California State University, East Bay

University Libraries

Faculty

BY-LAWS

By-laws: Revisions adopted by the Library Faculty on April 22, 2009
# BY-LAWS OF THE LIBRARY FACULTY

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PREAMBLE
Under the authority of the Constitution of the University Faculty of California State University, East Bay, of December 1969, Article III, Section 5, Sub-Section C, the Faculty of the Library of California State University, East Bay, do hereby enact for their guidance the following By-Laws of the Library Faculty.

ARTICLE I
GOVERNING PRINCIPLES

SECTION 1: These By-Laws express the organization principles and procedures through which the Faculty of the Library is consulted about and makes official recommendations concerning the affairs of the Library.

SECTION 2: These By-Laws are based upon the policies and procedures contained in the Constitution of the University Faculty of California State University, East Bay, as amended. In all matters of conflict, the provisions of the Constitution of the University Faculty shall govern.

SECTION 3: The University Librarian has final authority and responsibility, within the Library, for the operation of the Library. In conducting the affairs of the Library, he/she has the responsibility to consult, formally and informally, with the Faculty of the Library. The Faculty of the Library has the responsibility to make formal and informal recommendations to the University Librarian. These By-Laws express the form of membership in the Library Faculty, the nature of the responsibilities of the Library Faculty Officers, the nature of the responsibilities of the Library Faculty to formulate recommendations, the form of the procedures through which official consultation and recommendation are to occur, and the agencies of the Library Faculty which may speak for it in making official recommendations.

ARTICLE II
MEMBERSHIP IN THE LIBRARY FACULTY

Regular Membership in the Library Faculty is defined in the Constitution of the University Faculty, Article III, Section 8; in determining the eligibility of a faculty member to hold status as a Regular Member of the Library Faculty, the definitions to be used are those specified in the By-Laws of the University Faculty of California State University, East Bay, as adopted in February, 1971, Article IV, Section 2.

ARTICLE III
ESTABLISHMENT OF A LIBRARY COUNCIL

The Division of Libraries is treated as a college under the provisions of the Constitution of the University Faculty, Article III, Section 8. Under Article III, Section 7, any College Faculty may establish a College Assembly. The Library equivalent of a College Assembly shall be known as the Library Council. Therefore, the Library Faculty shall, as paraphrased from the Constitution, establish a Library Council to work with the University Librarian. The membership of the Library Council shall be elected by the Library Faculty. The Library Faculty may delegate, by
written By-Laws, to its Library Council, any of its recommending responsibilities listed in the Constitution, Article III, Section 6. It may not delegate to its Library Council any of the primary responsibilities listed in the Constitution, Article III, Section 5.

ARTICLE IV
OFFICERS OF THE LIBRARY FACULTY

The officers of the Library Faculty shall be the Chair, the Associate Chair, and the Secretary. The Chair of the Library Faculty shall preside at its meetings. When the Chair is absent, or when he/she relinquishes the Chair in order to participate in discussion, the Associate Chair shall preside.

SECTION I: The three (3) officers elected at large are

A. Chairperson. The Chairperson shall preside at all meetings of the Library Faculty. Duties of the Library Faculty Chair are in keeping with those established by the CSEU East Bay Academic Senate, and in consultation with the appropriate Standing Committees and the departmental faculty as a whole. Selection of the Library Faculty Chair will occur in keeping with Section 7 of the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers and Department Chairs of the California State University, East Bay.

B. Associate Chairperson. The Associate Chairperson shall act as the Chairperson in the latter’s absence or at his/her request, and perform appropriate duties as assigned.

C. Secretary. The Secretary shall keep minutes of all meetings called by the Library Faculty, carry on correspondence called for by the Library Faculty, and distributed copies of the minutes to all members of the Library Faculty.

1. The Secretary shall keep rosters of the names of Regular Members of the Library Faculty and shall make such rosters available on request.

2. The Secretary shall keep correct copies of the Constitution of the University Faculty and the By-Laws of the University Faculty and of the Promotion, Retention and Tenure Document, and of these By-Laws and of all amendments to these documents.

3. The Secretary shall keep minutes of meetings, records of elections, and all other records as provided in these By-Laws or directed by the Faculty.

ARTICLE V
MEETINGS OF THE LIBRARY FACULTY

SECTION 1: Meetings of the Library Faculty may be called by:

A. the University Librarian, or

B. the Chair of the Library Faculty, or
C. a member of the Library Council, or

D. a petition of ten percent (10%) of the membership to the University Librarian or the Library Council.

SECTION 2: The meeting shall be called by electronic or written notice to the members of the Library Faculty no less than two University working days before the time of such meeting.

SECTION 3: The Chair of the Library Faculty or his/her designee will preside.

SECTION 4: The agendas for meetings of the Library Faculty and the Library Council shall be distributed to the members at least two days in advance of the scheduled meetings. Agenda items may be submitted by any member of the meeting body.

SECTION 5: All meetings of the Library Faculty shall be open to all members of the Library Faculty provided that meeting in which confidential personnel matters are to be discussed shall be closed for the duration of such discussions.

ARTICLE V
GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS OF THE LIBRARY FACULTY AND LIBRARY COUNCIL

SECTION 1: In any meeting of the Library Faculty, discussion of a topic may be handled by informal procedures. Any formal action on a topic is to be governed by the standard parliamentary procedures except on points where standing rules direct otherwise.

SECTION 2: The Library Faculty may adopt, by majority vote of the Regular members of the Library Faculty, a set of standing rules to govern its meetings. Such standing rules shall not conflict with these By-Laws.

SECTION 3: Voting at meetings of the Library Faculty or of the Library Council shall be by voice unless a show of hands or a division of the house is requested by a member. A written ballot shall be required for every contested election to office, and shall be permitted as a method of voting in other cases upon concurrence of a majority of the members present.

SECTION 4: The Secretary of the Library Council shall keep minutes for each meeting of the Library Faculty called by the Library Council, and for each meeting of the Library Council, and distribute them to the Library Faculty. The rules for keeping of minutes shall not conflict with the By-Laws of the University Faculty, Article V, Section 4.

SECTION 5: A quorum of the Library Faculty for any meeting shall be a majority of the total membership.

SECTION 6: The presiding officer of the Library Faculty may appoint a parliamentarian who shall advise on procedural rulings at the request of the presiding officer. Parliamentarians shall be guided by generally accepted rules of parliamentary procedure, and by standing rules where they have been adopted.
SECTION 7: The Library Faculty may grant the privilege of the floor to non-members by vote of a majority of the members present.

SECTION 8: Procedures for election, removal and recall shall apply to Officers of the Library Council, Library representatives on the Academic Senate and its committees, and shall be subject to the approval of the Academic Senate. The same procedures shall apply to members of standing committees on the Library Faculty.

ARTICLE VI
THE LIBRARY COUNCIL

SECTION 1: The Library Faculty delegates to its Library Council the responsibility to

A. coordinate but not to preempt the activities of the Committees of the Library Faculty;

B. serve as the official liaison between the University Librarian and the Standing and Ad Hoc Committees as necessary;

C. act in its name in making recommendations to the University Librarian on matters concerning

1. the relationships between the operations of the various departments of the Library;

2. the coordination of inter-departmental programs within the Library;

3. the Library-related research and innovative activities of the Departments;

4. the formulation, evaluation, and procedures for the annual review of the long-term objectives of the Library;

5. perform other responsibilities as assigned.

SECTION 2: The Library Faculty also delegates to its Library Council the responsibility to act in the name of the Library Faculty in making recommendations concerning the standing rules for the conduct of meetings of the Library Faculty;

SECTION 3: The Library Council may form standing Sub-Committees to handle its functions, but any recommendations to the University Librarian must be made by the Library Faculty as a whole.

SECTION 4: The Library Council shall consist of

A. Chair. The Chair shall preside at all meetings of the Library Faculty called by the Library Council.

B. Associate Chair. The Associate Chair shall preside at meetings in the absence of the Chair.
C. Secretary. The Secretary shall keep and distribute minutes of all meetings called by the Library Council.

D. Chairs of the following Standing Committees: Collections, Faculty Affairs, Instruction, Public Services, Systems, and Technical Services.

ARTICLE VIII
COMMITTEE ORGANIZATION

SECTION 1: The Regular Members of the Library Faculty may, by amendment of the By-Laws, establish any Standing Committee of the Library Faculty they deem necessary to conduct their affairs. Whenever such a Standing Committee is established, the specific responsibilities of such Committees, the composition and selection of membership, the authority of the membership, and the relationship of the Committee to the Faculty shall be stated as an Article of these By-Laws. Members of Standing Committees, unless otherwise proved by these By-Laws, shall be elected as soon as possible after the first day of April of each year; such members shall continue in office until the election of their successors, unless removed from office as provided by these By-Laws. This period from election to election of a Standing Committee shall be known as the “term of office” of that Committee.

SECTION 2: Each Committee shall consist of three or more members elected at large.

SECTION 3: The members of each Standing Committee of the Library Faculty shall be responsible for

A. electing a chair for the term of office of that Committee;

B. providing any necessary standing rules or committee procedures for the operation of that Committee;

C. publishing to the Library Faculty informal notes indicating the Committee officers, procedures, responsibilities, and the business it has transacted; and

D. communicating to the Library Faculty its recommendations to the University Librarian, excepting in confidential personnel matters, at the same time as the recommendations are forwarded to the University Librarian.

SECTION 4: The Members of the Library Faculty, or the University Librarian, may establish any Ad Hoc Committee deemed necessary to conduct Library affairs. No Ad Hoc Committee may be formed which overlaps the responsibility of a Standing Committee except at the request of the Standing Committee and with the provision for liaison with that Committee. Any Ad Hoc Committee shall be formed for a stated, specific purpose only. Such an Ad Hoc Committee shall be dissolved upon completion of its assigned task. All Ad Hoc Committees are automatically dissolved at the end of a University year unless specifically authorized to continue by a majority vote of the Regular Members of the Library Faculty.
SECTION 5: Members of Ad Hoc Committees shall have the same general responsibilities as members of Standing Committees, including the election of officers, development of procedures, communication of their actions to, and request for, input from the Faculty.

SECTION 6: Each committee has the responsibility to consult with and disseminate information to the Library Faculty and Library Staff as appropriate.

SECTION 7: All meetings of Committees of the Library Faculty shall be open to all members of the Library Faculty, provided that meeting in which confidential personnel matters are to be discussed shall be closed for the duration of such discussions. Any members of the Library Faculty shall have the privileges of the floor at any meeting of the Library Faculty or its committees upon his or her request, except at such executive sessions specifically authorized by this Section.

SECTION 8: All committees within the Library formed under the provision of the Constitution of the University Faculty or the By-Laws of the University Faculty shall have the status of Standing Committees of the Library Faculty. Such committees must conform to the provisions for Standing Committees insofar as such provisions do not conflict with University regulations.

SECTION 9: When a vacancy occurs on a committee, it shall be filled for the unexpired terms as provided in these By-Laws.

SECTION 10: Each committee shall elect a Chair whose principal function shall be to organize the business of the committee and to preside at its meetings. At the end of each term of office of the committee, the Chair shall report to the Library Faculty concerning actions taken during the term of office and any unfinished business.

ARTICLE IX
STANDING COMMITTEE ON LIBRARY FACULTY AFFAIRS

SECTION 1: To the Standing Committee on Library Faculty Affairs, the Library Faculty delegates the responsibility to act in the name of the Library Faculty in making recommendations to the University Librarian concerning policies and procedures in the matters of

A. faculty grievance and disciplinary procedures;
B. professional ethics;
C. faculty appeals;
D. faculty leaves, honors, and awards;
E. the welfare, rights, privileges, and responsibilities of the Library Faculty;
F. faculty consultation in the appointment of administrative personnel in position affecting the Library Faculty; and
G. those responsibilities in the conduct of faculty elections specified elsewhere in these By-Laws.

SECTION 2: All proposed amendments to these By-Laws shall be referred to the Library Faculty Affairs Committee as provided in Article XVIII, Section 2 of these By-Laws.

ARTICLE X
STANDING COMMITTEE ON COLLECTIONS

SECTION 1: The Standing Committee on Library Collections serves the Library Faculty with oversight and the assessment of all Library collections. The members will consider the needs of the library as a whole as they conduct their work and will consult with other units as appropriate. To the Standing Committee on Library Collections the Library Faculty delegates the responsibility to act in its name in

A. apprising the Library faculty of the current state of practice in the field;
B. recommending and approving all policies and procedures for collecting materials; and
C. reviewing all aspects of Library collection development and acquisition of materials and advising the University Librarian during periodic review and/or accreditation processes.

SECTION 2: The elected chair of the standing committee will have the responsibility as primary liaison from the committee to the University Librarian.

ARTICLE XI
STANDING COMMITTEE ON INSTRUCTION & CURRICULUM

SECTION 1: The Standing Committee on Instruction serves the Library Faculty with oversight and the assessment of all Library instructional programs. The members will consider the needs of the library as a whole as they conduct their work and will consult with other units as appropriate. To the Standing Committee on Instruction & Curriculum the Library Faculty delegates the responsibility to act in its name in

A. apprising the Library faculty of the current state of practice in the field;
B. recommending and approving all curricula, courses of study, majors, and specializations offered by the Library, in both undergraduate and graduate areas; and
C. reviewing all aspects of the Library instructional program and advising the University Librarian during periodic review and/or accreditation processes.

SECTION 2: The elected chair of the standing committee will have the responsibility as primary liaison from the committee to the University Librarian.
ARTICLE XII
STANDING COMMITTEE ON PUBLIC SERVICES

SECTION 1: The Standing Committee on Public Services serves the Library Faculty with oversight and the assessment of all Library public services. The members will consider the needs of the library as a whole as they conduct their work and will consult with other units as appropriate. To the Standing Committee on Public Services the Library Faculty delegates the responsibility to act in its name in

A. appraising the Library faculty of the current state of practice in the field;

B. recommending and approving all policies and procedures for public service areas; and

C. reviewing all aspects of Library public services and advising the University Librarian during periodic review and/or accreditation processes.

SECTION 2: The elected chair of the standing committee will have the responsibility as primary liaison from the committee to the University Librarian.

ARTICLE XIII
STANDING COMMITTEE ON SYSTEMS

SECTION 1: The Standing Committee on Systems serves the Library Faculty with oversight and the assessment of all Library systems. The members will consider the needs of the library as a whole as they conduct their work and will consult with other units as appropriate. To the Standing Committee on Systems the Library Faculty delegates the responsibility to act in its name in

A. appraising the Library faculty of the current state of practice in the field;

B. recommending and approving all policies and procedures for updating and maintaining appropriate levels of systems; and

C. reviewing all aspects of Library systems and advising the University Librarian during periodic review and/or accreditation processes.

SECTION 2: The elected chair of the standing committee will have the responsibility as primary liaison from the committee to the University Librarian.

ARTICLE XIV
STANDING COMMITTEE ON TECHNICAL SERVICES

SECTION 1: The Standing Committee on Technical Services serves the Library Faculty with oversight and the assessment of all Library technical services. The members will consider the needs of the library as a whole as they conduct their work and will consult with other units as appropriate. To the Standing Committee on Technical Services the Library Faculty delegates the responsibility to act in its name in
A. apprising the Library faculty of the current state of practice in the field;

B. recommending and approving all policies and procedures for technical services areas; and

C. reviewing all aspects of Library technical services and advising the University Librarian during periodic review and/or accreditation processes.

SECTION 2: The elected chair of the standing committee will have the responsibility as primary liaison from the committee to the University Librarian.

ARTICLE XV
STANDING COMMITTEE ON PROMOTION, TENURE, AND RETENTION

SECTION 1: To the Standing Committee on Promotion, Retention, and Tenure, the Library Faculty delegates the responsibility to act in the name of the Library Faculty in making recommendations concerning

A. the promotion of Library Faculty members;

B. the granting of tenure to Library Faculty members:

C. the retention of Library Faculty members; and

D. other similar areas specifically delegated to it by the Constitution of the University Faculty or by the By-Laws of the University Faculty or other policy documents of the University.

SECTION 2: The formation, policies and procedures of the Committee shall be as set forth in the Library Faculty Promotion, Retention, and Tenure Policy.

ARTICLE XVI
STANDING COMMITTEE ON TEMPORARY FACULTY RECRUITMENT & EVALUATION

SECTION 1: To the Standing Committee on Temporary Faculty Recruitment & Evaluation, the Library Faculty delegates the responsibility to act in the name of the Library Faculty in making recommendations concerning

A. the recruitment, evaluation, and reappointment of temporary faculty;

B. recommending and approving all policies and procedures for the recruitment and evaluation of temporary faculty; and

C. other similar areas specifically related to temporary faculty by the Constitution of the University Faculty or by the By-Laws of the University Faculty or other policy documents of the University.
SECTION 2: The formation, policies and procedures of the Committee shall be as set forth in the Librarian Pool Recruitment/Evaluation Procedures document.

ARTICLE XVII
ELECTION PROCEDURES

SECTION 1: An election shall be held in April of each year. The following will be open for election according to Article XVII, Section 2 of these By-Laws

A. the Faculty Chair;
B. the members of the Library Faculty Standing Committees;
C. Library Faculty representative to the Library Advisory Committee;
D. Library Faculty representative to the Academic Senate;
E. Library Faculty representative to the following standing committees of the Academic Senate
   1. Committee on Academic Planning and Review;
   2. Committee on Budget and Resource Allocation;
   3. Committee on Instruction and Curriculum;
   4. Committee on Research;
   5. Faculty Affairs Committee.
F. Chairs of the following Library Standing Committees also need to be elected by those committees by June 1: Collections, Instruction, Public Services, Systems, and Technical Services and the Library Faculty Affairs Committee.
G. The election of the chair to the standing committee on Promotion, Retention and Tenure is governed by the University Libraries Promotion, Tenure, and Retention Policy and Procedures document.
H. The election of the chair of the standing committee on Temporary Faculty Recruitment & Evaluation is governed by the Library Faculty Pool Recruitment / Evaluation Procedures document.

SECTION 2: Terms of Office

A. Chair. The Chair shall serve a three-year term. There are no term limits.
B. Associate Chair. The Associate Chair shall serve a one-year term. There are no term limits.

C. Secretary. The Secretary shall serve a one year term. There are no term limits.

D. Standing Committee members: Collections, Instruction, Public Services, Systems, Technical Services. These members shall serve a three-year term. There are no term limits.

E. Standing Committee members: Library Faculty Affairs. These members shall serve a one-year term. There are no term limits.

F. Standing Committee members: Library Temporary Faculty Recruitment & Evaluation. These members shall serve according to the provisions in the Library Faculty Pool Recruitment/Evaluation Procedures document.

G. Standing Committee members: Promotion, Retention and Tenure. These members shall serve according to the University Libraries Promotion, Tenure, and Retention Policy and Procedures document.

H. Library Advisory Committee. The member shall serve a one-year term. There are no term limits.

I. Library Faculty representative to the Academic Senate. The representative shall serve a two-year term. The limit is two consecutive terms.

J. Library Faculty representatives to the Standing Committees of the Academic Senate. The representatives shall serve a two-year term. Such members may serve consecutive terms, but having served two terms, shall not be eligible to serve again on the same committee within a year. Such a member elected or appointed to serve out the unexpired term of another shall be eligible for election to two terms of his/her own, provided that no person shall serve more than five consecutive years.

SECTION 3: Types of election

A. For uncontested elections, candidates are elected by acclamation.

B. For contested elections requiring secret, written or emailed ballots, a notice of election containing the specific actions to be voted on shall be distributed to each member of the Library Faculty eligible to vote in that election, no less than one week in advance of the close of official balloting. Such notice shall be prepared and distributed by the Library Faculty Affairs Committee to the eligible electors as determined by the Council.

SECTION 4: No election may be held at a meeting of the Library Faculty unless members at the meeting approve by a majority vote that they want the election to be held at the meeting.

SECTION 5: In any election done by written ballot
A. the Library Faculty Affairs committee shall provide a suitable polling place, a ballot box, and someone responsible for processing the balloting, and counting the votes.

B. balloting shall proceed for no less than three consecutive University working days of which one must be a Wednesday.

C. the Library Faculty Affairs committee shall announce the results of such election to the Library faculty.

D. the Library Faculty Affairs committee shall retain all ballots and other materials of the election for not less than thirty (30) calendar days, and shall retain the record of such election permanently.

SECTION 6: Election shall be by written ballot

A. in consideration of the approval of official recommendations of the Library faculty to the University Librarian, or

B. in an election called for the approval of these By-Laws, or

C. in consideration of any amendment to these By-Laws, or

D. in the recall of an elected representative of the Library Faculty to the Academic Senate.

SECTION 7: In an election held to consider the approval of official recommendations of the Library Faculty to the University Librarian, such recommendations shall be approved if and only if a majority of the Regular Members of the Library Faculty shall have cast ballots and if a majority of such ballots cast approve the recommendation.

SECTION 8: In an election called for the approval of these By-Laws, the approval of a majority of all Regular Members of the Library Faculty, whether voting or not, shall be required. These By-Laws shall have been approved when a favorable vote has been certified and when these By-Laws have been accepted by the University Librarian.

SECTION 9: In an election called for the consideration of any amendment of these By-Laws, such amendment shall be declared approved and shall become a part of these By-Laws when it shall have received a majority vote of the Regular Members of the Library Faculty, whether voting or not, and when it shall have been accepted by the University Librarian.

SECTION 10: Nominations for any elective office of the Library faculty may be made by any member of the Library Faculty upon affirmation of the willingness of the nominee to serve if elected. Such nominations shall be delivered to the Library Faculty Affairs Committee which shall prepare the ballot and notify the faculty of the impending election. The election shall be held under the provision of this Article and the counting of ballots, the manner of casting of ballots, and the declaration of election shall be as provided in Section 10 of this article.

SECTION 11: The manner of the casting of ballots shall be as follows:
A. The candidate who receives a majority of the votes cast shall be declared elected by the Library Faculty Affairs Committee. In the event that no candidate receives a majority, a run-off election shall be called to be held among those candidates who received 30% or more of the votes cast.

B. In the event that more than the requisite number of candidates receives a majority of the vote, a run-off election shall be called among those candidates.

C. In the event that candidates are tied with a majority of the votes, a run-off election shall be called among those candidates.

SECTION 12: At any other elections of the Library Faculty than those specifically named in this Article, voting may be by voice, hand, roll-call, email, or written ballot, or other division of the house. The use of roll-call or written ballots shall be only upon the request of a majority of the faculty voting upon such question if such election is to be held during a meeting of the Library Faculty. A written or roll-call ballot requested by a majority of the faculty at a meeting of the Library Faculty may be taken immediately at the meeting unless that action is contrary to the provisions of these By-Laws.

SECTION 13: Should a vacancy occur during a term of office, that vacancy shall be filled by a new election for the period of the unexpired term in accordance with the provisions of Section 2.

SECTION 14: The Recall of an elected representative of the Library Faculty may be requested by a petition signed by at least fifteen per cent (15%) of the members of the Library Faculty eligible to elect that representative. Such a Recall Petition shall be filed with the Library Faculty Affairs Committee. The Library Faculty Affairs Committee shall immediately notify the individual named in the Recall Petition and shall immediately either call a meeting of the Library Faculty or present the question of recall to the Library Faculty for a vote by means of a written, secret ballot, as provided in Article XVII, Section 6.D of these By-Laws. Whether a faculty meeting is held or a mail ballot taken, the same provisions of notification of electors, balloting, and election shall apply which would apply in a regular election for the position involved. In such a recall election, the sole issue shall be, “Shall ____________ be recalled from the office of ______________?” The position shall be declared vacant if a majority of those voting shall have voted affirmatively upon the question, provided that a majority of those eligible electors shall have cast ballots. Such vacancy shall be filled as provided in Article XVII, Section 13 of these By-Laws.

ARTICLE XVIII
AMENDMENTS TO THESE BY-LAWS

SECTION 1: Amendments to these By-Laws may be proposed by a petition signed by twenty-five per cent (25%) of the Regular Members of the Library Faculty, or may be proposed by a Standing or Ad Hoc Committee of the Library Faculty, or may be proposed by the University Librarian.
SECTION 2: All such propositions, regardless of their origin, shall be delivered to the Library Faculty Affairs Committee. The Library Faculty Affairs Committee shall forthwith send one (1) copy of the proposed amendment to the University Librarian, and one (1) copy to each member of the faculty of the Library as an information item. The Library Faculty Affairs Committee shall keep a copy of all proposed amendments, whether ultimately adopted or not, with a record of their disposition.

SECTION 3: No less than ten (10) nor more than twenty University working days after the circulation of the proposed amendment as an information item, in accordance with the provisions of Section 2 above, there shall be held a referendum of the Library Faculty, as provided, in which the question shall be whether the proposed amendment shall be approved. The approval of a majority of the Regular Members voting, provided that no fewer than one-half of the members cast ballots, and acceptance by the University Librarian shall be required before such amendment shall be deemed approved.

SECTION 4: Approved amendments shall become a part of these By-Laws.

ARTICLE XIX
ADOPTION OF THESE BY-LAWS

SECTION 1: These By-Laws of the Faculty of the Library, California State University, East Bay, shall be deemed adopted when

A. after an election, conducted by the Library Faculty Affairs Committee, in which these By-Laws shall have been approved by a majority of the Regular Members voting, providing that no fewer than one-half of the members cast ballots; and

B. the University Librarian shall have ratified them.

C. the President of the University shall have approved them.

SECTION 2: Upon the adoption of these By-Laws, the heretofore existing Ad Hoc Committee on Library Faculty Organization shall issue a call for elections of the newly created Offices and standing Committees of these By-Laws, except that the heretofore existing Promotion, Retention and Tenure Committee, as heretofore constituted, shall immediately assume office as the duly elected Standing Committee on Promotion, Retention and Tenure for the balance of the academic year in progress when these By-Laws are adopted.

SECTION 3: Any provision in these By-Laws to the contrary notwithstanding, the initial establishment of the Standing Committees shall take place immediately after the adoption of these By-Laws, regardless of the time of year. Members of the Academic Senate of the University, and of the Standing Committees of the Academic Senate of the University, who were elected from the Library before the adoption of these By-Laws shall continue in office as provided in University Regulation, and members of the heretofore existing Promotion and Tenure Committee shall continue in office as provided in Section 2 of this Article.

SECTION 4: Approval of these By-Laws shall be by mail ballot.