

Irvine Sullivan Ingram Library Bylaws

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Purpose of bylaws

Irvine Sullivan Ingram Library (hereafter referred to as *Ingram Library* or *the Library*) utilizes a shared governance structure. These bylaws shall identify and describe the advisory bodies to the Dean, the rights and responsibilities of faculty and staff, and guide in the appointment and conduct of committees and other groups.

University System of Georgia and University of West Georgia governance

Ingram Library is a unit of the University System of Georgia and the University of West Georgia; therefore, it conforms to all regulations established by the Board of Regents and the University. Employees may review those policies and procedures on the UWG website under the Provost and Vice President for Academic Affairs menu:

<https://www.westga.edu/administration/vpaa/UWGAApolicies.php>

These include the University Policies and Procedures, the Faculty Handbook, the UWG Statutes, and the BOR Policy Manual.

Ingram Library shall make no policies or procedures that conflict with, or are less restrictive than, the BOR or the University.

Personnel of Ingram Library are subject to the rules and regulations of Human Resources and the Provost's Office, which may differ for faculty and staff. The Library's bylaws shall not conflict with these rules and regulations.

As a unit of Academic Affairs, the faculty and staff of Ingram Library participate in the University shared governance structure, such as the Faculty Senate and the Staff Advisory Council.

Library structures

Organizational structure

Within University structures and, in particular, for faculty-related matters, the Library as a whole is considered an academic unit with no departments. The Library is organized into functional areas that have operations in common. The functional areas of the

Library may change over time as needs change, allowing the Library to retain a nimble structure that maximizes flexibility.

Functional unit leaders recommend policies and procedures, may participate in the supervision of employees within their units, and perform administrative tasks associated with the unit's operations and personnel. They are expected to be informed regarding operations of the unit they lead, seeking input and feedback from other employees during decision-making.

Each employee has unique and varied responsibilities that are integral to the Library's success. Employee categories in the library include faculty and staff, with student employees providing additional support. In addition to the work of their functional areas, all employees are expected to share in governance by being active participants in meetings, committees, work groups, and task forces. Opportunities for student employee participation in library shared governance are encouraged, such as by including their feedback and membership on advisory bodies, where appropriate.

Ingram Library aspires to a spirit of inclusiveness and cooperation. It is expected that all employees of the Library strive to maintain that, so that the Library is an engaging place to work and learn. Ingram Library values and supports continual professional development as appropriate to each library employee's job responsibilities.

Governance structure

The shared governance structure refers to the ways in which the Dean is advised on operational matters in addition to those governance structures outlined in UWG and USG documentation.

The governance structure shall consist of three standing advisory bodies to the Dean:

Library Council: all library faculty and staff;

Faculty Council: all library faculty;

Staff Council: all library staff;

These advisory bodies will differ in their operations, as described below, but their basic advisory purpose is uniform and consistent: to provide fora for open discussions that will advise the Dean. Depending upon the item, the advisory bodies will deliberate, make recommendations, and endorse or oppose particular actions. Final adoption of any

action requires approval by the Dean. Some actions may require additional approval by the Provost, President, Faculty Senate, Staff Advisory Council, or General Faculty.

The standing advisory bodies shall also be advised through committees (both standing and ad hoc), working groups, and task forces.

Operation of the advisory bodies

The advisory bodies shall operate throughout the year and their active participation shall be assumed; however, each body, in consultation with the Dean or the Dean's representative, shall have the right to operate at its own discretion. After each body establishes a regular meeting frequency, members of each body must vote on any decision to change the frequency of scheduled meetings. Unless otherwise specified, all meetings shall be open meetings.

The Library uses the latest edition of *Robert's Rules of Order* for operational guidance in governance matters.

Library Council

Composition and role. The Library Council is composed of all library faculty and library staff, and its role is primarily to provide library-wide input on library operations to the Dean. It also serves as an important vehicle for employees to learn from each other about the operations of units other than their own and to gain from the knowledge and wisdom of others.

The Library Council will be co-chaired by the junior Faculty Senator and chair of the Staff Council. For this purpose, each new Senate term will reset seniority, so that a Senator who is elected to a second consecutive term becomes the junior Senator at the beginning of their second term.

Meetings. Library Council meetings occur regularly, generally meeting at least once per semester. Accommodations will be made to enable all shift workers to provide input. Each employee is encouraged to attend Library Council when possible.

The Chairs or the Dean will call for agenda items and set an electronic agenda. Employees may suggest topics for discussion at a meeting. The Chairs or the Dean will prioritize the agenda based on time constraints. Items for the agenda should be submitted at least 48 hours prior to the meeting, and the agenda will be made available at least 24 hours prior to the meeting.

Agendas and minutes shall be named and stored according to the [Ingram Library Organization Protocol for agendas and minutes](#).

Standing committees should report their findings and recommendations on matters relevant to the entire library to the Library Council so that all employees are kept informed.

Faculty Council

Composition and role. The Faculty Council is composed of all library faculty, and its role is primarily to provide all faculty members with the opportunity to discuss faculty-only matters and to advise the Dean. It also serves as an important vehicle for faculty members to gain from the knowledge and wisdom garnered by others, which aids in their own professional development.

The Faculty Council will be chaired by the senior Faculty Senator. For this purpose, each new Senate term will reset seniority, so that a Senator who is elected to a second consecutive term becomes the junior Senator at the beginning of their second term.

Meetings. Faculty Council meetings occur regularly in consultation with the library faculty and Dean, generally meeting once per month. Regular and active participation of faculty members is encouraged, barring schedule conflicts or illness, as it is essential to maintaining shared governance.

The Chair will call for agenda items and establish an electronic agenda, which faculty will be able to access and to which they can add items.

Agendas and minutes shall be named and stored according to the [Ingram Library Organization Protocol for agendas and minutes](#).

The Library's two faculty Senators, faculty members who serve as representatives on committees of the Faculty Senate, and committees, library work groups, and task forces on faculty-only matters shall report their findings and recommendations to the Faculty Council. Reports may be added to the electronic agenda in lieu of actual discussion at a Faculty Council meeting, but any faculty member shall have the right to request a verbal discussion at a meeting on any of the agenda items. Library faculty members have the right to subsequently reopen any issues for further discussion via electronic or face-to-face methods.

Staff Council

Composition and role. The role of the Staff Council is primarily to provide the Dean with input on library operations from all staff members. It also serves as an important vehicle for employees to gain from the knowledge and wisdom of others, which aids in their own professional development.

The Staff Council will be chaired by an individual elected by Library staff. The procedure for this election is explained below.

Meetings. Staff Council meetings occur regularly in consultation with the library staff, generally meeting once per month. Accommodations will be made to enable all shift workers to participate. Regular and active participation of staff members is encouraged, barring schedule conflicts or illness.

The Chair will call for agenda items and establish an electronic agenda, which staff will be able to access and to which they can add items.

Agendas and minutes shall be named and stored according to the [Ingram Library Organization Protocol for agendas and minutes](#).

Any committees, library work groups, and task forces on staff-only matters shall report their findings and recommendations to the Staff Council. Reports may be added to the electronic agenda in lieu of actual discussion at a Staff Council meeting, but any staff member shall have the right to request a verbal discussion at a meeting on any of the agenda items. Library staff members have the right to subsequently reopen any issues for further discussion via electronic or face-to-face methods.

Elections. The staff shall elect a Staff Council Chair. Nominations and elections for the Staff Council Chair shall occur in the spring, concurrent with elections for other shared governance positions. Each term shall be for a two year period and elected persons may seek one, but not two, additional consecutive terms. Any member may submit a self-nomination or nominate any other Library staff member. Elections shall occur within two weeks of the close of nominations and terms will begin July 1. Elections will be held with the supervision of the Dean. Elections may be by a show of hands, an electronic vote, or a printed ballot. The top vote-getter will take the Chair. In the event of a tie of top vote-getters, a runoff election will be held. If an elected Chair is not able to complete

their term, a special election will be held. In the event that no staff member wishes to take the Chair, the seat shall remain unfilled until the following regular election cycle.

Quorum

In the above mentioned advisory bodies, a quorum shall consist of one-half plus one of the eligible Council members. Some matters may require paper or electronic voting.

Committees, Work Groups, & Task Forces

Ongoing work across departmental units is accomplished through the use of committees, work groups, and task forces. Committees, work groups, or task forces shall have the ability to dissolve the groups upon the recommendation of the members.

Committees

Standing committees are established for ongoing work addressing specific areas of library operations, such as Collection Development or Public Service operations. Committees examine current procedures and processes and make recommendations for changes or improvements. Standing committees may be established by the Dean or one of the advisory councils. Each committee shall elect a Chair for a two-year term, with no term limits. The Dean (or designee) will work with leaders in the relevant functional areas to determine the membership of the committee. Committee members may not resign from a standing committee without the approval of the Chair and the Dean, who will attempt to find a replacement. Members have no term limits; as long as their job relates to the purpose of the committee, they shall retain membership and be expected to maintain active roles on the committee.

Standing committees are expected to be relatively stable, but may be established and dissolved as needed. All active committees will be recorded on the [Ingram Library Standing Committees List](#). In addition, the committees below shall be established and maintained unless dissolved by recommendation of the Bylaws Review Committee, followed by vote of the Library Council.

- Bylaws Committee
- Merit Committee
- Diversity & Inclusion Committee

Ad hoc committees are in most cases established by the Dean for a temporary purpose; e.g., a search committee for a new employee. The Dean shall appoint committee Chairs. The Dean (or designee) and the Chair will work together to determine the

general membership of the committee. Members of an ad hoc committee are strongly discouraged from resigning, but in that event, the person may be replaced after consultation between the Chair and the Dean.

Work Groups

Work groups, sometimes called teams, consist of employees across operational areas whose work depends on or intersects with other areas in the library. Work groups coordinate ongoing operations and provide input on procedures and processes as needed to relevant committees. Depending on the purpose of the work group, members may be asked to serve because of their expertise on the topic or they may respond to a library-wide call for volunteers.

Task Forces

Task forces are created to complete a specific project or task or to examine or research potential new projects or initiatives.

Meetings

Meetings of standing and ad hoc committees, work groups, and task forces will be called at the discretion of the Chair. Groups may work and meet electronically, face-to-face, or a combination of both methods, as decided by the Chair in consultation with the members. It is the responsibility of the Chair to determine if a meeting is necessary and to cancel a scheduled meeting if there is no business to discuss. Cancellations should occur as soon as possible and the members notified by the Chair in a timely fashion.

Grievance and appeals

There are established procedures for UWG faculty and staff to file grievances and appeal decisions.

Faculty should refer to the [Faculty Handbook](#), Section 107, Dispute Resolution and Grievance Procedures. Staff should refer to the Staff Grievance and Appeals Policy & Procedures section of the [UWG Employee Handbook](#). In addition to the procedures outlined in this document, faculty and staff may consult with the University Ombuds Office.

Faculty matters

Promotion and Tenure

The Promotion and Tenure Advisory Committee advises the Dean. See the [Faculty Handbook](#). Policies and procedures specific to Ingram Library faculty are available in the folder at:

https://drive.google.com/drive/folders/0B16e_gSSvx-JVGVtajNCcGV1Mk0.

Review and Changes to Bylaws

Review of Bylaws

A Bylaws Review Committee consisting of both Faculty Senators, chair of the Staff Council, and the Staff Advisory Council representative will review the bylaws annually and when there are changes made to Faculty Senate bylaws.

Changes to Bylaws

Changes deemed necessary by the review committee will be shared and discussed at a Library Council meeting.

Any library employee may suggest a change to the bylaws by formally presenting the change at a Library Council meeting for discussion.

Any proposed changes will be voted on by the full Library Council following introduction, unless referred to another advisory body. In that case, the relevant advisory body will report their findings at the following Library Council meeting. A vote may be held electronically at least 2 weeks after having been introduced, and allowing at least 5 business days for a response, or held in the subsequent Library Council meeting.