1. Rules of Order

Robert's Rules of Order shall govern the conduct of the meetings of the Library Faculty and the BLFC except as these By-Laws make express provision to the contrary.

2. Election Committee

The Election Committee shall be composed of five members who shall be appointed by the BLFC for two-year terms.

The functions of the Election Committee shall be as follows:

a. BLFC election
   i. Issue a call to each member, on or about April 1, for nomination of members to the BLFC. Nominations will be closed ten calendar days after the date of the call. For each vacancy, each member may nominate one eligible member. It shall be the responsibility of the Election Committee to obtain the consent of each nominee.
   ii. Within ten calendar days after the close of nominations, prepare and distribute to each member a deadline-dated ballot listing nominees who have received at least three nominations. Ballots shall be returned in sealed envelopes with the name of the member appearing in the upper left corner of the envelope.
   iii. Verify the validity of the ballots and tally the votes within seven calendar days after the ballot deadline date. Ties shall be resolved by lot cast by the tied contestants in the presence of the committee.
   iv. Publish the results of the election and certify the tabulation of votes cast to the President of the BLFC.

b. Committee Preference/Interest Forms
   i. During the first week of February issue a request to each member for their committee preferences/interests for the forthcoming year.
   ii. Compile this data and make it available to the BLFC by April 30.
   iii. When new members of the Bloomington Library Faculty are appointed after February, the Libraries Human Resources Officer will give them a committee preference form to complete which will then be forwarded to the President of the BLFC.
   iv. The committee will present a slate of potential BLFC Committee members to the BLFC President in June for discussion by the meeting of old and new councils in July.
c. Conduct all other elections as required by the BLFC or the Bloomington Library Faculty.

3. President of the BLFC

The duties of the President of the BLFC shall be as follows:

a. Preside over and chair meetings of the BLFC.
b. Serve as Chairperson of the Agenda Committee.
c. Coordinate the preparation and distribution of comprehensive minutes of all BLFC meetings.
d. Call a special meeting of the council upon receipt of a valid petition.
e. Retain the certified tabulation of the election results and designate replacements for council members unable to complete their elected term.
f. Prepare and distribute to each Bloomington Library Faculty member, prior to September 1, a summary of the actions taken during the preceding academic year by the Bloomington Library Faculty and the council and the current status of all uncompleted actions.
g. At the conclusion of their annual term, coordinate with committee chairs and BLF President to ensure all reports, minutes and committee files are deposited with the University Archives.

4. President of the Bloomington Library Faculty

The duties of the President of the Bloomington Library Faculty are to:

a. Call all regular and special meetings of the Bloomington Library Faculty.
b. Call a special meeting of the Bloomington Library Faculty upon receipt of a valid petition, or upon request of the Dean.
c. Chair all Bloomington Library Faculty meetings.
d. Serve as a member of the Agenda Committee.
e. Chair the Communications and Topics Committee.

5. Incoming President of the Bloomington Library Faculty

The duties of the incoming President of the Bloomington Library Faculty are as follows:

a. Verify and record in the minutes the presence of a quorum at each regular and special meeting of the Bloomington Library Faculty.
b. Coordinate the preparation and distribution of minutes of all Bloomington Library Faculty meetings, retain an official copy of them and ensure their distribution to the Bloomington Library Faculty by some appropriate means.

6. Parliamentarian of the Bloomington Library Faculty and the BLFC

The Parliamentarian of the Bloomington Library Faculty and the BLFC shall:

a. Advise the Presidents and Officers of the BLFC and the BLF on matters of parliamentary procedure.
b. Assist the President of the BLFC with the formulation of motions.
c. Assist the President in using parliamentary procedure in BLFC meetings.
7. Agenda Committee

The Agenda Committee shall be composed of the President of the BLFC, the President of the Bloomington Library Faculty, the BLFC/BFC liaison, and the Dean, or his/her designee. A CWA representative and a PA Council representative also participate in this meeting. The Agenda Committee generally meets one week in advance of the BLFC meeting.

The functions of the Agenda Committee shall be as follows:

a. Place all communications requesting Bloomington Library Faculty action on the appropriate agenda.
b. Determine and prepare the agenda for all meetings of the Bloomington Library Faculty and the BLFC.
c. Distribute the agenda and all documents to be considered to each member of the appropriate body.

8. Standing Committees

The standing committees of the Bloomington Library Faculty shall be established for an indefinite period with overlapping two year membership terms beginning on September 1. Standing committees shall have the right to establish ad hoc subcommittees from within and without their membership.

Each standing committee shall be required to submit a written annual report to the Bloomington Library Faculty at a time to be specified by the BLFC. All Bloomington Library Faculty members are eligible for appointment to any of the standing committees.

9. Budgetary Advisory Committee

The Budgetary Advisory Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The Libraries Fiscal Officer shall be an ex officio, non-voting member of the committee.

The functions of the Budgetary Advisory Committee shall be as follows:

a. Serve as an advisory body to the Dean on budgetary matters.
b. Administer the Bloomington Libraries Salary Policy for Library Faculty by advising the Dean on faculty salary matters. Recommend changes in the policy as needed to the Faculty Standards Committee.
c. Review the annual budget for the IUB Libraries.
d. Analyze cost factors related to areas of IUB Libraries activities.
e. Recommend priorities of action in the event of mandated budget reversions or reductions, or significant increases of budget allocation.
f. Serve as the consultative committee to the Dean for annual library faculty salary budget allocation.

10. Collection Development Committee
The Collection Development Committee shall be a standing committee composed of ten members who shall be appointed by the BLFC for a term of three years. The administrator responsible for collection development or her/his designee and the head of acquisitions shall be ex officio, non-voting members of the committee. The following guidelines will be used by the BLFC in determining the membership of the committee:

Five members (none of whom shall be from library administration) per guidelines a-d:

a. At least two of these five members should be fund managers each with at least two years collection development experience in an academic library (in or outside IUB).
b. At least two of these five members should be non-fund managers representing perspectives from a variety of the libraries’ organizational units.
c. Members of the committee should be from both the Wells Library and the Branch libraries.
d. Librarians from the extra-system libraries should be appointed only after the above requirements have been met.

Five members recommended by the administrator responsible for collection development (none of whom shall be from library administration) per guidelines e-f:

e. One fund manager from each of the subject fund areas: arts & humanities, area studies, sciences, social sciences.
f. One fund manager member from general program funds, such as: government publications, media, reference, undergraduate core collection, etc.

The functions of the Collection Development Committee shall be as follows:

a. Serve as an advisory body to the administrator responsible for collection development with regards to policies and priorities relating to the libraries’ collections.
b. Review and recommend to the Dean and the administrator responsible for collection development the allocation of the library materials budget according to the research, instructional, and service needs of the university.
c. Advise as to the management of centrally administered funds.
d. Review policies and procedures in the collection development and management processes.
e. Appoint CDC liaisons to the following committees:
   i. Any committees formed for the purpose of dispersing endowment funds and/or other special funds to the Libraries’ collections.
   ii. Any other committee charged to address policies, priorities, or processes relating to the development or management of the libraries’ collections.

11. Constitution and By-Laws Committee

The Constitution and By-Laws Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years.

The functions of the Constitution and By-Laws Committee shall be as follows:

a. Regularly review the Constitution and By-Laws of the library faculty.
b. Prepare drafts for the BLFC of amendments to the Constitution and By-Laws.
c. Ensure that amendments to the Constitution and By-Laws be incorporated in the Bloomington Library Faculty Handbook.

12. Continuing Education Committee

The Continuing Education Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The Libraries Human Resources Officer shall be an ex officio, non-voting member of the committee.

The function of the Continuing Education Committee shall be as follows:

a. Plan continuing education programs.

13. Faculty Standards Committee

The Faculty Standards Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years. The Libraries Human Resources Officer shall be an ex officio, non-voting member of the committee.

The functions of the Faculty Standards Committee shall be as follows:

a. Review existing guidelines for work responsibilities, privileges and salaries and make recommendations where appropriate. Maintain the Bloomington Libraries Salary Policy for Library Faculty.
b. Review existing appointment and promotion and tenure criteria and make recommendations where appropriate.
c. Review existing methods for evaluating performance and make recommendations where appropriate.
d. Serve as an advisory committee for the administrator responsible for Libraries Human Resources.

14. Communications and Topics Committee

The Communications and Topics Committee shall be a standing committee composed of four members.

The chair of the committee shall be the President of the Bloomington Library Faculty and the other membership will include the President of the BLFC and two additional librarians to be appointed by the BLFC.

The function of the Communications and Topics Committee shall be as follows:

a. Assist the BLFC in ensuring a strong faculty voice on important topics and current trends affecting the profession, our campus, and higher education in general by:
   i. Communicating with a wide range of constituents in the library and on campus (including librarians, library staff, members of Library Administration, the Dean, et al.) to identify topics and current trends affecting the profession; bringing those topics to the attention of
the BLFC (by maintaining regular communication with members of the Agenda Committee and the Council) for further discussion and consideration for discussion at Bloomington Library Faculty meetings

ii. Promoting and communicating the activities of the BLFC with the goal of encouraging broad participation and action

iii. Investigating improved models of communication and developing ways to maintain a constant flow of communication between the BLFC and the Bloomington Library Faculty

15. Grants and Leaves Committee

The Grants and Leaves Committee shall be a standing committee composed of six members who shall be appointed by the BLFC for a term of two years.

The functions of the Grants and Leaves Committee shall be as follows:

a. Reviewing applications for research leaves and support grants
b. Making recommendations to the Dean for recipients of research leaves and support grants
c. At the discretion of a Director or Associate Dean, serve in an advisory capacity in the evaluation of applications for sabbatical leaves

16. Appointments to Other Organizations

Library faculty members may be appointed by the BLFC to serve in any capacity with other organizations at the request of such organizations or the Dean.

17. Adoption

These By-Laws shall become effective after adoption by a majority vote of the library faculty members.