

LIBRARY DEPARTMENT OF THE CITY COLLEGE

BYLAWS

As amended, October 16, 2007

Article I. Department Membership

Section 1. The Library Department shall include all those in the library with faculty rank as defined in the City College Governance Charter as well as all other full time Instructors on annual lines in the Department.

Section 2. All member of the Department have the right to vote except where specifically excluded by BoT Bylaws or the City College Governance Charter, or these Bylaws.

Article II. Meetings

Section 1. Stated Faculty Meetings

Stated faculty meetings of the Department shall be held three times a year. Agenda items shall be submitted to the Chairperson of the Department one week in advance of the meeting. The agenda shall be distributed to the Department before each meeting.

Section 2. Special Faculty Meetings

Special meetings shall be held either at the call of the Chairperson, or upon petition signed by no less than fifteen per cent of the members of the Department.

A. The call for a special meeting shall be distributed to members of the Department at least one week in advance of the date set for the meeting, except in cases of emergency.

B. The business of a special meeting shall be stated in the call, and no other business, except consideration of the minutes of preceding meetings, may be transacted except by consent of two-thirds of the members of the Department present and voting.

Section 3. A quorum shall consist of a majority of the members of the Department.

Section 4. The rules contained in the most recent edition of *Robert's Rules of Order* shall govern department meetings in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Department.

Section 5. The Department Chairperson or his/her designee shall preside.

Section 6. Minutes of stated and special meetings shall be recorded and distributed.

Article III. Department Committees

Section 1. Membership

A. Department members of all ranks shall be eligible to serve on all Department committees from which they are not excluded by the BoT Bylaws or the College Governance Charter. Committees with Joint Memberships (Faculty-Administrative Staff) shall be excluded from the jurisdiction of these Bylaws.

B. Each Department committee shall keep minutes of its proceedings, which shall be circulated by the Department Chairperson; except where excluded by BoT Bylaws.

Section 2. The Executive Committee

A. The Executive Committee shall consist of the Department Chairman and four elected members with faculty rank. A majority of the Committee must be tenured.

B. The Executive Committee shall serve as the Appointments Committee, the Personnel and Budget Committee, the Committee on Educational Policy of the Department and as otherwise outlined in the College Governance Charter.

C. The Executive Committee shall be elected triennially, in accordance with the BoT Bylaws and Article VI, Section 3 of these Department Bylaws.

D. The number of consecutive terms which any elected member may serve on the Executive Committee shall be limited to two. This limit applies only to triennial elections. Someone elected at a special election may be elected at each of the following two triennial elections and someone who has served two consecutive terms may be elected at a special election held during the next triennium.

Section 3. Committees on Promotions

A. Membership

1. All members of the Department with the rank of Assistant Professor and above shall constitute the Committee on Promotions to the rank of Assistant Professor.
 2. All members of the Department with the rank of Associate Professor and above shall constitute the Committee on Promotions to the rank of Associate Professor.
 3. All members of the Department with the rank of Professor shall constitute the Committee on Promotions to the rank of Professor.
- B. The Committees on Promotions shall function as described in the BoT Bylaws.

Section 4. Other Department Committees

- A. Other Committees of the Department shall be constituted as need or occasion warrants.
- B. There shall be a written statement of the function of each department committee.
- C. Committees may be established as follows:
 1. By Faculty Vote.
 2. By Department Chairperson, as provided for in these Bylaws.
- D. A report of all action taken by a Committee shall be made available to the members of the Department in advance of each stated meeting.

Article IV. The Department Chairperson

Section 1. The Chairperson shall have the duties specified in the BoT Bylaws, in the City College Governance Charter, and elsewhere in these Bylaws.

Section 2. The Chairperson may create or dissolve committees except where prohibited by BoT Bylaws or the City College Governance Charter.

Article V. The Department Secretary

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

Section 2. The Secretary shall be elected at the last stated Faculty meeting of each year in accordance with Article VI, Section 4 of these Bylaws.

Section 3. The Secretary shall take attendance and record the minutes at all Faculty meetings.

Section 4. The Secretary shall be responsible for maintaining a permanent file of the minutes of all Faculty meetings.

Article VI. Elections

Section 1. Elections shall be conducted in accordance with the BoT Bylaws, the Governance Charter and the Department's Manual of Election Procedures.

Section 2. Election Procedures

A. Department election procedures shall be reviewed annually.

B. Changes in Department election procedures shall be by a majority of the members of the Department present and voting who are eligible to vote in the election under consideration.

Section 3. Executive Committee

A. There shall be a call for nominations containing an alphabetical list of those eligible to vote and serve. The list shall also include the rank and tenure status of each person.

B. All balloting for the nomination and election of candidates shall be secret.

C. Proxy or mail voting shall not be permitted.

D. The election shall be by a majority of the votes of those persons in the Department with faculty rank.

E. If a tie vote cannot be resolved by continued balloting, the Chairperson shall refer the tie vote to the President for action.

F. Elections to vacancies occurring during the triennium shall be conducted as regular Executive Committee elections.

Section 4. Other elections

Elections shall be a majority of the votes of the members of the Department present and voting.

Article VII. Amendments

Section 1. Bylaws

Amendment of these Bylaws shall be a two-thirds vote of the members of the Department who have faculty rank. Written notice of the proposed amendment must be given at least a week before the meeting at which the amendment shall be considered.

Section 2.

Waiver of Bylaws

Any provision of these Bylaws except those mandated by the BoT Bylaws or the City College Governance Charter 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 faculty.