

HUNTER COLLEGE
City University of New York
OFFICE OF THE HUNTER COLLEGE SENATE

Room E1018

772-4200

18 May 1994

Report by the Departmental Governance Committee

The Departmental Governance Committee, at its meeting of 3 March 1994, voted to submit for Senate approval the attached **Revised By Laws of the Library** for Senate approval. A copy of the current By-Laws is also attached.

Professor Thomas Atkins, Chief Librarian, submitted the following explanatory statement:

I understand that you have requested a point-by-point listing of the specific changes being proposed by the Library faculty in the new Library Department Bylaws soon to be considered for approval by the Senate.

Unfortunately, in this case, such a list would be virtually impossible and quite unproductive to delineate. As you can see by a cursory comparison of the attached copies of the old and the new, the proposed Bylaws constitute a completely new document.

The old Bylaws have never really worked satisfactorily for the Department and, over time, have become less and less relevant to our actual departmental structure and activities. After several aborted attempts at revision over the past ten years, we, as a Department, decided that it would be best to simply "start over" with an entirely new approach.

The basic structure of the Department, of course, remains unchanged in the new document. That is, the offices, duties, and methods of election or appointment of the Chief Librarian, Secretary, and P & B Committee, though spelled out in some greater detail, continue as before.

The major changes are in the committee structure. The old standing committees (Policy Committee, Committee on Evaluation of Performance, and Committee on Development of Resources), all of which had basically ceased to function some years ago, were discarded in favor of two new committees (Administrative Policy Committee and Collection Development Committee) whose responsibilities and makeup better reflect the Library's present reality and practice.

As stated in its Preamble, the new document conforms with the Hunter Governance Charter and the CUNY BOT Bylaws. Please call me at x4146 if I can be of any further assistance.

(Adopted by the Library Department with one dissenting vote -
30 September 1993)

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

Department of Library

BYLAWS

Preamble

Whereas the Library Department's scope of activities differs from other instructional departments of the Hunter College in that it does not offer credit courses, and

Whereas the Library Department is charged with specific administrative, managerial and fiduciary responsibilities, and

Whereas the Chair of the Library Department (Chief Librarian) in accordance with Board of Trustees bylaws is not elected by the department but designated by the President of the College; and

Consistent with the art. XII, sec.2 of the Charter for a Governance of Hunter College that "it is the intent that departments, given the differences in their size and variations in their programs, shall have and exercise substantial latitude in devising their policy making structures, provided that they assure by representation and schedule the greatest possible opportunity for participation," and

After deliberation and approval by the faculty of the Library Department on September 30, 1993,

These revised bylaws, written in conformance with the Charter for a Governance of Hunter College and the Bylaws of the Board of Trustees of the City University of New York, are submitted for approval by the Hunter College Senate.

1 ARTICLE I. MEMBERSHIP

2
3 Section 1. The voting members of the Library Department
4 shall include all members of the department who hold faculty
5 rank or faculty status as defined by the Board of Trustee
6 bylaws.

7
8 A. Those with faculty rank (BOT Bylaws 8.1) and lecturers
9 with Certificate of Continuous Employment (BOT
10 Proceedings, 3/21/83) shall have voting privileges on all
11 matters.

12
13 B. Those who do not have faculty rank may vote on all
14 matters except election of the Departmental Personnel &
15 Budget Committee.

16
17 Section 2. The department may, by resolution, add to its
18 membership any person serving on the staff of the department
19 who, by reason of his/her educational or administrative
20 responsibilities, and consistent with Board of Trustees
21 bylaws, may be appropriately admitted. This membership is
22 limited to non-voting participation for three years and may be
23 renewed.

24
25
26 ARTICLE II. ORGANIZATION AND PROCEDURE

27
28 Section 1. The Presiding Officer. The Presiding Officer at
29 the department meetings shall be the Department Chair, or
30 her/his designee.

31
32 Section 2. Secretary of the Department. The Secretary of the
33 Department shall be elected from its membership at the May
34 meeting to serve for a term of one year. In the absence of the
35 Secretary, the presiding officer shall appoint a temporary
36 Secretary. In a case of extended leave, a substitute
37 Secretary shall be elected by the same procedure to serve in
38 the regular Secretary's absence. The Secretary shall:

39
40 a) maintain a current roster of all voting members of the
41 department;

42
43 b) in consultation with the Chair, prepare an agenda for
44 each meeting of the department, and inform members of the
45 department of the time, place and purpose of all
46 departmental meetings;

47
48 c) take attendance and record the minutes at all
49 department meetings, and be responsible for their prompt
50 distribution;

51
52

1 d) be responsible for maintaining a permanent file of the
2 minutes of all department meetings which shall be
3 maintained in the Chair's office.
4

5
6 Section 3. Parliamentarian. The Chair will designate a member
7 of the department as parliamentarian to serve for a period of
8 three years. The Parliamentarian shall advise the Chair on
9 all questions of parliamentary rule, procedure and usage as
10 set forth in the revised Robert's Rules of Order.
11

12
13 Section 4. Quorum. A quorum shall consist of a majority of
14 the total number of enfranchised members of the department
15 (including those who are on approved leave of absence).
16

17
18 ARTICLE III. MEETINGS.
19

20
21 Section 1. Regular Meetings.
22

23 A. Regular meetings shall be held at least twice per
24 semester, one near the beginning and one toward the end
25 of each semester. (The second meeting of the spring
26 semester shall be specifically scheduled in the first
27 week of May for the purpose of holding departmental
28 elections.) The Secretary shall inform members of the
29 dates of each semester's meetings during the first week
30 of the semester.
31

32 B. Members of the department shall submit items for the
33 agenda to the Secretary at least ten working days prior
34 to each meeting. The Secretary shall distribute copies
35 of the completed agenda to all department members at
36 least five days before each meeting.
37

38 C. The order of business at regular meetings of the
39 department shall be as follows:
40

- 41 1) the record of attendance or roll call;
 - 42 2) approval of minutes for the previous meeting;
 - 43 3) adoption of the agenda;
 - 44 4) reports of the chair and service chiefs;
 - 45 5) elections;
 - 46 6) reports of committees;
 - 47 7) unfinished business;
 - 48 8) new business;
 - 49 9) miscellaneous
- 50
51
52

- 1 D. The order of business may be suspended by a majority of
2 members present and voting, a quorum then being present.
3
4 E. At a regular meeting, the consideration of new business
5 not included in the notice of such meeting shall be
6 postponed to the following meeting upon objection of one
7 fourth of the members present, a quorum then being
8 present.
9

10
11 Section 2. Special Meetings.
12

- 13 A. Special meetings may be called at the discretion of the
14 Chair or by a petition of one fourth of the total
15 enfranchised membership of the department.
16
17 B. Notice of each special meeting shall be distributed to
18 the department members at least five working days in
19 advance thereof.
20
21 C. The purpose of the special meeting shall be stated in the
22 notice. No other business shall be transacted except by
23 unanimous vote of those members present and voting, a
24 quorum being present.
25

26
27 ARTICLE IV. DEPARTMENT CHAIR AND CHIEF LIBRARIAN.
28

29
30 Section 1. Nomination and duties.
31

- 32 A. The Chair shall be designated by the President of the
33 College and have such duties as are outlined in the Board
34 of Trustees bylaws for Department Chair and Chief
35 Librarian (BOT Bylaws 9.3a,b)
36
37 B. The Chair shall act as a conduit for official department
38 communications with bodies outside the department except
39 when such responsibilities are specifically delegated to
40 other members of the department.
41
42 C. The Chair shall be an ex officio member of all
43 departmental committees. Unless otherwise stipulated,
44 the Chair shall have a voice but no vote.
45
46 D. The Chair shall prepare a written annual report which
47 shall be presented to the department, the Provost and the
48 President prior to the first departmental meeting of each
49 academic year, together with the notice of the meeting.
50
51
52

1 E. The Chair shall appoint, with the approval of the
2 Provost, deputy chairs and departmental administrators or
3 supervisors of specialized areas as shall be appropriate
4 and necessary.
5

6 F. A vacancy in office of the Chair/Chief Librarian will be
7 filled by the President in accordance with Board of
8 Trustees bylaws, with representation of the department on
9 the search committee in lieu of departmental elections of
10 the Chair.
11

12
13 ARTICLE V. COMMITTEES.
14

15
16 Section 1. General Provisions.
17

18 A. Every standing committee shall keep written minutes of
19 its proceedings and, each year, prior to the May meeting
20 of the department, shall file an annual report of its
21 activities with the Secretary of the department. The
22 report shall be sent to department members with the
23 agenda of the May meeting.
24

25 B. Elections to fill vacancies shall take place at the first
26 regular or special meeting after the vacancy occurs. In
27 the case of Personnel and Budget Committee, a special
28 election shall be held with ten working days. Such
29 replacement shall serve until the next regularly
30 scheduled election of the Committee.
31

32 C. The Chair may create ad hoc committees for specific
33 purposes. Such committees will be subject to approval by
34 the members of the department at the next departmental
35 meeting and will be dissolved by the Chair after
36 accomplishment of their objective.
37

38
39 Section 2. Standing Committees. There shall be three major
40 standing committees covering the three major areas of
41 departmental activities: 1) a Personnel & Budget Committee
42 dealing with personnel matters, 2) an Administrative Policy
43 Committee dealing with management of library operations, and
44 3) a Collection Development Committee dealing with
45 acquisitions and de-accessioning of library materials.
46

47 In addition, there shall be a Social Affairs Committee
48 with membership open to all the faculty and staff of the
49 department.
50
51
52

1 A. Personnel & Budget Committee.
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3

4 1. A departmental Personnel & Budget Committee shall be
5 elected in accordance with the Board of Trustees bylaws
6 for a period of three years. The P&B Committee shall: 1)
7 consider and vote upon new faculty appointments, except
8 substitutes; 2) review annually all faculty candidates
9 eligible for promotion and tenure, and make appropriate
10 recommendations; 3) consider and vote upon all requests
11 for fellowships, reassignments and special leaves of
12 absence.

13 2. The Committee will be chaired by the Chief Librarian
14 and will meet as necessary.
15

16
17 B. Administrative Policy Committee.
18

19 1. The Administrative Policy Committee shall consist of
20 all departmental administrators who report directly to
21 the Chief Librarian. In case of absence, members of the
22 Administrative Policy Committee may be represented at
23 meetings by their designees as approved by the Chief
24 Librarian. The Chief Librarian or her/his designee shall
25 preside at the meetings.
26

27 2. The Administrative Policy Committee shall be the
28 coordinating body of the departmental administrators to
29 insure effective and efficient execution of library
30 operations. It shall be an advisory body to the Chair on
31 all matters relating to library operations.
32

33 3. The Administrative Policy Committee shall meet on a
34 regular basis, at least once per month.
35

36
37 C. Collection Development Committee.
38

39 1. The Collection Development Committee shall consist of
40 of four elected members of the department who serve
41 actively as bibliographers, including one librarian from
42 each of the two branches, in addition to the acquisitions
43 librarian, the archivist, and the administrator in charge
44 of collection development, who shall serve as chair.
45

46 2. The Committee shall advise the Chief Librarian on
47 matters relating to collection development policy and
48 practice and on allocation of the library materials
49 budget.
50
51
52

1 3. Elections to the Collection Development Committee
 2 shall be conducted at the May meeting. Members shall be
 3 elected by a majority vote of department members present.
 4 Elected members of the Collection Development Committee
 5 shall serve for a term of two years and take office on
 6 the day following commencement. Initially, two members,
 7 to be designated prior to election, shall serve a one
 8 year term and shall be eligible for re-election to a full
 9 two year term.

10
 11 4. The Collection Development Committee shall meet at
 12 least twice per semester.
 13

14
 15 ARTICLE VI. ELECTIONS.
 16

17
 18 Section 1. General Provisions.
 19

- 20 A. All elections shall be held at the regular meeting in the
 21 first full week in May, unless a special election is
 22 needed to fill a vacancy.
 23
- 24 B. When elections to the Personnel & Budget Committee are
 25 conducted, they shall precede other elections and be
 26 conducted according to Board of Trustees regulations.
 27
- 28 C. All other departmental elections shall be in accordance
 29 with the following procedures, except where otherwise
 30 provided by these bylaws:
 31
- 32 1. Nominations for elected members of the committees
 33 shall be offered from the floor.
 34
- 35 2. Elections shall be the affirmative vote of a majority
 36 of members of the Department.
 37
- 38 3. In committee elections, if fewer than the proper
 39 number of candidates receive the required number of votes
 40 for election, those who do have the required number are
 41 elected, and all other candidates remain on the ballot
 42 for the necessary repeated balloting.
 43
- 44 4. In the event that no one candidate receives the
 45 required number of votes for election, balloting shall be
 46 repeated between or among the candidates receiving the
 47 two highest numbers of votes.
 48
- 49 5. The elections herein provided for shall be by secret
 50 ballot and shall not be made by proxy or by mail.
 51
 52

1 ARTICLE VII. AMENDMENTS.
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3 Any bylaw may be adopted, amended, or repealed by a two thirds
4 vote of the members present at any meeting of the department, a
5 quorum then being in attendance, provided that notice of the
6 proposed action shall have been given at the preceding meeting, and
7 provided further that the text of the proposed action shall have
8 been included in the agenda or notice of the meeting at which the
9 action is to be taken.
10