

Hunter College of the City University of New York

Department of Libraries  
(23 September 2020)

# **BYLAWS**

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## **PREAMBLE**

Whereas the Hunter College Libraries Department, in keeping with the mission and charter of Hunter College and with the national standards set forth by the Association of College and Research Libraries and the American Library Association:

- Provides leadership toward the inculcation of information literacy competencies required for life-long learning across the Hunter community;
- Contributes to student, faculty, and institutional success through a ubiquitous, collaborative presence across Hunter's programs, departments and schools;
- Curates and sustains access to physical and electronic library and research collections within Hunter's campus and virtual boundaries as well as outside of the institution on local, regional, national and international levels; and

Whereas the Libraries Department is charged with specific administrative, managerial and fiduciary responsibilities, and

Whereas the Dean of the Libraries Department, who acts as department Chair in accordance with the CUNY Board of Trustees

bylaws, is not elected by the department but designated by the President of the College; and

Consistent with art. XII, scc.2 of the *Charter for a Governance of Hunter College* that “it is the intent that departments, given the differences in their size and variations in their programs, shall have and exercise substantial latitude in devising their policy-making structures, provided that they assure

by representation and schedule the greatest possible opportunity for participation,” and

After deliberation and approval by the faculty of the Libraries Department on February 6, 2020

These revised bylaws, written in conformance with the *Charter for a Governance of Hunter College* and the *Bylaws of the Board of Trustees of the City University of New York*, are submitted for approval by the Hunter College Senate.

## **ARTICLE I. MEMBERSHIP**

### **Section 1. Meeting Participation and Voting**

A. Those with faculty rank, faculty status, visiting professors,

HEOs, and all employees who have been appointed on an annual salary basis shall have voting privileges on all matters, except election of the Departmental Personnel & Budget Committee. Election of the Departmental Personnel & Budget Committee may be voted on solely by members with faculty rank.

B. All persons employed by the libraries may participate in department meetings.

## **Section 2. Extension of Membership**

The department may, by resolution, add to its membership any person serving on the staff of the department who, by reason of his/her educational or administrative responsibilities, and consistent with Board of Trustees bylaws (BoT), may be appropriately admitted. This membership is limited to non-voting participation for three years and may be renewed.

# **ARTICLE II. ORGANIZATION AND PROCEDURE**

## **Section 1. The Presiding Officer**

The presiding officer at the department meetings shall be the Dean of Libraries, or her/his designee. The presiding officer shall:

- a) open the session at the time at which the department is to meet
- b) announce the business before the department in the order in which it is to be acted upon
- c) recognize members entitled to the floor
- d) state and put to a vote all questions that are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote
- e) In addition to the preceding, conduct meetings in accordance to Roberts' Rules of Order

## **Section 2. Secretaries of the Department**

The Department will have two Secretaries. The Secretaries of the Department shall be elected from its membership at the May meeting to serve for staggered terms of two years each. The most recently elected secretary will be designated as "secretary-elect." In the absence of both Secretaries, the presiding officer shall appoint a temporary Secretary. In a case of extended leave, a substitute Secretary shall be elected by the same procedure to serve in the regular Secretary's absence. The Secretary shall:

- a) maintain a current roster of all voting members of the department;

- b) in consultation with the Dean, prepare an agenda for each meeting of the department, distribute the agenda to membership within five days prior to the meeting, and inform members of the department of the time, place and purpose of all departmental meetings;
- c) take attendance and record the minutes at all department meetings, and be responsible for their prompt distribution;
- d) be responsible for maintaining a permanent file of the minutes;
- e) serve as time-keeper for agenda, as needed.

The departmental secretary-elect shall draft a calendar of department and committee meeting dates, collect and maintain a central file of committee meeting minutes, serve as substitute for taking minutes in the absence of the secretary - or when the secretary must report to the department in another capacity.

## **ARTICLE III. MEETINGS**

### **Section 1. Department Meetings**

A. Department meetings shall be held monthly during the fall and spring semesters, and may be held during the summer months as

needed. The day, time, and place of department meetings are voted on in the May departmental meeting for the upcoming academic year. The Secretary shall inform members of the dates of each semester's meetings during the first week of the semester.

B. Committee chairs, supervisory personnel, and/or the Dean of the Libraries shall submit items for the agenda to the Secretary at least seven working days prior to each meeting.

C. The order of business at regular meetings of the department shall be as follows:

- 1) the record of attendance or roll call;
- 2) approval of the minutes for the previous meeting;
- 3) adoption of the agenda;
- 4) reports of committees, as needed;
- 5) elections, as needed;

D. The order of business may be suspended by a majority of members present and voting, a quorum then being present.

E. At a regular meeting, the consideration of new business not included in the notice of such meeting shall be postponed to the following meeting upon objection of one fourth of the members present, a quorum then being present.

## **Section 2. Special Meetings**

A. Special meetings may be called at the discretion of the Dean or by a petition of one fourth of the total voting members of the department.

B. Notice of each special meeting shall be distributed to the department members at least five working days in advance thereof.

C. The purpose of the special meeting shall be stated in the notice. No other business shall be transacted except by unanimous vote of those members present and voting, a quorum being present.

## **Section 3. Quorum**

A quorum shall consist of a majority of the total number of voting members of the department (excluding those who are on approved leave of absence, although those on leave may still vote if they attend meetings in person). Moreover, as stated in the CUNY By-laws



Article VIII, Sections 8.1 and 8.2, all persons having faculty rank shall retain their voting rights provided that they have not received notice of non-appointment or submitted a resignation or are not on Travia leave.

## **ARTICLE IV. COMMITTEES**

### **Section 1. General Provisions**

- A. The constitution of the Standing Committees will be determined yearly in the May departmental meeting with responsibilities commencing on the first day of the Fall semester. Other than Personnel & Budget, which requires a three-year term, members will serve on standing committees for one-year terms.
- B. At the May meeting, every standing committee shall elect a secretary and a chair to serve for the academic year, beginning in August (except in the case of the Personnel and Budget Committee, which will be chaired by the Dean of Libraries). Any committee member, including appointed members, may serve as secretary or chair.
- C. The committee chair shall set each committee meeting's agenda

after soliciting agenda items from the committee members. This person shall also serve as the committee's representative on the Executive Policy Committee.

- D. The secretary of each standing committee shall notify committee members of the time and place of committee meetings, keep written minutes of the proceedings and, each year, prior to the May meeting of the department, shall file an annual report of the committee activities with the Secretary of the department. The report shall be sent to department members with the agenda of the May meeting.
- E. All members may vote within the committees on which they serve, regardless of their voting rights in department meetings.
- F. A quorum will consist of the majority of the committee members being present.
- G. The Dean may create ad hoc committees for specific purposes. Such committees will be subject to approval by the members of the department at the next departmental meeting and will be dissolved by the Dean after accomplishment of their objective.
- H. Students with at least one year of experience as a Libraries employee may serve as volunteer members of all committees

except for Personnel & Budget and Executive Policy.

## **Section 2. Standing Committees**

There shall be seven standing committees covering the major areas of departmental activities; purview for each committee is outlined in sections below. The first two committees listed below are required by the CUNY Board of Trustees.

A. Personnel & Budget Committee (required by BoT) dealing with faculty personnel matters;

1. A departmental Personnel & Budget Committee shall be elected in accordance with the Board of Trustees bylaws for a period of three years. The P&B Committee shall: 1) consider and vote upon new faculty appointments, except substitutes; 2) review annually all faculty candidates eligible for promotion and tenure, and make appropriate recommendations; 3) consider and vote upon all requests for fellowships, reassignments and special leaves of absence.
2. Elections to fill vacancies shall be held at the next regularly scheduled department meeting. Such

replacements shall serve until the next regularly scheduled election of the Committee.

3. The Committee will be chaired by the Dean of Libraries and will meet as necessary.

B. Executive Policy Committee (required by BoT)

The Executive Policy committee will review the adequacy of departmental governance and will initiate and review proposals for changes in departmental policy (aside from personnel and budget matters), including amendments to the by-laws (including establishing and publishing election procedures). It may head self-studies or help plan an external review.

The Executive Policy Committee shall consist of the following members:

1. The Dean of Libraries, who presides over the committee;
2. the elected chairs of the standing committees;
3. supervisory personnel as delineated in the organizational chart

The memberships of the following standing committees consist of positions appointed by the Executive Policy Committee and volunteers from the department who self-select in the May department meeting to serve for the following academic year. Members joining the Department after May meeting will join committees on an ad hoc basis:

C. Instruction & Assessment Committee dealing with instructional activities (one-shots, for-credit course(s), embedded, online, etc), reference (drop-in desk, email, chat, consultations, etc), assessment, and curricular proposals (as needed).

In the event of new credit-bearing curriculum being introduced and/or approved, the Executive Policy committee will approve a faculty-only ad-hoc curriculum approval committee.

D. User Experience & Outreach dealing with multiple dimensions of the user experience including the libraries' website, service desks, and access to materials;

E. Collection Curation & Development Committee dealing with acquisitions and de-accessioning of library materials in all their formats (print, digital, audio-visual, etc.);

F. Systems & Technology Committee dealing with the myriad

intersections between technology and library practice, service, and resources;

G. Facilities Committee dealing with the physical and related programmatic needs specific to the Libraries.

### **Section 3. Committee Meetings**

Each committee will meet monthly on a day and time assigned at the May department meeting for the next academic year.

Committees may meet with different frequency or at different times, as determined by their members

## **ARTICLE V. ELECTIONS**

### **Section 1. General Provisions**

A. All elections shall be held in the May department meeting, unless a special election is needed to fill a vacancy.

B. When elections to the Personnel & Budget Committee are conducted, they shall precede other elections and be conducted according to Board of Trustees regulations and shall be held triennially, in the May Department Meeting.

1. Elections must proceed via secret ballot and departmental staff will count the votes.
2. Members of the Personnel and Budget Committee must be elected by a majority of those eligible to vote.
3. The committee shall consist of the Department Chair and four other members who must have Faculty Rank (i.e. hold the title of Assistant Professor, Associate Professor, Professor or Distinguished Professor). Four of the faculty members serving must also be tenured.
4. 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, or when in the determination of recommendations for reappointment, promotion, or tenure the disqualification of regular members would reduce the membership of the P & B Committee to three or fewer.

C. Election for committee chairs shall be in accordance with the following procedures, except where otherwise provided by these bylaws:

1. Nominations for elected members of the committees shall be offered from the floor.
2. Elections shall be the affirmative vote of a majority of members of the Committee.

## **ARTICLE VI. AMENDMENTS**

Suggestions for revisions to the bylaws should be sent to Dean on behalf of the Executive Policy Committee. Any bylaw may be adopted, amended, or repealed by a two-thirds vote of the members present at any meeting of the department, a quorum then being in attendance, provided that notice of the proposed action shall have been given at the preceding meeting, and provided further that the text of the proposed action shall have been included in the agenda or notice of the meeting at which the action is to be taken. Amendments to departmental by-laws must be approved by the Hunter College Senate. Departmental by-laws are superseded by the CUNY Board of Trustees and the Hunter College Charter; in the event that the BoT or Charter is amended or provisions deleted or waived, the corresponding departmental by-laws shall be deemed to have been similarly amended, deleted, or waived.



Hunter College Libraries

BYLAWS