

Library Staff Council Bylaws

Preamble

The name of this organization is Kennesaw State University (KSU) Library System. The Library System is a collaborative, collegial, and diverse group who support the educational and research functions of the university. The KSU Library System consists of the following locations: ().

Section 1. Library Staff Council

The Library Staff Council (LSC) serves the Library System similarly to other KSU academic colleges with more than one department. The Library Staff Council meets to determine the agenda for the Library Staff Assembly.



- ii. To represent the interests of the Library to their respective committees.
- iii. To report Staff Senate business to LSA and LSC.
- f. Location Representative
 - i. To report any location-specific concerns to the LSC.
 - ii. To report back to library staff about the actions, plans, rulings of the LSC in response to those concerns.
 - iii. Using the Council-approved system, to log any concerns made by employees of the library locations.
- g. Optional Ad Hoc Committee Chair
 - i. To coordinate the work of their respective committees.
 - ii. To raise committee concerns and questions with the Library Staff Council.
 - iii. To archive records in the predetermined location [Teams] that is accessible to all library staff.
 - iv. To provide updates at Library Staff Assembly meetings

Section 2. Ad Hoc Committees

The Library Staff Council may create and charge ad hoc committees as provided that the Library Staff Council notifies the Dean of the existence of the ad hoc committee(s). Membership of these ad hoc committees may be determined on an appointed, volunteer, or elected basis.

1. The Library Staff Nominations and Elections Committee is a necessary ad hoc committee that is responsible for running annual elections, filling midterm vacancies, and coordinncr(d)9(d)98 (o)-4 (d)-4 ()13 .()13 .()0 (d)-2 (r r)5e9-4 (s)2 (ib)-4 (leLd)9nn 2coTh88

- i. A minimum of five working days' notice must be given to the membership stating date, time, place of meeting, agenda, and virtual meeting link.
 - e. Emergency meetings may be called at the discretion of the Dean, Assistant/Associate Dean, or a Department Chair. Any action taken at an emergency meeting is subject to Staff review at its next regular or special meeting.
 - a. Due to the nature of emergency meetings, adequate notice may not be feasible. However, the Council and Library Administration will include as many staff members as possible. It is the responsibility of attending council members to disperse any information provided at an emergency meeting in a timely manner.
 - f. The Dean, Assistant/Associate Dean, and Department Chairs will respect the Library Staff Council's request to meet, on occasion, with Administrators or administrative staff
- 2. Individual members of the library staff may propose a meeting agenda item to the Chair or Vice Chair of the Library Staff Council. Should the staff member request anonymity, the request will be honored.
- 3. A quorum shall consist of one half plus one of the

Article III. Nominations and Elections

Section 1. Elections

1. Terms of Office

- a. The Chair is selected for a ~~one~~ year term.
- b. The Vice Chair/Chair Elect is selected to a ~~two~~ year term. The first year is served as Vice Chair/Chair Elect and the second as the Chair.
- c. The Secretary is selected for ~~two~~ year term.
- d. The Staff Senate representative(s) are elected for ~~three~~ terms through a separate KSU Staff Senate elections process

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term, which will also be considered their first term of office if the term served is longer than six months

3. In the event that a volunteer member of a library staff ad hoc committee is unable to take office or complete a full term, the chair of the committee affected by the vacancy will determine whether it is necessary to fill the vacant position before the next election cycle. If a replacement is determined to be necessary or desirable, the Library Staff Nominations and Elections Committee will put out a call for a volunteer to complete the term.

Section 5. Voting

1. Votes during staff meetings are accepted both in person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods. The Vice Chair ensures the correct number of votes match attendance. Provisions for a secret ballot votes must be implemented when necessary.
2. When a voting member of the library staff cannot be present for a meeting, they may submit a proxy request via KSU email to the Vice Chair, directing that their vote be cast in a certain way on a particular matter.
3. A quorum shall consist of one half plus one of all library staff members. Votes are accepted both in person and virtually. Virtual votes may be submitted via a virtual meeting, software polls, or other online survey methods.

Section 6. Recall Elections

The Library Staff Assembly may request censuring of a Library Staff Council member if the Assembly feels that their interests are not being represented by the Council. Censuring should be seen as a good-faith action to solicit accountability from elected officials. If censuring is uncorrected for three months after the censure, the Library Staff Assembly may request a recall of an elected officer or representative by a two-thirds vote. This vote will be coordinated by the KSU Staff Senate Representative and will be conducted by the Library Staff Nominations and Elections committee via secret ballot. Note that a recall cannot be requested if the censure process has not been concluded.

Article IV. Amendments to Bylaws

1. The Library Staff Assembly may adopt new bylaws by a simple majority affirmative vote by those participating in a secret ballot election ([KSU University Handbook, Section 3.5, A](#)).
2. The bylaws may be amended by a simple majority affirmative vote by those participating in a secret ballot election ([KSU University Handbook, Section 3.5, A](#)).
3. The bylaws will be reviewed by the Library Staff Council every three years to ensure that documentation is accurate.

Article V. Relationship to Other Governing Rules and Regulations

1. Nothing in these bylaws should be constructed to supersede provisions of other

