

Summary of Amendments to the ULF Bylaws

Submitted by the University of Libraries Faculty (ULF) Bylaws Committee (2023-2024)

2/15/2024

[Summary of Amended Sections](#)

Article 3.1

Changes: Added a reference to the attached document (“Appendix A” was added to the title) of Dean of Libraries’ Job Description.

Article 5.1

Changes: Specific time frame was added.

Article 5.2

Changes: Two sections about meeting electronically and in person were added.

Article 6

Changes: Section 4 was added about voting in person or online.

Article 7

Changes: Meetings of the University Libraries Faculty will be conducted according to Robert’s Rules of Order. (No other special rules are to be used.).

Article 8

Changes:

- Section 1: Added details on what to do about committee’s annual reports.
- Section 1.1.b.(1): Added details (a.-g.) about a Parliamentarian.
- Section 1.2.b: part (3)-(7) were rewritten.
- Section 1.8: The number was incorrect. It should be “8.”
- Section 1.9: “Faculty Awards Nominating Committee,” a new standing committee was added.

Article 9

Changes:

- Section 1. The section was rewritten.
- Section 2: The section was rewritten.

Summary of Amendment Details

Article	Original	Proposed Amendment
3.1	The chief academic and administrative officer of the unit shall be the Dean, University Libraries, subsequently referred to as the Dean.	The chief academic and administrative officer of the unit shall be the Dean, University Libraries, subsequently referred to as the Dean. <i>(Appendix A: Job Description: Dean of Libraries)</i>
5.1	The University Libraries faculty shall hold at least three meetings per year during the fiscal year.	The University Libraries faculty shall hold at least three meetings per year during the fiscal year, <i>from July 1st through June 30th... The last meeting of the fiscal year shall be scheduled before the end of current fiscal year.</i>
5.2	Meetings shall be scheduled by the Executive Committee.	Meetings shall be scheduled by the Executive Committee. <i>a. Meetings Held Electronically. Except as otherwise provided in the bylaws, meetings of the ULF may be conducted through use of electronic means as approved by the University of Louisville, via an in-person event, or via a hybrid of electronic and in-person. All meetings, regardless of the means, shall be subject to all the rules adopted by the ULF to govern them, which may, include any reasonable limitations on and requirements for member participation. Votes conducted through the designated meeting method shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.</i> <i>b. Meetings Held in Person. With proper notice, at least one of the three required meetings must have an in-person component.</i>
6	[Note: original version has only three sections.]	<i>Section 4. Voting in person shall be held via paper ballot. Voting online shall be held via ULF approved electronic voting/polling software. Votes shall be tallied from all sources by a designated member of the Executive Committee and reported to the membership during the same meeting.</i>
7	All meetings of the University Libraries faculty shall be conducted according to the latest edition of Robert's Rules of Order. The rules shall govern the ULF in all cases to which they are applicable and which they are not inconsistent with these Bylaws and any special rules or orders, which the ULF may adopt.	All meetings of the University Libraries faculty shall be conducted according to the latest edition of Robert's Rules of Order.

Article	Original	Proposed Amendment
8.1	<p>Standing Committees: The term of office for elected members shall be three years, except for alternates, whose term of office shall be one year. These terms shall be staggered to provide continuity of membership. Members may serve successive terms. Each Standing Committee shall elect a chairperson. Each Standing Committee shall present an annual report at the faculty meeting following the close of the fiscal year.</p>	<p>Standing Committees: The term of office for elected members shall be three years, except for alternates, whose term of office shall be one year. These terms shall be staggered to provide continuity of membership. Members may serve successive terms. Each Standing Committee shall elect a chairperson. Each Standing Committee shall present an annual report at the faculty meeting following the close of the fiscal year. <i>Committees that did not meet during the fiscal year may submit a report indicating such meeting did not occur and provide a reasonable explanation for why it did not meet. Meetings of standing committees may be held either electronically, in person, or via a hybrid of electronic and in-person.</i></p>
8.1.1.b.(1)	<p>The Chairperson of the Executive Committee or their designee shall preside over the meetings of the University Libraries faculty.</p>	<p>The Chairperson may appoint a Parliamentarian to serve during the fiscal year to advise on all matters of parliamentary procedure during ULF meetings.</p> <ul style="list-style-type: none"> a. <i>The Chairperson may shall appoint a Parliamentarian to serve during the fiscal year to advise on all matters of parliamentary procedure during ULF meetings.</i> b. <i>The Parliamentarian appointee shall be a volunteer and shall be a voting member of the ULF but shall not be a voting member of the ULF Executive Committee.</i> c. <i>The Chair shall call for volunteers prior to the first fiscal year meeting of the ULF and ensure the position is filled prior to the first fiscal year meeting of the ULF membership.</i> d. <i>The Executive Committee Chair may re-appoint the same person for subsequent fiscal years providing the person consents to the volunteer appointment.</i> e. <i>The Parliamentarian shall attend all regularly scheduled ULF membership meetings, as well as any special ULF membership meetings where the ULF membership is called to attend.</i> f. <i>Should the Parliamentarian be unable to attend a regularly scheduled or special ULF membership meeting a substitute Parliamentarian may be temporarily appointed by the Executive Committee Chair.</i> g. <i>Any Chairperson of a ULF standing committee may request the advice of the Parliamentarian (or their designee) to ensure proper committee procedures are upheld.</i>

Article	Original	Proposed Amendment
8.1.2.b.(3) -(7)		<p>(3) One month <i>Two months</i> before the faculty meeting preceding the start of the fiscal year, the Committee shall distribute <i>make available</i> to all faculty members a list of the faculty and a list of the Standing Committees with current members and their terms of office, along with a call for nominations for each election. Two weeks before, the Committee shall distribute to all faculty members the slates of candidates for each election. <i>Such list may be distributed digitally via approved communication methods (i.e., email, SharePoint, or other methods).</i></p> <p>(4) <i>Two weeks before the vote, in a similar manner as stated above,</i> the Committee shall distribute <i>make available</i> to all faculty members the slates of candidates for each election. The list of Standing Committees and their members shall be updated and made available after the May meeting.</p> <p>(5) <i>Nominations for committee membership may be made up to and during the meeting in which the vote is to be held, and nominations for committee membership may be entertained from the floor during such meeting.</i></p> <p>(6) <i>The list of Standing Committees and their members shall be updated and made available after the vote.</i></p> <p>(7) If a Standing Committee member or the University Libraries faculty representative to an outside committee vacates a position, the Committee shall conduct a special election to fill the vacancy <i>as soon as reasonably possible. After the vote to fill a mid-year Committee vacancy has taken place, the membership list for the affected Committee shall be updated and made available in a timely manner.</i></p>
8.1.8		[Numbering was changed due to a new standing committee was added previously.]
8.1.9	[N/A]	<p><i>9. Faculty Awards Nominating Committee</i></p> <p><i>a. Composition: The Faculty Awards Committee shall consist of five elected members. The Dean shall be an ex-officio, non-voting member.</i></p> <p><i>b. Role:</i></p> <p>(1) <i>The Committee shall review guidelines for campus-wide faculty awards, select potential candidates, review them, and make recommendations to university award committees.</i></p>

Article	Original	Proposed Amendment
9.1	Any voting member of the University Libraries faculty may propose changes in the Bylaws. Proposed amendments to the Bylaws must be submitted in writing to the Bylaws Committee. The Committee must distribute the proposed amendment to each member of the University Libraries faculty at least five working days in advance of a vote.	Any voting member of the University Libraries faculty may propose changes in the Bylaws. Proposed amendments to the Bylaws must be submitted in writing to the Bylaws Committee. The Committee must distribute shall make available the proposed amendment to each member of the University Libraries faculty at least five working days in advance of a vote. Bylaws may be amended by written ballot either at a faculty meeting or by mail ballot, at the discretion of the Bylaws Committee. The Bylaws may be amended by two-thirds of those voting, but not less than a majority of the membership. If a majority of the faculty present at a meeting so wish, or if a majority is not present, a mail ballot may be utilized. A majority of ULF members must vote on amendments to the bylaws, and of that voting majority, two-thirds must vote to approve the amendment for it to pass. In a manner similar to voting on committee membership, votes on amendments may be held in person or via electronic means using ULF approved polling software.
9.2	Amendments to the Bylaws must also be approved by the President and, when required, by the Board of Trustees.	Amendments to the Bylaws must also be approved by the <i>Faculty Senate, the University</i> President and, when required, by the Board of Trustees <i>or as otherwise indicated in the Redbook.</i>
Appendix A	Job Description: Dean of Libraries	Appendix A: Job Description: Dean of Libraries