

LIBRARIANS ASSOCIATION
OF THE
UNIVERSITY OF CALIFORNIA
DAVIS DIVISION
BYLAWS

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ARTICLE I. NAME AND AUTHORITY

Section 1. The name of this organization is the Librarians Association of the University of California, Davis Division (LAUC-D).

Section 2. This organization shall function as a local Division of the Librarians Association of the University of California (LAUC).

Section 3. The Librarians Association of the University of California (LAUC) is recognized as an official unit of the University as stated in the Presidential Statement on the Status of the Librarians Association of the University of California (APM 360, Appendix B).

ARTICLE II. DUTIES AND RESPONSIBILITIES

Section 1. LAUC-D is authorized to serve in an advisory capacity to the campus administration and the library administration on professional and governance matters of concern to all librarians.

Section 2. LAUC-D shall advise the campus administration and the library administration on the operations and policies of the libraries.

Section 3. LAUC-D shall advise the campus administration and the library administration on professional standards, rights, privileges, and obligations of members of the librarian series of the University.

Section 4. LAUC-D shall advise the campus administration and the library administration on the planning, evaluation, and implementation of programs, services, or technological changes in the libraries.

Section 5. LAUC-D shall not advise the campus administration or the library administration with respect to matters which are covered by a Memorandum of Understanding or otherwise subject to negotiation with an exclusive bargaining agent.

Section 6. LAUC-D's officers and representatives will work actively with LAUC and its officers on matters of university-wide concern.

ARTICLE III. MEMBERSHIP

Section 1. Membership in LAUC-D shall consist of all persons holding appointment half-time or more in the librarian series at the University of California, Davis, or in any one of the following titles: University Librarian, Associate University Librarian, Assistant University Librarian,

Law Librarian, Associate Law Librarian, Assistant Law Librarian, or in the same series or titles in an acting capacity.

Section 2. All members shall be eligible to vote, to hold office, to serve on committees and to serve as representatives to the Assembly.

Section 3. Persons employed as librarians at the University of California, Davis on less than half-time appointments and retired LAUC members shall have affiliate membership. Affiliate members may participate in divisional meetings and general meetings of the Assembly, but may not make motions, nominate candidates, become officers, or vote.

ARTICLE IV. OFFICERS

Section 1. The following officers shall be elected by the membership to perform the duties prescribed by these Bylaws and the normal duties of the office:

a. The Chair, who shall preside over business meetings and represent the Division at meetings of the Assembly of the Librarians Association of the University of California and at other meetings of the Association to which a general representative of the Division is called. The Chair shall also report the deliberations of the LAUC Executive Board and the Assembly to the Division.

b. The Vice-Chair (Chair-Elect), who shall assist the Chair, and, in the Chair's absence, preside over business meetings. The Vice-Chair shall represent the Division at meetings of the Assembly of the Librarians Association of the University of California. The Vice-Chair (Chair-Elect) shall automatically succeed to the office of Chair at the expiration of the incumbent's term of office.

c. The Secretary, who shall record actions of the Executive Board and general membership meetings and distribute general membership meeting minutes to members, to the Secretary of the Association and to other local divisions no later than fifteen (15) working days after a business meeting. The Secretary shall represent the Division at meetings of the Assembly of the Librarians Association of the University of California. The Secretary shall also inform the Secretary of the Association of the results of the Divisional elections and changes in officers or delegates during the year.

Section 2. Terms of Office

a. Terms of office shall be for one (1) year, from September 1 to August 31, except as provided hereafter, or until new officers are elected.

b. An officer or elected official shall not serve consecutive terms in the same office, except that an official appointed to fill an unexpired vacancy may be elected to that same office the next year.

Section 3. Elected offices vacated before the end of the term shall be filled by appointment by the Chair with the approval of the Executive Board except as follows:

a. A vacated office of LAUC-D Chair shall automatically be filled by

the Vice-Chair (Chair-Elect), who shall also serve as Chair the following year. An appointed Vice-Chair shall not automatically succeed to the office of Chair.

b. A vacated office among the Chairs of the standing committees shall automatically be filled by the committee's Vice-Chair (Chair-Elect). An appointed Vice-Chair shall not automatically succeed as committee Chair for the succeeding term.

Section 4. Representatives to the Assembly of the Librarians Association of the University of California

- a. The Representatives to the Assembly shall consist of the Division Chair, Vice-Chair (Chair-Elect), and Secretary.
- b. Representatives shall attend Assembly meetings and shall report and reflect the consensus opinion of the Division in discussion and voting. They shall jointly prepare a written report of the Assembly proceedings within two (2) weeks of the meeting. This report shall be submitted to the Executive Board and circulated to the membership.
- c. If elected Assembly Representatives cannot attend an Assembly meeting, the following officers shall act as alternates in the order named:

(1) Chairs of the standing committees as follows:

- i. Professional Issues Committee.
- ii. Research and Professional Activities Committee.
- iii. Program Committee.
- iv. Committee on Appointments, Promotion, and Advancement.

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the Organization, the Chairs of the standing committees, the Chair of the Nominations and Elections Committee and Past Chair.

Section 2. In order for business to be conducted at an Executive Board meeting, a majority of the members must be present.

Section 3. An affirmative vote of a majority of the members of the Executive Board present is required for approval of matters before the Board.

Section 4. The Executive Board may act for the Division as a whole when a special meeting cannot be called.

Section 5. The Executive Board shall set the agenda for the business meetings and shall distribute it to the membership no later than five (5) working days prior to each business meeting.

ARTICLE VI. MEETINGS

Section 1. Regular business meetings shall be held no less frequently than once a quarter at the call of the Executive Board.

Section 2. The Executive Board shall send written notification, in advance, of regular business meetings to the membership. The proposed agenda shall be included, as provided in Article V, Section 5.

Section 3. Special business meetings may be called by the Chair as needed. Upon receipt of a petition signed by a majority of the membership, the Chair is required to call a special business meeting within ten (10) working days.

Section 4. Programs may be held in conjunction with, or separately from, business meetings.

Section 5. In order for business to be conducted at a meeting, a quorum of one-third (1/3) of the members excluding affiliates must be present.

ARTICLE VII. COMMITTEES

Section 1. All committees shall report to the membership, via the Executive Board.

Section 2. Copies of divisional committee reports dealing with matters of more than local interest shall be sent by the LAUC-D Chair to the Chair of a related statewide committee and to the LAUC President.

Section 3. Standing committees shall prepare an annual report, to be presented to the Executive Board by 1 August.

Section 4. Vacancies in the membership of committees shall be filled by the Executive Board in consultation with the Chair of the committee.

Section 5. If a majority of any committee so wishes, additional non-voting person(s) may serve as consultants to the committee on specific subjects.

Section 6. Statewide Committees

a. The Executive Board shall nominate one (1) member of the Division to serve on each standing committee of Statewide LAUC. The LAUC-D Chair shall submit nominations to the LAUC President by 1 September for a term commencing 1 October. Nominations for members of ad hoc committees shall also be made by the Executive Board and submitted by the LAUC-D Chair to the LAUC President.

b. Where appropriate, the LAUC-D representative to a statewide committee may be a member of the related divisional committee or be appointed as an ex officio member of the divisional committee.

c. The LAUC-D representative to the statewide Committee on Cultural Diversity shall participate in local Library cultural diversity activity.

Section 7. Standing committees shall be:

- a. Committee on Appointments, Promotion, and Advancement

(1) The Committee on Appointments, Promotion, and Advancement shall consist of five (5) members with the rank of Librarian or Associate Librarian with career status: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; three (3) members to be appointed by the Executive Board to staggered two-year terms.

(2) The Committee on Appointments, Promotion, and Advancement shall be the review body on academic personnel actions and shall serve as a liaison body between the University Library administration and librarians at UCD on matters which pertain to promotions and salary actions of academic library personnel.

(3) Instructions to reviewing bodies in matters of appointment, promotion and merit salary review are contained in the appropriate Library Policy Statement and the detailed procedures of the Committee on Appointments, Promotion, and Advancement.

b. Professional Issues Committee

(1) The Committee shall consist of five (5) members: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; the Vice-Chair of LAUC-D; one (1) member to be elected at-large; and one (1) member to be appointed by the Executive Board in consultation with the Chair. Terms of office shall be for staggered two-year terms.

(2) The Committee shall assume the responsibility for discussing professional issues of concern to librarians at the University of California, Davis. The Committee will make recommendations regarding professional issues to the Executive Board of LAUC-D.

(3) The Committee shall accept, with the approval of the membership of LAUC-D, advisory assignments from the Vice-Chancellor, the University Librarian, and the Directors of non-General Library Units.

c. Program Committee

(1) The Program Committee shall consist of four (4) members: a Chair; a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the second year of a two-year term; and two (2) other members to be appointed to one-year terms by the Chair in consultation with the Executive Board.

(2) The Program Committee shall be responsible for preparing any programs exclusive of administrative business meetings of LAUC-D.

d. Research and Professional Activities Committee

(1) The Research and Professional Activities Committee shall consist of five (5) members: a Chair (a two-year term); a Vice-Chair (Chair-Elect) to be elected by the membership and to succeed to the office of Chair in the third year of a four-year term; two members who serve staggered two year terms elected by the membership; and one member to serve a one year term selected by the Executive Board.

(2) The Research and Professional Activities Committee serves to encourage research by librarians and to administer the research program established by the Chancellor. The membership is available for consultation with librarians interested in applying for funding

and preparing research proposals.

- (3) LAUC-D research funds are awarded by the Research and Professional Activities Committee on a competitive basis. The funds are awarded annually and continuing funding requests must be submitted to compete with new proposals in the next fiscal year.
- (4) Committee procedures and criteria are contained in the appropriate Library Policy Statement and the detailed procedures of the Research and Professional Activities Committee.
- (5) The Research and Professional Activities Committee reviews leave requests associated with librarian research and disseminates information concerning librarians' professional development activities including the allocation of professional development funds in its annual report.
- (6) Instructions for the allocation of discretionary funds, including but not limited to, travel and/or registration fund are contained in the appropriate Library Policy Statement and the detailed procedures of the Research and Professional Activities Committee.

Section 8. Ad Hoc Committees

- a. Ad hoc committees and their composition shall be established as determined by the LAUC-D Chair, in consultation with the Executive Board, or by the membership at a business meeting.
- b. Each ad hoc committee and its chair shall be appointed by the LAUC-D Chair.
- c. The charge to each ad hoc committee shall be drafted by the LAUC-D Chair, in consultation with the Executive Board, and contain a final reporting date.

ARTICLE VIII. ELECTIONS

Section 1. The following offices shall be filled by election:

- a. Chair, at such time as the office of Vice-Chair is held by appointment.
- b. Vice-Chair (Chair-Elect).
- c. Secretary.

- d. Vice-Chairs of the Standing Committees (excludes the Nominations and Elections Committee, which is not a standing committee but a part of the elections process).
- e. One (1) member-at-large of the Professional Issues Committee.
- f. Professional Activities Registrar-Elect
- g. Two (2) members-at-large of the Nominations and Elections Committee.

Section 2. Election shall be by secret ballot.

Section 3. Nominations and Elections Committee.

- a. The Nominations and Elections Committee shall consist of three (3) members: two (2) members elected at-large; and one (1) member selected by a majority vote of the Executive Board from among its members. In case of a tie, the Executive Board shall determine the Chair by lot.
- b. The member-at-large who receives the largest number of votes shall be Chair of the committee.
- c. The Committee shall:
 - (1) Prepare a slate of candidates for the elective offices of the Division and conduct the local election.
 - (2) Prepare a slate of candidates for the elective offices of the Division and conduct the local election.
Conduct the annual statewide election for the Division in accordance with LAUC Bylaws, Article IX, Sections 1-7.

Section 4. Nominations for the officers and elected officials of the Davis Division for the following year shall be presented by the Nominations and Elections Committee at a business meeting to be called by the Executive Board. Nominations may also be made from the floor at the same meeting.

Section 5. In all cases, consent of nominees shall have been obtained.

Section 6. No later than seven (7) working days after the date of the business meeting, ballots shall be distributed.

a. The ballot shall contain a statement of the election date, which is the date by which the ballot must be returned to the Chair of the Nominations and Elections Committee. The election shall be the same date as the statewide election.

Section 7. Officers and elected officials will be elected by a majority of the votes cast.

a. When two (2) or more persons are to be elected to the same office, candidates with the highest number of votes shall be elected.

Section 8. Results of the elections shall be announced no later than seven (2) working days after the election date or at the next general membership

meeting, whichever comes first. Results of the elections shall also be reported to the Secretary of LAUC.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in its Bylaws or adopted rules.

ARTICLE X. AMENDMENTS

Section 1. Amendments to the Bylaws may be proposed in two (2) ways:

- a. By the Executive Board.
- b. By written petition to the Executive Board, such petition to be signed by ten percent (10%) of the membership.

Section 2. Proposed amendments to the Bylaws shall be submitted in writing to the membership at least ten (10) working days prior to a meeting and discussed in the presence of a quorum.

Section 3. Approval of changes in the Bylaws shall be by:

- a. A two-thirds (2/3) vote of the members present at a meeting, provided written notice shall have been sent to all members as prescribed in the preceding section of the Bylaws.

- c. A mail ballot in which there is a two-thirds (2/3) affirmative vote in valid ballots.

Section 4. These Bylaws and any amendments thereto shall be subject to approval by the statewide LAUC Professional Governance Committee, to assure that they are in accord with the statewide LAUC Bylaws.

ARTICLE XI. ARCHIVES

The LAUC-D Archives shall be maintained by the Special Collections Department of the Shields Library. It is the responsibility of the LAUC-D Chair to transfer records to the Archives as appropriate.