

Georgia State University
William Russell Pullen Library
BYLAWS

Approved by the Library faculty November 8, 1976.

Amended by the Library faculty February 21, 1976; December 9, 1976.

Approved by the University Librarian December 9, 1976.

Approved by the Vice President for Academic Affairs February 9, 1977.

Approved and amended by the University Administrative Council February 10, 1978.

Approved by the University President February 10, 1978.

Amended by the Library faculty November 13, 1981; April 15, 1982; October 29, 1982; May 17, 1984;
October 30, 1987; April 19, 1989; January 30, 1990; April 7, 1997; May 4, 2001.

Approved by the University Librarian May 4, 2001.

Approved by the Provost and Vice-President of Academic Affairs July 12, 2001.

Approved by the University Administration Council September 5, 2001.

Approved by the President September 5, 2001.

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ARTICLE I. THE LIBRARY

The library is an administrative unit within the university, which is subject to the jurisdiction of the provost and vice president for academic affairs and organized for the purpose of providing library service and collections to the university community. Although the university librarian has the status of a dean, the library functions neither as a college or school, nor as a department as defined by the *Statutes of Georgia State University*, but has characteristics of both. Unless otherwise specified, reference to the library shall mean William Russell Pullen Library and its Alpharetta Center Library.

ARTICLE II. THE UNIVERSITY LIBRARIAN AND THE ADMINISTRATIVE STAFF

Section 1. Appointment of the University Librarian. The president shall appoint the university librarian on the recommendation of the provost and vice president for academic affairs after consultation with a search committee whose members are representative of the various colleges and schools and the library, and after consultation with the chancellor. The appointment shall be subject to approval by the Board of Regents. The university librarian shall hold office at the pleasure of the president.

Section 2. Duties and Authority of the University Librarian. The university librarian is the chief administrative officer of the library. He or she shall have the powers and duties of a dean with regard to library faculty and non-faculty employees and library activity, and also those duties and responsibilities assigned by the *Statutes of Georgia State University* to departmental chairmen.

The university librarian shall be responsible for the formulation of appropriate regulations and procedures as prescribed by the *Statutes of Georgia State University*. He or she shall have primary responsibility, in consultation with the library faculty and through the administrative officers, for initiating and implementing policy and for planning library development. When these matters affect the library as a whole, the university librarian, at his or her discretion, shall consult with and seek the recommendations of the library faculty as that body is constituted and empowered in Article IV.

The university librarian shall recommend the appointment, reappointment, dismissal, promotion and tenure of library faculty and salary adjustments of faculty employed in the Pullen Library. These recommendations shall follow established university procedures. Annually, after consultation with library faculty, the university librarian shall prepare a budget request for presentation to the university administration. The university librarian shall make an annual budget presentation of the approved budget to the library faculty. When information about salary adjustments becomes available, the university librarian shall make this information available to the library faculty.

The university librarian shall represent the library in general university planning and in relations with other university units and their faculties, and with other educational and professional organizations and agencies. These responsibilities shall include leadership in strengthening the library and its program and

interpreting that program to the university and the community.

Section 3. Evaluation of the University Librarian. In accordance with the *Statutes of Georgia State University*, an evaluation of the performance of the university librarian shall be undertaken by library faculty every three years. This evaluation shall be conducted by the provost and vice president for academic affairs and will be forwarded to the president for consideration in the overall evaluation of the university librarian's performance.

Section 4. Delegation of Responsibility. In the absence of the university librarian, the functions shall be exercised by the associate university librarians. The university librarian shall designate an administrative officer who shall exercise these functions in the absence of the university librarian and the associate university librarians.

Section 5. Administrative Staff. The university librarian and the administrative staff shall be responsible for implementing library policy. The administrative staff shall consist of the associate university librarians, division and department heads, and other officers and assistants as defined in individual position descriptions. All administrative titles are independent of academic rank.

Section 6. Associate University Librarians. The associate university librarians shall serve at the pleasure of the university librarian. Appointment shall be upon recommendation of the provost and vice president for academic affairs, and the university librarian, and approved by the Board of Regents. The university librarian shall make his or her recommendations only after consultation with the library faculty and staff. The positions may be filled by internal appointment, internal search, or external search. Internal and external search committees for these positions shall be chaired by members of the library faculty and shall include representatives from the library faculty and staff. When the position is filled by internal appointment, this appointment shall be made by the university librarian after consulting with library department heads, faculty, and staff.

In addition to annual performance evaluations, the associate university librarians shall receive an administrative review every three years, and this review shall be modeled on the performance evaluation of the university librarian. The university librarian may also review the performance of the associate university librarians at any time.

Section 7. Administrative Officers. All administrative officers below the level of associate university librarian shall be appointed by the university librarian and hold office at his or her pleasure. The university librarian shall appoint these administrative officers only after consultation with the library faculty and staff. The positions may be filled by internal appointment, internal search, or external search. Internal and external search committees for the positions shall be chaired by members of the library faculty and shall include representatives from the faculty and staff. When the position is filled by internal appointment, this appointment shall be made by the university librarian after consulting with the faculty

and staff of the department concerned. In addition to the annual performance evaluation of these officers, a review utilizing evaluation procedures involving faculty and supportive staff shall be undertaken by the university librarian at three-year intervals. Earlier review may be initiated by the university librarian if he or she deems it advisable.

ARTICLE III. THE LIBRARY ADMINISTRATIVE COUNCIL

Section 1. Composition and Selection. The Library Administrative Council shall consist of the university librarian, the associate university librarians, division and department heads, the human resources officer, three elected members of the library faculty not belonging to one of the above categories, and an elected representative of the supportive staff. The three elected library faculty members shall serve two-year staggered terms and the representative of the supportive staff shall serve a one-year term. Elective membership shall be limited to two full successive terms.

Section 2. Duties and Procedures

A. Definition and Function. The Library Administrative Council shall be an advisory body to the university librarian in administrative affairs. It shall discuss library problems and make recommendations on decisions concerning policies, procedures, and mechanics of implementation.

B. Officers. The university librarian shall be the presiding officer of the Council. In his or her absence the presiding officer shall be one of the associate university librarians, as designated by the university librarian. In the absence of all of these, the presiding officer shall be a person designated by the university librarian.

C. Meetings. The Council shall meet on a regular basis as determined by the university librarian, but not less than two times per semester. If a member of the committee cannot be present at a meeting, he or she may designate a person to represent him or her.

Section 3. Reports, Recommendations, or Minutes. The minutes of the Council shall be promptly available to all library faculty and staff, and maintained and kept available, as set forth in Procedure Memorandum No. 17.

ARTICLE IV. THE LIBRARY FACULTY

Section 1. Composition. The library faculty shall consist of all regularly appointed professors, associate professors, assistant professors, instructors, and equivalent ranks, employed in the library. In accordance with the statutes of the Board of Regents, only full time faculty have voting privileges.

Section 2. Powers. The library faculty shall take a comprehensive view of the library's objectives,

resources, and problems, translating educational goals into library programs. Its powers shall be:

- a. To adopt resolutions on matters of concern to the library and/or university;
- b. To initiate proposals on matters relevant to the general welfare of the library and its staff; and to make recommendations on these proposals when initiated by the university librarian;
- c. To elect representatives to the University Senate;
- d. To carry out functions authorized by the University Senate when within the scope of the library's operation;
- e. To request action from other agencies of the university when such action affects the concerns of the library or its faculty;
- f. To elect standing committees, which shall be concerned with library development and welfare.

The library faculty shall not consider any proposals dealing with routines or the internal affairs of a library unit except insofar as such action may be necessary to protect the interests of the library as a whole. The library faculty shall not concern itself with personnel matters except through the agency of the Committee on Faculty Appeals and Grievances, the Committee on Faculty Personnel, or as otherwise provided for in these bylaws.

Section 3. Appeals. Any action passed by the library faculty shall be subject to review by the university librarian. Should the university librarian object to an action, notice shall be distributed to the library faculty within thirty working days after passage of said action. Such notice shall include a written statement of the university librarian's objections, and a request that the matter be reconsidered. The faculty, at a regular meeting or one called for the purpose, may (1) recommend that no action be taken, in which case the action is void; (2) may pass a compromise action; or (3) may re-approve its original action with a request that the university librarian reconsider. If either the faculty or the university librarian refuses to recede and if agreement cannot be reached, the matter shall be referred to the provost and vice president for academic affairs for review. Appeal from the decision of the provost and vice president for academic affairs may be made through normal administrative channels up to and including the president of Georgia State University. Final appeal may be made to the Board of Regents for review pursuant to pertinent policies of the Board.

Section 4. Officers. The university librarian shall be the presiding officer at meetings of the library faculty. In his or her absence the presiding officer shall be one of the associate university librarians. In the absence of all of these, the presiding officer shall be a person designated by the university librarian. The faculty shall elect a secretary and a parliamentarian, who shall serve one-year terms. The presiding officer shall assemble and circulate an agenda prior to a meeting. The secretary shall keep and circulate minutes of meetings, and perform such other functions as may be assigned by the university librarian or the faculty.

Section 5. Meetings

A. Frequency and Notification. The library faculty shall meet on a regular basis, and at other times

as deemed necessary. Meetings shall take place at least twice during each of the fall and spring semesters and once during the summer semester. Special meetings may be called by the university librarian, or by petition of one-third of the faculty. Notification of regular meetings shall be sent at least two weeks prior to the meeting. Adequate notice shall be given for any special meeting.

B. Conduct of Meetings

1. *Roberts Rules of Order* shall serve as the procedural authority for the conduct of meetings.
2. The presiding officer shall be responsible for assembling and organizing the agenda of each meeting.
3. A majority of the library faculty shall constitute a quorum.
4. Decisions shall be reached by a majority of the votes cast by members present at any regular or special meeting, unless stated otherwise in these bylaws.
5. The university librarian, the associate university librarians, or the library faculty acting as a body may invite any member of the library staff, or any other person, to attend library faculty meetings in order to speak on particular issues before the body.
6. The elected staff representative to the Library Administrative Council and the human resources officer shall have the right to attend library faculty meetings as non-voting members, and shall have the right to speak on any issue. Adjunct or part-time faculty shall have the right to attend library faculty meetings as non-voting members, and shall have the right to speak on any issue. Meetings of the library faculty that are open only to faculty members may be called by the university librarian, or at the request of one-third of the faculty.

Section 6. Minutes. The minutes of library faculty meetings shall be promptly available to all library faculty and staff, and maintained and kept available, as set forth in Procedure Memorandum No. 17.

ARTICLE V. COMMITTEES

Section 1. Standing Committees. Standing Committees shall deal with policy or action on matters of continuing concern to the library faculty and supportive staff. Standing committee business may be initiated by the committee, the university librarian, one of the associate university librarians, or by any member of the library faculty. Standing committee business may also be initiated by any member of the supportive staff for those committees for which they are eligible. Full time library faculty and supportive staff shall be eligible for membership on standing committees as specified in these bylaws and shall have full voting privileges on those committees. Each committee shall determine its own rules and procedures within the limits of its functions as described herein, and subject to approval by the library faculty.

Section 2. Standing Committee on Bylaws and Elections

A. Composition and Selection. The committee shall consist of three members of the library faculty elected at large. Procedures for nominations, elections, and filling of vacancies, as described in the

standing rules, Article I, Section 1.A.1-3, shall be followed. The university librarian and the associate university librarians shall not be eligible for membership. The committee members shall serve two-year, staggered terms. Elective membership shall be limited to two full successive terms. The committee shall elect its own officers.

B. Duties and Procedures

1. **Bylaws.** The Committee on Bylaws and Elections shall have the responsibility to consider and to propose amendments to the bylaws and standing rules and for the initial interpretation of the bylaws and standing rules as described in Articles VI and VII of these bylaws.
2. **Elections.** The committee shall also have the responsibility to consider nominations for and conduct elections of faculty members to the Library Administrative Council, library standing committees, and the University Senate as provided for in the standing rules of these bylaws and the university statutes. It shall supervise the nomination and election of faculty to *ad hoc* committees as provided for in these bylaws. Unless otherwise specified, the committee shall supervise all other elections held by the library faculty, including votes on amendments to these bylaws as specified in Article VI, Section 1.
3. **Meetings.** The committee shall meet as often as necessary to complete its assigned tasks.

C. Reports, Recommendations or Minutes

1. Distribution of ballots and notification of election results shall be as specified in the standing rules.
2. The minutes of committee meetings shall be promptly available to all library faculty and staff, and maintained and kept available, as set forth in Procedure Memorandum No. 17.
3. The committee shall submit an annual report at the end of each fiscal year.

Section 3. Standing Committee on Communications and Public Relations

A. Composition and Selection. The Committee on Communications and Public Relations shall consist of four members of the library faculty elected at large, two elected members of the library supportive staff, the associate university librarian for public services, the development coordinator, the web librarian, and the editors of general ongoing library publications. Procedures for nominations, elections, and filling of vacancies, as described in the standing rules, Article I, Section 1.A.1-3, shall be followed for the election of faculty members. The elected faculty members shall serve two-year, staggered terms. Elective membership shall be limited to two full successive terms. The elected supportive staff members shall serve one-year terms. The committee shall elect its own officers.

B. Duties and Procedures

1. **Communications.** The committee shall have the responsibility to investigate means through which effective communications within the library, and between the library and the university community at large, may be developed and fostered.
2. **Public relations.** It shall seek for ways to project a positive image of the library both within and without the university community, and to publicize the library's service, achievements, and needs.

3. Programming. The committee shall also have the responsibility to propose programs in keeping with its purpose. Such programs may include the creation of publications and bodies to oversee these publications, the organization of exhibits, and the creation of graphics and signs.

4. Meetings. The committee shall decide on its meeting dates, but shall meet at least once each semester.

C. Reports, Recommendations or Minutes

1. All proposals of the committee shall be forwarded to the university librarian for review. The university librarian shall present major proposals, with his or her recommendations, to the appropriate body for discussion. Authority for implementation shall rest with the university librarian.

2. The minutes of committee meetings shall be promptly available to all library faculty and staff, and maintained and kept available, as set forth in Procedure Memorandum No. 17.

3. The committee shall submit an annual report at the end of each fiscal year.

Section 4. Standing Committee on Personnel Development

A. Composition and Selection. The Committee on Personnel Development shall consist of four members of the library faculty elected at large and two elected members of the supportive staff. The university librarian and the library human resources officer shall be *ex-officio* voting members of the committee. Procedures for nominations, elections, and filling of vacancies, as described in the standing rules, Article I.A.1-3 shall be followed for the election of faculty members. The elected faculty members shall serve two-year staggered terms. The elected supportive staff members shall serve one-year terms. The committee shall elect its own officers.

B. Duties and Procedures

1. Duties. The committee shall have the responsibility to develop guidelines and programs to assist library faculty and supportive staff members in their development and continuing education; to provide opportunities to update knowledge of the profession and refine work-related knowledge and skills so that greater job productivity, satisfaction and career advancement may result, and to promote *esprit de corps*. Examples of committee activities include but are not limited to:

a. Planning library orientation programs for new library faculty and support staff

b. Organizing seminars, short courses, suggesting guest speakers, etc.

c. Developing and suggesting other programs and activities leading to increased professional competency.

2. Meetings. The committee shall decide on its meeting dates, but shall meet at least once each semester.

C. Reports, Recommendations or Minutes

1. All proposals of the committee shall be forwarded to the university librarian for review. The university librarian shall present major proposals, with his or her recommendations, to the appropriate body for discussion. Authority for implementation shall rest with the university librarian.

2. The minutes of committee meetings shall be promptly available to all library faculty and staff, and maintained and kept available, as set forth in Procedure Memorandum No. 17.
3. The committee shall submit an annual report at the end of each fiscal year.

Section 5. Standing Committee on Faculty Appeals and Grievances

A. Composition and Selection. The Committee on Faculty Appeals and Grievances shall consist of five members and two alternates elected from the library faculty. The university librarian and the associate university librarians shall not be eligible for membership. The committee shall be elected by the library faculty for a two-year term. Membership shall be limited to two full successive terms. Those five candidates receiving the highest number of votes shall serve as the committee members. The candidate receiving the sixth highest number of votes shall be the first alternate, and the candidate with the seventh highest number the second alternate. Whenever an alternate is required to serve as a committee member, the first alternate shall be given priority. In case of a tie, a run-off election shall be held.

The committee shall elect a chair who shall serve for one year and shall not be eligible for immediate reelection, and other officers as appropriate. Alternates shall serve when (1) a committee member is a party to an appeal, (2) a member feels he or she cannot be objective, or (3) a vacancy occurs in the membership. Unless an alternate is serving as a voting member, the alternate shall not attend committee hearings. If the chair is a party to an appeal or grievance, or is otherwise disqualified, an interim chair shall be elected and serve for the duration of the hearing. If a member of the committee is challenged for cause by a party to an appeal or grievance, the chair shall have the authority to decide if that member shall serve. No change in the composition of this committee may take place by election while the committee is engaged in a grievance proceeding, except in cases where a vacancy occurs in the membership, which cannot be filled by an alternate.

B. Duties and Procedures. All library faculty employed in Pullen Library shall be eligible to use the grievance procedure. A grievance is defined as a complaint initiated by a faculty member alleging that an administrative act or decision relating to conditions of employment was in error.

1. Jurisdiction. The committee shall have no jurisdiction over complaints to which the university librarian is a party. In these cases, appeal shall be made directly to the provost and vice president for academic affairs. The committee shall have no jurisdiction over matters involving removal of a faculty member for cause or non-renewal of faculty contracts. Grievances must be filed within six months of the occurrence.

2. Procedures. The committee will follow the procedures outlined in Personnel Memorandum No. 37 when carrying out its charge. Amendments to the procedure memorandum will follow the same process as described in Article VII, E-F of these bylaws.

C. Reports, Recommendations or Minutes. The committee may keep minutes of its proceedings. Such minutes shall be maintained and kept available, as set forth in Procedure

Memorandum No. 17.

Section 6. Standing Committee on Faculty Personnel

A. Composition and Selection

1. The Committee on Faculty Personnel shall consist of seven members of the library faculty. The university librarian and the associate university librarians shall not be eligible for membership.
2. Members shall be elected from the faculty of the library. Committee membership shall reflect the relative proportions of tenure track and non-tenure track positions on March 1, as determined by the Committee on Bylaws and Elections prior to the call for nominations for the annual elections.
3. The committee members shall serve two-year, staggered terms. Elective membership shall be limited to two full successive terms, except that there shall be no limit on the term of a tenured member when the number of eligible tenured members on the library faculty is three or less.
4. Vacancies shall be filled by the Committee on Bylaws and Elections as provided for in the standing rules.

B. Duties and Procedures

1. **Duties.** The committee shall serve in an advisory capacity to the university librarian on faculty personnel matters.
 - (a) **Initial Appointment of Faculty.** The committee shall advise the university librarian on initial assignment of rank.
 - (b) **Reappointment and Non-Renewal.** Together with the university librarian, the committee may develop criteria for use in decisions on reappointment or non-renewal, subject to approval by the library faculty. Procedures for removal of faculty members for cause and non-renewal of contract shall be in accordance with the *Statutes of Georgia State University*.
 - (c) **Salaries.** The committee shall seek to develop appropriate salary ranges for administrative and academic ranks within the library. In order to accomplish this, the committee will investigate and compare evolving salary patterns within the university, within the profession, and within the region at least once every five years and will transmit this information to the library faculty and administration.
 - (d) **Promotion, Tenure, and Cumulative Reviews.** The committee shall develop criteria to serve as a basis for decisions on promotion and the granting of tenure, and for cumulative reviews, and shall present these criteria to the library faculty for their approval. The criteria shall include current institutional guidelines on eligibility for various academic ranks, especially as they relate to length of service. Detailed procedures and calendars for promotion, tenure, and cumulative reviews are outlined in Personnel Memoranda in the library's administrative manual.
 - (e) **Calendar.** The committee shall annually advise the human resources officer in the development and distribution to the library faculty members of a calendar of all deadline dates relative to reappointment, promotion, and tenure.
2. **Procedures**
 - (a) The committee shall establish administrative procedures and guidelines in accordance with those set

forth in the standing rules, Personnel Memorandum No. 35, and other relevant Personnel Memoranda. Amendments to Personnel Memorandum No. 35 shall follow the process as described in Article VII, E-F of these bylaws.

(b) All committee members shall take part in committee deliberations concerning the granting of tenure to members of the library faculty, except that no committee member may take part in deliberations concerning his or her own case. Final recommendations in each case shall be by vote of the three tenured members of the committee. If the committee has fewer than three tenured members, final recommendations shall be by vote of the committee as a whole, except that no committee member may take part in the determination of his or her own case. The committee shall deliberate and vote as a whole on all candidates for promotion, except that no committee member may take part in the determination of his or her own case.

(c) The committee shall establish additional procedures for voting and for the election of officers, subject to approval by the library faculty.

C. Reports, Recommendations or Minutes

1. Committee reports and recommendations shall be forwarded to the university librarian in accordance with relevant Personnel Memoranda and the *Statutes of Georgia State University*.
2. The committee may keep minutes. Such minutes shall be maintained and kept available as set forth in Procedure Memorandum No. 17.
3. The committee shall submit an annual report at the end of each fiscal year.

Section 7. Standing Committee on Faculty Research

A. Composition and Selection. The Committee on Faculty Research shall consist of three library faculty members appointed by the university librarian. The committee members shall serve three-year, staggered terms. They are to be chosen from among the most experienced researchers and authors on the library faculty. The university librarian shall not be eligible for appointment to the committee.

B. Duties and Procedures. The committee shall assist and encourage research and publication by members of the library faculty. The committee shall disseminate information regarding research opportunities, and shall sponsor meetings and events to assist library faculty members with research topics and techniques. In addition, committee members will be available to advise faculty members about research, publication in general, and specific projects.

The committee shall decide on its meeting dates, but shall meet at least once each semester.

C. Reports, Recommendations or Minutes

1. The committee shall report to the university librarian any recommendations developed in the course of its work.
2. The minutes of committee meetings shall be promptly available to all library faculty and staff, and maintained and kept available, as set forth in Procedure Memorandum No. 17.
3. The committee shall submit an annual report at the end of each fiscal year.

Section 8. Ad Hoc Committees

A. Composition and Selection. *Ad hoc* committees may be established by vote of the library faculty, appointed by the university librarian, or appointed or elected according to the *Statutes of Georgia State University*. All library staff members shall be eligible to serve on *ad hoc* committees, unless otherwise stipulated in the *Statutes of Georgia State University*. If necessary, joint committees of library faculty and supportive staff may be created. In the case of an appointed *ad hoc* committee, the size, membership and chairman shall be determined at the time of appointment. The nomination and election of faculty members to an elected *ad hoc* committee shall be supervised by the Committee on Bylaws and Elections according to procedures set forth in the library standing rules or the *Statutes of Georgia State University*. The nomination and election of supportive staff members shall be supervised by the human resources officer.

B. Duties and Procedures. The duties of *ad hoc* committees shall be stipulated in their charge.

C. Reports, Recommendations or Minutes. *Ad hoc* committees shall make their reports and/or final recommendations as stipulated in their charge. The disposition of these reports shall also be stipulated in the committee charge.

ARTICLE VI. AMENDMENTS, INTERPRETATION, AND IMPLEMENTATION

Section 1. Amendments. Through the university librarian, the library faculty shall have the power to recommend to the provost and vice president for academic affairs, the university administrative council, and the president any amendment to, or any modifications of, any portion of or all of these bylaws.

A. The committee on Bylaws and Elections shall serve to initiate and review proposals to amend the bylaws.

B. Any member of the library faculty may make proposals to this committee for amendments to the bylaws at any time. All proposals shall be referred to the committee for consideration and a recommendation.

C. Proposals to amend which originate outside the committee shall be reported to the library faculty, with a recommendation, not later than one regular library faculty meeting after the day on which the committee receives the proposed amendment, or not later than the second regular faculty meeting after such day if the committee receives the proposed amendment four weeks or less prior to a regular faculty meeting.

D. The committee may propose amendments, or report its recommendations concerning proposals for amendment, at any regular meeting of the library faculty or at any special meeting called for the purpose of amending. The committee shall submit all such proposals and recommendations in writing to the library faculty not later than two weeks prior to the meeting.

E. Amendments must be adopted by a two-thirds majority vote of the entire library faculty. The percentage shall be determined on the basis of the currently filled, full-time equivalent positions in the library. Voting shall be by secret mail ballots distributed to the library faculty by the committee not later than four (4) days after the meeting at which proposed amendments are discussed. The ballots shall be returned within fourteen (14) days of their distribution.

F. The university librarian shall have the right to veto any amendment to these bylaws by advising the Committee on the Bylaws and Elections, within thirty days after approval of such amendment, of his or her veto and stating in writing the reasons therefore. The committee shall transmit a copy of the university librarian's veto statement to each member of the library faculty. Subsequently, the committee may:

(1) Recommend to the library faculty that no action be taken and that the veto be allowed to stand.

(2) Confer with the university librarian and attempt to work out an acceptable compromise for recommendation to the library faculty.

(3) Request the university librarian to call a special meeting of the library faculty to reconsider its approval or to re-approve its original action, with a request that the university librarian reconsider. Faculty re-approval of its original action must be by two-thirds of the entire library faculty. Voting procedures shall be determined by the library faculty. If either the faculty or the university librarian refuses to recede and if agreement cannot be reached, the matter shall be referred to the provost and vice president for academic affairs for review. Appeal from the decision of the provost and vice president for academic affairs may be made through normal administrative channels up to and including the president of Georgia State University. Final appeal may be made to the Board of Regents for review pursuant to pertinent policies of the Board.

G. Amendments shall become effective only after approval by the provost and vice president for academic affairs, the university administrative council, and the president.

Section 2. Interpretation. Any disputes regarding the interpretation of the bylaws or standing rules shall be referred to the Committee on Bylaws and Elections, which shall report its findings to the library faculty at a regular or special meeting. The faculty shall make a recommendation to the university librarian by majority vote of those present, provided the required quorum is present at the time of voting. The university librarian shall have the final authority for interpretation in the library. Appeal may be made from the decision of the university librarian in accordance with the procedures set forth in the *Statutes of Georgia State University*.

Section 3. Implementation. These bylaws shall become effective immediately after adoption by a two-thirds majority vote of the entire library faculty, with the percentage determined on the basis of the currently filled, full-time equivalent positions in the library; and after approval by the university librarian, the vice president for academic affairs, the university administrative council, and the president.

ARTICLE VII. STANDING RULES

The library faculty shall have the power to recommend to the university librarian the amendment or modification of all or any portion of the standing rules.

Section 1. Amendments

A. The Committee on Bylaws and Elections shall serve to initiate and review proposals to amend the standing rules.

B. Any member of the library faculty may make proposals to the Committee on Bylaws and Elections for amendments to the standing rules at any time. All proposals shall be referred to the committee for consideration and a recommendation.

C. Proposals to amend which originate outside the committee shall be reported to the library faculty, with a recommendation, not later than one regular library faculty meeting after the day on which the committee receives the proposed amendment, or not later than the second regular faculty meeting after such day if the committee receives the proposed amendment four weeks or less prior to a regular faculty meeting.

D. The committee may propose amendments, or report its recommendations concerning proposals for amendments, at any regular meeting of the library faculty or at any special meeting called for the purpose of amending. The committee shall submit all such proposals and recommendations in writing to the library faculty not later than two weeks prior to the meeting.

E. Amendments must be adopted by a majority vote of those present, provided that the required quorum is present at the time of voting. Voting may be at a regular or special meeting of the library faculty.

F. Standing rules, or changes in standing rules, shall become effective after approval by the university librarian as specified in Article IV, Section 3, of these bylaws.