



**LIBRARIES ASSEMBLY BYLAWS**  
**Approved by University Libraries Library Assembly**  
<https://www.augusta.edu/library/libassembly.php>

**PREAMBLE**

The faculty of Augusta University Libraries adopted the following bylaws to assist in the orderly conduct of its rights and obligations in accordance and compliance with the Statutes of Augusta University, the Bylaws of the University Senate of Augusta University, and the Policy Manual of the Board of Regents of the University System of Georgia.

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University Libraries

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## ARTICLE I: NAME

The name of this organization shall be the Libraries Assembly of Augusta University.

## ARTICLE II: PURPOSE

The purpose of the Libraries Assembly shall be to enable shared governance, acting as a college in the overall structure of shared governance for the university. The assembly shall assist in the orderly conduct of the affairs of Augusta University, communicate faculty related issues, facilitate the performance of faculty duties and obligations, protect the rights and privileges of the faculty, and enhance professional performance and development of the faculty of the Libraries.

## ARTICLE III: MEMBERSHIP

### Section 1. Eligibility

- A. Corps of Instruction full-time faculty (according to the University Senate Bylaws, full time faculty are those with 75 percent full time status or higher) and part-time faculty holding an appointment in the Libraries who hold academic rank/title.
- B. Dean of Libraries and other administrative library faculty holding a full-time appointment in the Libraries.
- C. University President, Provost, Vice Provost for Instruction, and Vice Provost for Faculty Affairs, each ex-officio and non-voting.

### Section 2. Rights and Privileges

- A. Full-time Corps of Instruction faculty:
  1. may attend and participate in all meetings of the Libraries Assembly;
  2. may vote on all issues pertaining to the Libraries Assembly;
  3. may hold office, chair, or serve on Libraries Assembly committees, subject to the qualifications established in these bylaws;
  4. may chair and/or serve on University Senate Committees.
- B. Dean of Libraries and library administrative faculty having an administrative percentage of effort over 50%:
  1. may attend and participate in all meetings of the Libraries Assembly;
  2. may not vote on any issues pertaining to the Libraries Assembly;
  3. may not hold office, chair, or serve on Libraries Assembly committees or University Senate Committees.
- C. President, Provost, Vice Provost for Instruction, and the Vice Provost for Faculty Affairs:
  1. may attend and participate in all meetings of the Libraries Assembly, ex officio and non-voting.
- D. Part-time Faculty:
  1. may attend, vote, and participate in all meetings of the Libraries Assembly;

2. may serve on and chair Library Assembly ad hoc committees.

## ARTICLE IV: OFFICERS

### Section 1. Officers

The officers of the Assembly shall be Chair, Vice-Chair (chair-elect)/Parliamentarian, Senator, and Secretary. Per Section VIII of this document, two senators shall serve, with one being the Assembly Chair (or their proxy) and the other being elected from the general membership.

### Section 2. Duties of the Chair

The duties of the CHAIR shall be to:

- A. preside over all meetings of the Libraries Assembly;
- B. appoint the chair of each standing committee in July;
- C. appoint ad hoc committees as necessary;
- D. set and publish in July the appropriate dates and times for regular meetings of the Libraries Assembly, and as needed, dates for any special meetings deemed necessary;
- E. coordinate any actions and activities which are representative of the needs and wishes of the Libraries Assembly;
- F. compile and submit a narrative of Libraries Assembly activities for the Libraries' annual report at the end of the Fiscal Year;
- G. serve on the University Senate as a senator, or appoint a proxy to serve in their place, per AUFS bylaws.

### Section 3. Duties of the Vice Chair

The duties of the VICE-CHAIR (CHAIR-ELECT)/PARLIAMENTARIAN shall be to:

- A. preside over all meetings of the Libraries Assembly in the absence of the chair;
- B. learn the responsibilities of the chair to prepare for assuming that role the next year;
- C. review the previous year's documentation of the organization with the secretary and incoming vice-chair each June prior to archiving them;
- D. serve as parliamentarian.

### Section 4. Duties of the SENATOR

The duties of each SENATOR shall be to:

- A. serve as a University Senator from the Libraries;
- B. attend meetings of the University Senate (either or both Senators may attend);
- C. ensure communication between the University Senate and the Libraries Assembly.

## Section 5. Duties of the SECRETARY

The duties of the SECRETARY shall be to:

- A. create and distribute an agenda for each Libraries Assembly meeting at least five days prior to the meeting;
- B. submit, at the third quarter academic year meeting of the Libraries Assembly, a list of Libraries Assembly officer vacancies, indicating the required elections to be conducted prior to May 1;
- C. be responsible for the general recording and corresponding duties of the Libraries Assembly;
- D. call for volunteers for open positions, develop a ballot, and conduct the elections of the Libraries Assembly Chair, Vice-Chair, Senator and Secretary;
- E. prepare and distribute minutes of all Libraries Assembly meetings;
- F. keep on file the minutes and reports of Libraries Assembly committees;
- G. maintain the archives of the Libraries Assembly and review the previous year's documentation with the current and incoming vice-chairs each June prior to archiving them;
- H. be responsible for the publication of updates from the Libraries Assembly to the applicable web pages.

## Section 6. Term of Office

Officers of the Libraries Assembly shall assume their duties on July 1 in the year of the election. The term of office shall be one year, July 1 through June 30, for all positions, with two exceptions. The elected vice-chair automatically will assume the position of chair for a second year of service, and the elected Senator shall serve a three-year term. No person shall hold more than one office concurrently, except the Chair serving as Senator.

## Section 7. Elections

Officers of the Libraries Assembly and the Senator from the Libraries to the University Senate shall be elected in March. In the event any office becomes vacant, an immediate election will be held to determine a replacement to complete that term of office. Per the bylaws of the University Senate III, 4.2.2, the University Libraries are allotted two senate seats, one being assigned to the Chair of the Libraries Assembly or their proxy and the other being elected from the general membership.

Generally, for all Libraries Assembly elections:

- A. the secretary shall call for volunteers or nominations;
- B. the secretary shall publish the ballot using an electronic voting tool;
- C. in case of a tie, there shall be one runoff election, conducted in the same manner as above;
- D. the secretary shall notify Libraries Assembly members of the election results;
- E. chairs may not fill the vice-chair/chair cycle consecutively;
- F. senators may serve consecutive terms, up to a total of six years.

## **ARTICLE V: MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the Libraries Assembly shall be held at least quarterly, set and published by the chair in July. Agendas shall be prepared and distributed by the secretary at least five days in advance of the meeting.

### **Section 2. Additional Meetings**

Additional assembly meetings may be called by request of the assembly chair, by written petition presented to the chair and supported by at least three voting members of the assembly, or by the Dean of Libraries, for issues requiring immediate attention.

### **Section 3. Quorum**

A quorum for any Libraries Assembly meeting shall consist of 40 percent of the voting membership. Vice-Chair/Parliamentarian shall establish quorum at the beginning of Libraries Assembly meetings.

### **Section 4. Requirements for Motion Approval**

The Libraries Assembly shall act by majority vote of the voting members present, assuming quorum has been met or unless specified elsewhere in these bylaws.

## **ARTICLE VI: RESPONSIBILITIES**

The responsibilities of the Libraries Assembly are to:

- A. maintain effective lines of communication and interaction among the faculty members of the Library Assembly and the administrators of the libraries and Augusta University;
- B. elect officers of the Library Assembly;
- C. elect a University Senator from the libraries;
- D. in university-wide elections, elect at-large Senators and University Senate officers;
- E. present any matter of concern to the officers of the Libraries Assembly for consideration and appropriate action and direct the officers to report back to the assembly;
- F. communicate faculty viewpoints to the University Senate through the Libraries' University Senators;
- G. receive reports from the Libraries' University Senators on the actions and activities of the University Senate;
- H. address all issues that come before the assembly.

## **ARTICLE VII: COMMITTEES**

## Section 1. Standing Committees

The Libraries Assembly shall have two standing committees. Each committee shall be composed of one chair and two to four appointed members. The committee chair shall be appointed by the assembly chair, and the two to four members shall be appointed by the committee chair, unless otherwise noted. Term of office for all positions will be one year, unless otherwise noted. Committee chairs will report on their committee's activities at each assembly meeting when there is activity to report.

### A. Promotion Portfolio Review Committee

#### 1. Duties of the Committee :

- a. be aware of university and library faculty promotion and tenure guidelines and apply these standards when evaluating candidate's portfolio;
- b. establish a timeline for portfolio review and committee feedback to candidates;
- c. review candidate portfolio to identify achievements needing documentation or explanation, recommend potential formatting changes, and strengthen candidate portfolio for the official promotion review process;
- d. provide written feedback to candidate prior to portfolio submission deadline;
- e. review library promotion guidelines to suggest potential changes and ensure library procedures are aligned with university guidelines.

### B. Professional Development and Research Committee

#### 1. Duties of the Committee:

- a. seek and create education and advancement opportunities, and promote them to library faculty;
- b. raise awareness about research opportunities;
- c. provide research support to faculty.

## Section 2. Ad Hoc Committees

The Libraries Assembly chair shall appoint ad hoc committees as needed to meet the stated purpose of the assembly. Committees may include bylaws, grievance, faculty affairs, and others.

## ARTICLE VIII: REPRESENTATIVES TO THE UNIVERSITY SENATE

Two full-time library faculty members shall serve as the University Senators from the libraries. Per the bylaws of the University Senate III, 4.2.2, the University Libraries are allotted two senate seats, one being assigned to the Chair of the Libraries Assembly or their proxy and the other being elected from the general membership.

### A. Term

1. The representatives shall assume their responsibilities on July 1. The term of the elected representative shall be three years.

2. The Chair shall assume their responsibility on July 1. The term is the same as their appointment to their Libraries Assembly Office. If the Chair chooses to appoint a proxy as senator, their length of service will last for the duration of the Chair's service as Officer.

B. Duties

1. attend University Senate meetings;
2. take recommendations from the Libraries Assembly to the University Senate and report its actions and recommendations to the Libraries Assembly via timely electronic communication;
3. provide a quarterly report to the Libraries Assembly on University Senate matters, with a written report to the Secretary.

## **ARTICLE IX: AMENDMENTS OF BYLAWS**

### **Section 1.**

These bylaws shall be reviewed every third year by a bylaws committee appointed by the chair of the Libraries Assembly. It is the responsibility of this committee to propose amendments, which will become effective upon adoption by the Library Assembly and approval of the University Senate.

### **Section 2.**

A proposed amendment shall be submitted digitally to assembly members through the agenda for the meeting. If the proposed amendment is approved by the majority of the members at the assembly meeting, a digital ballot will be distributed to all members eligible to vote. A quorum for digital ballots shall be forty percent of eligible voters. Adoption shall require a two-thirds in-favor majority vote of the ballots returned to the bylaws committee via the secretary of the assembly, who will report the results.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws or other rules of order the assembly may adopt.

**Bylaws last revised June 2026**