

Bylaws of the UTA Libraries Librarians and Archivists Council

I. Name

- A. The name of this organization is Librarians and Archivists Council. It is hereinafter referred to as the LAC.

II. Purpose

- A. The purpose of LAC is to promote shared governance within the University of Texas at Arlington [UTA] Libraries, representing the professional interest of librarians and archivists.

III. Membership

- A. The membership of the LAC consists of all library employees holding librarian or archivist job titles (assistant, associate, senior, or head), associate university librarians, and other employees of UTA Libraries as designated by the Dean.
- B. Librarians and archivists at UTA Libraries holding term-limited appointments shall be considered members of LAC for the duration of their appointment. Such members shall have all the rights and responsibilities of regular members as outlined in these bylaws, except for serving as an officer as outlined in Article V. Officers.
- C. Responsibilities
 - i. Members must annually submit an updated version of their curriculum vitae [CV] in addition to their self-evaluation as part of the annual performance review.
 - ii. Representation on University Committees
 - a. Members serving on university-level committees are expected to act in accordance with university governance expectations.
 - b. Members serving on university level committees are required to report on committee decisions and activities at the next regularly scheduled LAC meeting.

IV. Year

- A. The LAC's operational year will start on the first day of September and end on the last day of August.

V. Officers

A. Chair

- i. The Chair-Elect succeeds to the Chair on the first day of the operational year after the previous Chair's term expires.
- ii. The duties of the Chair are to:
 - a. Preside over all meetings of the LAC;
 - b. Manage the business of the LAC by scheduling meetings, preparing agendas, and bringing forward proposals for consideration;
 - c. Represent members of the LAC on the appropriate Faculty Advisory Body (FAB) Committees as designated by the President and Provost;
 - d. Serve as the chair of the Executive Committee;
 - e. Create task forces and appoint members;
 - f. Represent the LAC in scheduled meetings with the Dean of Libraries and Associate University Librarians conveying the members' professional, organizational, and institutional concerns; and
 - g. Fulfill such other responsibilities as are given to this office elsewhere in these Bylaws or by action of the LAC.
- iii. The Chair may appoint a member of LAC as Parliamentarian to advise on the planning and conduct of meetings.

B. Chair-Elect

- i. The Chair-Elect is elected annually from the membership to serve in that office for one year.
- ii. The duties of the Chair-Elect are to:
 - a. Assume the duties of the Chair in the absence of that officer;

- b. Succeed to the office of Chair for the following year;
- c. Represent members of the LAC on the appropriate Faculty Advisory Body (FAB) Committees as designated by the President and Provost;
- d. Appoint a minimum of two members to the Elections Committee and serve as its chair;
- e. Serve as a member of the Executive Committee;
- f. Represent the LAC in scheduled meetings with the Dean of Libraries and Associate University Librarians conveying the members' professional, organizational, and institutional concerns; and
- g. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the LAC.

C. Secretary

- i. The Secretary is elected biennially from the membership to serve in that office for two years.
- ii. The duties of the Secretary are to:
 - a. Record and archive the minutes of each LAC meeting.
 - b. Determine quorum and record attendance at each LAC meeting.
 - c. Maintain official copies of all LAC documents, including all submitted reports and documents approved by the body.
 - 1. Maintain approved copies of all documents in the Libraries' Electronic Document Management System; and
 - 2. Coordinate with the Libraries' Special Collections Department to preserve archival copies of all documents.
 - d. Serve as a member of the Executive Committee; and
 - e. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the LAC.

D. Representative-at-Large

- i. The Representative-at-Large is elected annually from the membership to serve in that office for one year.
- ii. The duties of the Representative-at-Large are to:
 - a. Represent members of the LAC on the appropriate Faculty Advisory Body (FAB) Committees as designated by the President and Provost;
 - b. Serve as a member of the Executive Committee; and
 - c. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the LAC.

E. Librarians and Archivists Promotion Recommendation Committee [LAPRC] Representatives

- i. Representatives are elected annually from the membership to serve in that office for two years. One representative is elected each year.
- ii. The duties of LAPRC Representatives are to:
 - a. Serve as members of the LAPRC;
 - b. Serve as members of Executive Committee; and
 - c. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the LAC.

F. Mentorship Coordinator

- i. The Mentorship Coordinator is elected biennially from the membership to serve in that office for two years.
- ii. The duties of the Mentorship Coordinator are to:
 - a. Provide oversight of the mentoring program as outlined in the document titled *Mentoring Program Guidelines*;
 - b. Serve as a member of the Executive Committee; and
 - c. Fulfill such other responsibilities as are given to the office elsewhere in these Bylaws or by action of the LAC.

G. Succession

- i. If the office of Chair becomes vacant, the Chair-Elect shall immediately assume the office of Chair for the remainder of that term and shall also serve as Chair for the subsequent one-year term.
 - ii. If the offices of Chair-Elect or Secretary become vacant with more than 90 days remaining in the current term, a special election shall be held; the person elected will serve the remainder of the current term.
 - iii. If the office of Representative-at-Large, LAPRC Representative, or Mentorship Coordinator becomes vacant with more than 90 days remaining in the current term, the LAC Chair shall appoint a replacement to serve in the position for the remainder of the current operational year.
- H. Restrictions
 - i. All officers must be members of LAC and may only hold one of the positions defined in this article at a time.
 - ii. No individual may serve more than one consecutive full term as Chair. A person who has completed a full term as Chair must wait two years after that term ends before becoming eligible to hold the office of Chair-Elect.
 - iii. An individual may not be elected to more than two consecutive full terms as Secretary, Representative-at-Large, LAPRC Representative, or Mentorship Coordinator.
 - iv. Associate University Librarians serve as members of LAC to provide administrative perspective and expertise. They are ineligible to serve as LAC officers.

VI. Meetings

- A. The LAC meets two times each long semester (as required by the *Charter for the Reauthorization and Strengthening of Shared Governance*). Meetings may held virtually (via Teams) or in person; hybrid meetings are not permitted.
 - i. Additional meetings may be
 - a. Called by the Chair;
 - b. Called at the request of the Dean; or
 - c. Called at the written request of four members to the Chair.

- ii. At least one of the two required meetings will be held without the Dean or Associate University Librarians in attendance.
- B. Agendas
 - i. The Chair will make a call for agenda items at least one week before any meeting. The agenda will be published to the membership at least two weekdays before any meeting.
 - ii. The agenda will include meeting rules governing debate.
 - iii. Adopting the agenda is the first order of business. Amendments to add, remove, or change items on the agenda can be made at that time. A majority vote is required for approval.
 - iv. The Chair may invite non-members to address the body, and these invitees should be included on the agenda as posted.
- C. Quorum
 - i. A majority of the voting membership (more than half) must be present (virtually or physically) to constitute a quorum for the transaction of any business.
- D. Conflicts of Interest
 - i. A conflict of interest exists when a personal, professional, or financial consideration might compromise or appear to compromise a member's independent judgement.
 - ii. Members should notify the Chair to potential conflicts of interest on posted agenda items at least 24 hours before a called meeting.
 - iii. Members with any conflicts of interest for an item on the agenda should recuse themselves from any discussion or action on that agenda item.

VII. Committees

- A. The LAC Committees operate in alignment with the Libraries' *Committee, Working Group, Task Force, and Social Group Procedures*.
- B. Standing Committees

The Standing Committees of the LAC are the Executive Committee, the Librarians and Archivists Promotion Recommendation Committee [LAPRC], and the Election Committee. Chairs of the standing committees are

responsible for calling meetings sufficient to complete their respective charges.

i. Executive Committee

- a. The Executive Committee is responsible for discussing policies and issues related to the members for the purpose of advising the Chair. The committee is composed of the officers identified in Article V “Officers.”
- b. The Chair may invite additional non-voting members to join the Executive Committee with the consent of the committee’s members.
 - 1. Terms of invited members would expire with the term of the inviting chair.
 - 2. These invitations can be withdrawn at any time by the inviting chair.

ii. Librarians and Archivists Promotion Recommendation Committee

- a. LAPRC administers the promotion process in compliance with the *Criteria for Promotion* policy documents, these Bylaws, policies of the Libraries, the UTA Handbook for Operating Procedures (section AA-FPT-PO-01), and all relevant UT System policies
 - 1. The committee:
 - (a) Maintains and preserves records related to the promotion process in compliance with UTA, UTA Libraries, and LAC policies;
 - (b) Communicates with the members, applicants, and the dean regarding issues related to promotion, reviews, timetables, and deadlines; and
 - (c) Arranges promotion and review subcommittees for all promotion and portfolio reviews.
- b. Committee Membership

1. LAPRC will consist of two elected representatives and one Associate University Librarian appointed by the Dean.
 - (a) The elected representative in their final year of service will serve as committee chair.
 - (b) If the chair position becomes vacant, the elected representative in their first year of service shall assume the role of chair.
 - (c) If both elected representative positions are filled through appointments by the LAC Chair, the LAC Chair shall designate one appointee to serve as chair of the committee.
- c. Promotion Recommendation Subcommittees
 1. All members of LAC holding a rank higher than assistant are expected to serve as needed.
 - (a) Members may be excused from service based on a conflict of interest or leave status.
 - (b) The selection process is defined in the *Criteria for Promotion* policy.
 - (c) Committees will consist of three members who currently hold rank equal to or higher than the rank being sought.
 - (d) If fewer than three members of the required rank are available, the member who has the longest tenure in next lower rank shall be eligible to serve.
 - (e) Members of the LAPRC will not be selected for service.
 2. Each promotion review subcommittee will be charged with reviewing the promotion documents for a single applicant and making a recommendation based on the *Criteria for Promotion* policy.

- (a) At the conclusion of the review, all documents will be forwarded to the LAPRC chair.

d. Portfolio Evaluation Subcommittees

- 1. One member of LAC holding the rank of associate or senior, one member holding the rank of assistant, and one member of any rank are expected to serve as needed.
 - (a) Members may be excused from service based on a conflict of interest or leave status.
 - (b) The selection process is defined in the *Criteria for Promotion* policy.
 - (c) Members of the LAPRC will not be selected for service.
- 2. Each portfolio evaluation subcommittee will be charged with reviewing the dossier for a single librarian or archivist and making recommendations based on the *Criteria for Promotion* policy.
 - (a) At the conclusion of the review all documents will be forwarded to the submitting librarian or archivist whose portfolio is being evaluated.

iii. Election Committee

- a. The Election Committee is responsible for administering elections for the LAC.
- b. The Chair-Elect of LAC will serve as the chair of the committee.
- c. The committee will report at the appropriate times slates of nominees for Chair-Elect, Secretary, LAPRC Representatives, Representative-at-Large, and Mentorship Coordinator (as needed).
- d. Prepare, distribute, collect, and count ballots, and report the results to the LAC.

C. LAC Task Forces

- i. Task Forces are created by the Chair of LAC to address special issues.
- ii. The charge, membership, leadership, and term of task forces are defined by the chair.
- iii. Task Forces will submit reports of their activities and bring proposals to meetings of the LAC.
- iv. Task Forces will coordinate with the Division of Organizational Excellence and other internal library units when possible and appropriate.
- v. All findings and other products of task forces will be submitted to the LAC Executive Committee, the dean, and the Libraries' Administrative Team.
- vi. The chair of a task force is responsible for transferring all task force documents by end of term to the LAC Secretary for retention.

VIII. Nominations and Elections

- A. Nominations and Elections are administered by the Elections Committee.
- B. The Elections Committee:
 - i. Recruits candidates to run for all offices; and
 - ii. Prepares, distributes, collects, and counts ballots, and reports the results to the LAC.
- C. Rules for nominations and elections
 - i. A call for nominations for LAC officers will be made on the second regular business day of April. Nominations will close no later than the last regular business day of June; elections will proceed immediately thereafter and conclude one week later.
 - a. Elections for the office of Secretary are held in even years.
 - b. Elections for the office of Mentorship Coordinator are held in odd years.
 - c. One-year terms will be used to ensure that election cycles align with all stated requirements.

- ii. Nominations (including self-nominations) are to be accepted by the Elections Committee Chair and, upon approval of the nominee, be added to an electronic ballot in an electronic voting system.
 - a. Nominees must notify their direct supervisor before agreeing to stand for election.
 - iii. The nominee may request to be removed from the ballot any time between nomination and the beginning day of the election.
 - iv. A minimum of two people will be nominated for each open position. The election for a particular position cannot go forward if fewer than the minimum number of people are nominated.
- D. The list of nominees will be posted electronically using applicable internal communication systems, and by any other means deemed appropriate one week before the ballot is posted.
 - i. The Chair of the Elections Committee will start the election by sending electronic ballots to each voting eligible LAC member, as defined in Article III, “Membership.”
 - ii. Ballots must ensure the anonymity of voters. Ballots will be tallied by the electronic voting system and verified independently by all members of the Elections Committee.
 - iii. Candidates must receive a majority of votes (defined as more than half of votes cast). A quorum of members must vote in the election for it to be considered valid.
 - iv. If a runoff election is required, two candidates will be listed on the runoff ballot. In case of a tie for the last position, all candidates involved in the tie will be included.
 - v. All ballots shall remain available to the Elections Committee for thirty days, after which they may be permanently deleted from the electronic voting system.

IX. Communication and Decision Making

- A. Dispute Resolution
 - i. The dean retains final decision-making authority.

- ii. In the event of disagreement between the LAC and the dean, the dean shall provide a timely written response.
- B. Cases involving administrative or personnel matters should be governed by applicable institutional policies (i.e. human resources, confidentiality standards, state and federal regulations, etc).

X. Parliamentary Authority

- A. The authority on all procedural questions not covered by the Bylaws of the LAC is the latest edition of Robert's Rules of Order.
- B. Nothing in these bylaws shall be interpreted to conflict with the *Charter for the Reauthorization and Strengthening of Shared Governance* or with university policies.

XI. Amendments

- A. These Bylaws shall be reviewed and updated in accordance with the *Charter for the Reauthorization and Strengthening of Shared Governance*, as well as the University's shared governance policies and procedures, including the *Handbook for Operating Procedures*, ensuring consistency with their provisions.
- B. The *Criteria for Promotion* document and the *Mentoring Program Guidelines* are treated as standing rules and are not subject to provisions of this Article.
- C. Amendments to these Bylaws may be proposed at any time by any member of the LAC. Proposals for Bylaws amendments can be submitted to the Chair either in-person or electronically. Proposals must include supporting documentation that clearly articulates the reasoning behind the proposal.
- D. Proposals for Bylaws amendments may be discussed and debated at scheduled or called meeting of the LAC. This meeting must take place within 90 days of the proposal's submission.
- E. The proposed amendments and supporting documentation must be distributed to the membership electronically, through the meeting minutes, staff newsletter, or otherwise, at least eight days prior to voting on their adoption.
- F. These Bylaws may be amended and adopted by a two-thirds vote of a quorum of the membership.
 - i. The LAC Chair shall prepare a ballot in an electronic voting system that allows each member to cast a "yes" or "no" vote for adoption of the proposal.

These Bylaws, ratified by the Associates of the Faculty Committee on December 11, 2023, became effective on December 12, 2023.

Amendments proposed in April 2025 passed by unanimous vote of quorum; henceforth, these shall be known as version 1.3 of these bylaws, effective May 2nd, 2025.

Amendments proposed in July 2026 passed by 2/3 vote; henceforth, these shall be known as version 2.0 of these bylaws, effective July 31, 2026.