Article I. Membership

Section 1. Eligibility

The Library Department shall include those employed full-time at the library with faculty rank or faculty status, full-time members of the instructional staff, and the Chief Librarian.

The Library Department shall also include members of the part-time instructional staff who have been so employed at the library for at least one semester.

Section 2. Voting and Participation

All members of the Library Department shall have voting privileges on all matters excepting those related to academics and curriculum. Only members with faculty rank or faculty status may vote on matters related to academics and curriculum.

All persons employed by the library, including all classified staff and all part-time staff, may participate in Department meetings.

Section 3. Student Involvement

Given the unique nature of the Library Department, student representation in Department governance is achieved through involvement of the Doctoral and Graduate Students’ Council’s Officer of Technology and Library or their designee.

The Officer of Technology and Library or their designee may participate in Department meetings as well as meetings of the following committees: Curriculum, Instruction, and Reference Committee; Collections Committee; Diversity, Equity, Inclusion, and Accessibility Committee; and Grants and Development Committee (see Article IV).
In all cases, the Officer of Technology and Library or their designee has voice but not vote.

Article II. Department Secretary

Section 1. Election

A Department Secretary shall be elected at the last regular Department meeting of each year.

The term of office shall be one year and shall begin July 1.

If the Secretary is absent from a Department meeting, the Chief Librarian shall appoint a substitute secretary for that meeting.

Section 2. Duties

The Secretary shall, in consultation with the Chief Librarian, prepare an agenda for each meeting of the Department and distribute to members as specified in Article III.

The Secretary shall have available at all Department meetings a list of the Department’s members, as well as a list of members who may vote on matters related to academics and curriculum.

The Secretary shall take attendance and record the minutes at all Department meetings. Meeting minutes shall ordinarily be distributed within one week of the meeting.

The Secretary shall collect the annual reports of Department committees and distribute them to all members of the Department prior to the May Department meeting.

The Secretary shall be responsible for maintaining a permanent file of the minutes of all Department meetings and the annual reports of all Department committees.

Article III. Meetings

Section 1. Regular Meetings

Regular meetings of the Department shall be held monthly during the fall and spring semesters. Agenda items shall be submitted to the Department Secretary one week in advance of the meeting. The agenda
shall be distributed to the Department before the meeting, ordinarily no later than one day in advance.

Section 2. Special Meetings

Special meetings of the Department may be called at the discretion of the Chief Librarian or by petition of one-fourth of the voting members of the Department. The business of the special meeting shall be stated in the notice of the meeting, and no other business, except consideration of the minutes of preceding meetings, may be transacted unless there is unanimous consent of the members of the Department present.

Section 3. Presiding Officer and Conduct of Meetings

The Chief Librarian or their designee shall preside at all regular and special meetings of the Department.

Meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert’s Rules of Order will be invoked when more formality is needed to serve these goals.

Section 4. Quorum

A quorum shall consist of a majority of the members of the Department who are not on leave, or, for academic or curricular matters, a majority of the members holding faculty rank or status who are not on leave.

Article IV. Committees

Section 1. General Provisions

Department members may serve on a variety of standing committees, task forces, working groups, and ad hoc committees. Department members on leave do not serve on committees.

Such groups shall be created or dissolved by vote of the Department, except where prohibited by Board of Trustees Bylaws or Graduate School Governance.

The Chief Librarian may create ad hoc committees for specific purposes. Such committees will be subject to approval by the members of the Department at the next Department meeting and will be dissolved by the Chief Librarian after accomplishment of their objective.
Other than the Appointments Committee, which requires a three-year term, committee members will serve one-year terms.

Section 2. Standing Committees

There shall be such standing committees as required by provisions in the Board of Trustees Bylaws and the Graduate School Governance.

All standing committees shall consist of at least five Department members, unless specified otherwise in this document (e.g., Elections Committee).

The Executive Committee and Appointments Committee are elected committees (see Article V). All other standing committees are non-elected.

Each non-elected standing committee shall include ex officio members who, by virtue of the positions they hold, are appointed to that committee by the Executive Committee. The Executive Committee may also opt to appoint any such ex officio committee member as committee chair. Remaining seats shall be filled by volunteers from the Department who self-select by the first day of the fall semester to serve for that academic year.

Except for those committees whose Chair is otherwise specified, every standing committee shall, following the first day of the fall semester, elect a Chair to serve for that academic year.

Each standing committee shall prepare an annual report to be filed with the Department Secretary.

A. Executive Committee

i. The Executive Committee has the authority for the operation of the library between the regular meetings of the Library Department, subject to the policies established by the members of the Department. The Executive Committee shall ordinarily meet twice per month during the fall and spring semesters.

ii. The Executive Committee shall consist of the Chief Librarian, who shall serve as Chair, and four other members of the Department.

iii. The Executive Committee may make recommendations to the appropriate committees of Graduate Council and to the Graduate Center administration.
The Executive Committee shall have the power to create ad hoc committees and working groups.

B. Appointments Committee

i. The Appointments Committee considers and votes on personnel actions pertaining to faculty of the library. Such actions include appointment, reappointment, reappointment with tenure, and promotion. The Appointments Committee also votes on applications for fellowship leave, professional reassignment leave, and special leaves of absence.

ii. The Appointments Committee shall consist of the Chief Librarian, who shall serve as Chair, and four other members with faculty rank. Of the five members of the Committee, at least four must have tenure.

There must also be a first alternate member and a second alternate member. An alternate member serves when a regular member is unable to serve for an extended period of time (e.g., when a member is on leave), or when the disqualification of regular members from a vote (e.g., a vote on promotion to the rank of professor, from which assistant professors are disqualified) would reduce the number of voting members to three or fewer.

iii. All votes of the Appointments Committee shall be by secret ballot and recorded and shared as specified in the Board of Trustees Bylaws (Section 9.2).

Members of the Appointments Committee shall not be eligible to vote on their own candidacies for personnel actions that come before the Committee. In such cases, the whole number of voting members of the Committee shall exclude the candidate (i.e., the candidate’s lack of a vote shall not count as a negative vote, abstention, or absence).

C. Curriculum, Instruction, and Reference Committee

The Curriculum, Instruction, and Reference Committee (five or more members) is responsible for developing and administering the library’s instructional efforts and reference services, including course-embedded instruction, in-person as well as virtual reference, workshops and workshop series, and credit-bearing courses. The Committee evaluates existing instructional and reference services and proposes new initiatives for approval by the departmental Executive Committee.

D. Collections Committee
The Collections Committee (five or more members) shall be concerned with the development of general library collections by considering policies related to acquisitions and deaccessioning of materials. The Committee also makes recommendations for new procurements to the Executive Committee.

E. Diversity, Equity, Inclusion, and Accessibility Committee

The Diversity, Equity, Inclusion, and Accessibility Committee (five or more members) shall bring discussion of racial justice, diversity, equity, inclusion, and accessibility to the Department’s work within and beyond the library. The Committee makes recommendations to the Executive Committee for action both (a) toward equity for members of the community who are Black, Indigenous, or People of Color (BIPOC) or hold other marginalized identities and (b) toward universal access in core areas of the library.

F. Elections Committee

The Elections Committee (two members) shall be responsible for conducting all Library Department elections and shall consist of the Chief Librarian and one other member of the Department.

The Elections Committee shall solicit nominations and hold elections for departmental Secretary, members of elected departmental standing committees, faculty representative to the Graduate Council, and LACUNY representative.

The Elections Committee shall also coordinate the process by which members of the Department volunteer to serve on non-elected standing committees.

G. Grants and Development Committee

The Grants and Development Committee (five or more members) helps to identify and evaluate library funding opportunities including but not limited to grants, donor relationships, and the Friends of the Library program. The Committee will also serve as a working group assisting library faculty and staff in applying for grants. The Committee makes recommendations to the Executive Committee about funding opportunities and development initiatives to pursue.

H. Web Services Steering Committee

The Web Services Steering Committee (five or more members) shall be responsible for decisions related to the library website, as well as
decisions related to the design of patron-facing online services and platforms administered by the library.

I. Archives and Special Collections Committee

The Archives and Special Collections Committee (five or more members) shall be concerned with the development and administration of the Graduate Center’s institutional archives, manuscript collections, and other distinctive collections stewarded by the library. The Committee considers policies related to the core archival functions of collecting, preserving, administering, arranging, and making materials accessible to researchers in line with national standards. The Committee shall also periodically review campus-wide policies, such as pest management procedures, fire safety programs, emergency preparedness, and maintenance schedules, to ensure that the physical needs of the archival and special collections are met.

Article V. Elections

Section 1. Process and Timing

Elections for Department Secretary and elected standing committees shall take place annually before the close of the Spring semester, usually at the May Department meeting, unless a special election is needed to fill a vacancy.

Election of the LACUNY representative and alternate representative shall be held biennially, also usually at the May Department meeting.

Election of the departmental representative to Graduate Council shall be held biennially by April 1 and be reported to the Secretary of Graduate Council by April 15. In accordance with the Graduate Council Bylaws (Section 2.1D.2), only those with faculty rank or faculty status are eligible to participate in this election, which shall proceed by secret ballot or appropriate technology if conducted remotely.

Elections to the Appointments Committee shall be held triennially, at the May Department meeting, preceding other elections being held at the same meeting. This election shall be conducted according to Board of Trustees Bylaws (Section 9.1.e), whose stipulations include that only those with faculty rank are eligible to participate in the election and to serve on the committee. At least four members of the committee must be tenured; if there are fewer than four tenured faculty members in the Department, an ad hoc committee will instead be created, in accordance with the Board of Trustees Bylaws (Section 9.1.e).
A position is filled when a candidate receives a majority of the votes cast. When no majority is obtained, voting repeats until a candidate receives a majority. Candidates may withdraw between rounds of voting.

In elections of positions that have alternates (i.e., two alternate Appointments Committee members and one alternate LACUNY representative), the runner(s)-up shall be the alternate representative(s).

Any election procedures left unspecified by this document shall be decided by the Elections Committee.

Section 2. Term of Office

All terms of office begin July 1 and end June 30.

Article VI. Amendment of Governance Document

Section 1. Process

Any provision of this Governance Document (except those mandated by the Board of Trustees Bylaws or the Graduate School Governance) may be amended at any regular meeting of the Department by a two-thirds vote, a quorum then being in attendance, provided that written notice including the text of the proposed action has been submitted at the previous regular meeting.

Section 2. Waiver of Provisions

Any provision of this Governance Document (except those mandated by the Board of Trustees Bylaws or the Graduate School Governance) may be waived for some special purpose by the affirmative vote of three-fourths of the voting members of the Department present, provided that the three-fourths shall be a majority of the voting members of the entire Department.