council is authorized by Article 20.3.3 of the Collective Bargaining Agreement between the University of Massachusetts Amherst and the Massachusetts Society of Professors (the Agreement) that went into effect on August 1, 2012.

ARTICLE II: Purpose

The purpose of the Librarians' Council, hereafter referred to as LC, is to provide a transparent and fully participatory forum for librarians to:

- advise the Dean of Libraries (DOL) and Associate Deans (AD) on library matters;
- develop and implement peer review and professional development guidelines; and
- share with each other their work in the Libraries; on campus with departments, Faculty Senate and its committees, etc.; in the Five Colleges; and in the profession and higher education.

The LC will provide a forum for discussion of library policies and professional issues and a direct channel of effective input to the Dean of Libraries for advisory purposes, as stipulated in the collective bargaining agreement.¹ The LC will meet directly with the DOL at least twice a year. The Associate Deans may be invited to join the DOL for these meetings. Anyone not a member of the LC may attend an LC meeting only with prior invitation or consent of the LC Executive Committee.

ARTICLE III: Eligibility for Membership

The LC shall include all bargaining unit librarians.

¹ From Article 20.3.3 of MSP-Administration Collective Bargaining Agreement, [August 1, 2012] "The DOL shall solicit advice from the Librarians Council in order to ensure that the Council has effective input into such Library matters as major new initiatives and policy changes, consistent with this (Agreement) and the requirements of M.G.L. Chapter 150E. The LC shall work with the Massachusetts Society of Professors (MSP) on matters of collective bargaining."

ARTICLE IV: Executive Committee/Officers

Section 1. The LC shall have an elected body of officers that shall be called the Executive Committee. This group shall consist of a Chair, Vice-Chair, Past Chair, Secretary, and the chairs of the following standing committees: Librarians' Personnel, Mentoring, and Professional Development and Service. A librarian serving on the Faculty Senate, MSP Librarian Compliance Officer and the MSP Library Representative are Ex Officio Officers of the LC.

Section 2. The Executive Committee will facilitate the work of the LC by:

- calling meetings,
- soliciting meeting agenda items two weeks prior to the meetings,
- setting the agenda for the meetings,
- forming committees and task forces,
- strengthening the relationship between members of the LC, the Faculty Senate and the MSP,
- administering elections and maintaining a record of all LC proceedings,
- sharing meeting minutes with LC within two weeks of LCXC meetings,
- receiving suggestions from LC members and, when appropriate, referring these suggestions to the LC or to the appropriate body.

Any formal recommendations must come from the LC and the Executive Committee will bring proposed recommendations to the LC for approval. The Executive Committee will inform the concerned member or group of the LC's action and will guard the anonymity of the member or group, if so requested.

Section 3. Terms of Office

The Vice-Chair will be elected for a term of three years, the first year as Vice-Chair, the second year as Chair, and the final year as Past-Chair, and shall not be eligible to serve a consecutive term. The Secretary will be elected for one two-year term. The Standing Committee Chairs will be elected for two-year terms and co-chairs may be considered. The Secretary and Standing Committee Chairs may not serve on the Executive Committee for more than two consecutive terms. The MSP Compliance Officer is dictated by the MSP Collective Bargaining Agreement; the position will be elected to a two-year term. There is no term limit for the Compliance Officer, but incumbents must reaffirm their intent to serve and be confirmed by their peers in LC each election. The MSP Library Representative shall be selected by Librarians Council each spring in conjunction with other open officer positions, and officially elected at the beginning of the academic year according to MSP by-laws.² The MSP Librarian Representative has no term limit, but

² From Article V of Massachusetts Society of Professors, Inc. By-Laws [amended 4/30/2018]: 5.3(a) states that "Department Representatives shall be elected within thirty calendar days after the beginning of each academic year for a term of one year by a majority vote of the MSP members in good standing of the constituency concerned. The voting period may be modified by the Executive Board." Available at: https://umassmsp.org/site/assets/files/1120/msp_bylaws_-_amended_4-30-18_final_current.pdf

incumbents must reaffirm their intent to serve and be confirmed by their peers in LC each election.

Section 4. Vacancies of Office

Excepting the office of Chair, in the event an Executive Committee officer cannot complete their term, the Executive Committee will hold a special election to fill that office if an officer's resignation would result in a vacancy of more than four months. If the Chair is unable to complete their term, the Vice-Chair will succeed to the position.

Section 5. Duties of the Officers

The Chair

The Chair is responsible for setting the agenda for and presiding at Executive Committee and LC meetings, reporting committee and task force recommendations to the Dean of Libraries, and representing the LC membership to other organizations.

The Vice-Chair

The Vice-Chair shall serve in the absence of the Chair and shall succeed the Chair at the termination of the Chair's year in office, or earlier if the Chair is unable to complete their term. The Vice-Chair shall serve as assistant to the Chair, carry out such duties as may be delegated by the Chair, and contribute to discussion and decisions of the Executive Committee.

The Past Chair

The Chair automatically assumes the office of Past Chair when the new Chair takes office. The Past Chair shall be responsible for presenting By-Laws revisions to the LC for discussion and a vote. The Past Chair shall carry out those duties assigned by the Chair in order to effectively conduct the work of the LC.

The Secretary

The Secretary will maintain records of all transactions of the LC and maintain the archives and online presence of the LC. This record shall be read to the LC and to the Executive Committee as circumstances require. The Secretary shall announce the dates, times and agendas of the Executive Committee meetings, and the LC meetings, through appropriate channels. The Secretary also maintains the MSP librarian bargaining unit email list and the shared Google Drive.

MSP Librarian Compliance Officer

MSP Librarian Compliance Officer will be responsible for monitoring compliance with Article 20 of the MSP Agreement.

MSP Library Representative

Librarians shall be represented by a Library Representative to the MSP. The MSP Library Representative serves to a) protect and represent the best interests of librarians under the terms of the bargaining contract; b) keep librarians fully informed of MSP policies, actions, and items of interests; and c) serve as spokesperson before

the Officers and Executive Board of the MSP for the individual and collective concerns of librarians. The MSP Library Representative is elected by the Librarians Council membership annually and serves on the Librarians Council Executive Committee.

Standing Committee Chairs

Chairs of the Librarians' Personnel, Mentoring, and Professional Development and Service Standing Committees will set the frequency and agendas for meetings of those committees and ensure record keeping of the business conducted at those meetings. The Chairs will report on the business of the Standing Committees to the Executive Committee and LC as appropriate.

Task Force and Working Group Representation

During the period of time a task force or working group is active, a member of the group will attend Executive Committee meetings to report on the work of the group. This representative will also report to LC.

ARTICLE V: Standing Committees, Task Forces, Working Groups

Section 1. Standing Committees

A formal set of guidelines should be maintained for each standing committee, approved annually by the Executive Committee, and shared with LC. All appointments shall be voluntary.

The Executive Committee

The Executive Committee is a standing committee of the LC. The Executive Committee is empowered to form task forces and working groups as suggested and approved by the LC. The Chair shall appoint members to the Mentoring and Development and Service standing committees, task forces, and working groups as gathered from a call for volunteers or suggested and approved by the members of the Executive Committee.

Librarians' Personnel Committee

The Librarians Personnel Committee (LPC) will make recommendations to the Dean of Libraries in personnel actions as set forth in the Agreement, including reappointments, continuing appointments and promotions. The LPC may make recommendations for: sabbatical and short-term professional leaves; pursuant to Subsection 20.5.2 and ~~20.5.4~~ of the Agreement, recommendations for initial appointments, appropriate rank, and the number of years that should be granted toward eligibility for a continuing appointment; and recommendations on librarians' PMYR statements, pursuant to Appendix A(L).

Mentoring Committee

The Mentoring Committee will administer a librarians' mentoring program that is designed to provide an opportunity for individuals who would like to avail themselves of the experience, wisdom, and advice of their colleagues in a loosely structured environment.

Professional Development and Service Committee

The Professional Development and Service Committee will advise on and/or administer programs to encourage, guide, and support librarians to participate in activities such as: professional engagement, including participation in committees recognized by the LC Executive Committee, Library Administration, Massachusetts Society of Professors, Faculty Senate, Five Colleges, Inc., library professional organizations; attendance and participation at workshops, conferences, and other continuing education programs; and pursuit of scholarly research, writing and presentations.

Section 2. Task Forces and Working Groups

Task forces are formed to research an issue. Working groups are formed to implement recommendations of task forces. Task forces and working groups are formed by the Executive Committee. Task forces and working groups are dissolved upon the completion of their charge.

The final report of the task force or working group shall be reported to the membership. Findings and recommendations of task forces and working groups are relayed to the Executive Committee.

ARTICLE VI: Nominations and Elections

The Executive Committee will maintain a current list of LC members who have served on LC committees. All members of LC are eligible to vote in the annual elections. All members of LC are eligible to be candidates for any position except for Librarians' Personnel Committee. Per LPC bylaws, nominees must be members of the bargaining unit for at least one year and have completed one personnel action by the time of the election. Elections will be held during May of each year, with the exception of the first election to form the Executive Committee. Nominations will be solicited from the membership in April by the Executive Committee.

The Executive Committee will call for nominations to the elected offices of the Executive Committee (Vice- Chair/Chair-Elect/Past Chair, Secretary, and Chairs of the Mentoring and the Professional Service and Development Committees). The chair of the Librarians' Personnel Committee will be chosen by the LPC. In addition, the Executive Committee will call for nominees for the position of Compliance Officer, and MSP Representative regardless of whether or not the incumbent has reaffirmed their intent to serve (see Article IV, section 3). The Executive Committee will also collect nominees for the Librarians' Personnel Committee. The Executive Committee will ascertain all nominees' willingness to serve, prepare a list of nominees, and distribute and count ballots.

The nominees shall be elected by a majority of members casting ballots. The ballots will list the offices as Vice- Chair/Chair-Elect/Past Chair, Secretary, Compliance Officer, Chairs of the Mentoring and the Professional Development and Service Committees, and Librarians' Personnel Committee members. The newly-elected Executive Committee and Librarians' Personnel Committee will take office on July 1st of the election year. The Executive Committee conducting the election will notify the Dean of Libraries of the new term officers

and LPC members by June 15th of the election year, and will notify the MSP office of the elected Compliance Officer.

ARTICLE VII: Meetings and Conduct of Business

Section 1. Frequency of meetings

Regular meetings of the LC will be held at least three times per year. The Executive Committee will meet at least once per month from September-May and on an as-needed basis from June-August the Executive Committee Chair may call a meeting of the Council with not less than five days' notice. The Chair may also call emergency meetings of the Council with 24 hour notice. Any three LC members may request that the Chair call a meeting.

Section 2. Meeting business

At each LC meeting there will be a report by the MSP library representative and a librarian Faculty Senator, or their designees, on current issues of MSP and Faculty Senate, respectively.

Section 3. Approval of actions

Any recommendations from the LC must be approved by its membership. A recommendation shall be approved by the majority of LC members casting a vote.

Section 4. Quorum

A quorum shall consist of those LC members in attendance at a meeting or casting a vote.

Section 5. Disclosure of proceedings

Meetings of the LC are open to its membership and guests as invited by the Executive Committee. Minutes and meeting recordings shall be posted to a shared library-wide platform within two weeks of LC meetings.

ARTICLE VIII: Review of Bylaw Amendments and Ratification

The Executive Committee shall review these bylaws at least annually. Any member of the LC may propose changes. Proposed changes shall be presented to the membership in writing at least two weeks prior to a LC meeting. The LC may amend, alter, rescind or repeal these Bylaws by approval of two-thirds of the LC members who cast a vote. Approved changes shall be recorded with details and date of ratification.

These Bylaws were approved by the Librarians' Council membership, February 20, 2013.

These Bylaws were amended and approved by vote by the Librarians' Council membership, April 14, 2014.

These Bylaws were amended and approved by vote by the Librarians' Council membership, May 3, 2015.

These Bylaws were amended and approved by vote by the Librarians' Council membership, April 2016.

These Bylaws were amended and approved by vote by the Librarians' Council membership, May 2018.

These Bylaws were amended and approved by vote by the Librarians' Council membership, May 2019.

These Bylaws were amended and approved by vote by the Librarians' Council membership, May 2021.

These Bylaws were amended and approved by vote by the Librarians' Council membership, June 2022.

These Bylaws were amended and approved by vote by the Librarians' Council membership, July 2023.

Summary of substantive changes 2022_2023:

- Who may attend an LC meeting.
- The duties of the Secretary
- Election practice for positions where the person is willing to continue serving in the role.

Summary of changes 2021_2022:

- Added Librarian Faculty Senator to LCXC (Ex Officio) and intent to strengthen relationship with Faculty Senate; added task force, working group, Faculty Senate and MSP activity reporting to LCXC and LC; replaced gendered pronouns with gender neutral ones; clarified Compliance Officer nomination process; added that LCXC will maintain list of LC member service; made sharing of meeting minutes platform neutral.
- Added MSP Library Representative to LCXC, clarification to terms of office for the MSP Compliance Officer and the MSP Library Representative, and outlined duties of MSP Library Representative.
- Modified terms of office for Standing Committee Chairs and Compliance Officer to be 2 years instead of 1 year. Also added phrase encouraging co-chairs.
- Modified language about election of Compliance Officer and notification to match MSP contract.
- Changed remaining reference to Director of Libraries to Dean of Libraries.
- Added clarification about requirements for LPC candidates.