



VCU

Libraries

Faculty Organization Standing Rules

1. Rules

- 1.1. These Standing Rules are intended to supplement the Bylaws of the Faculty Organization. Nothing in these Rules shall be construed to supersede or countermand any requirement of the Bylaws. In the event that a standing rule's validity is questioned, the Vice-Chair shall judge the rule's validity.
- 1.2. A standing rule may be adopted, amended or deleted by a majority vote at any regular meeting without previous notice.
- 1.3. A standing rule may be suspended temporarily by a majority vote.
- 1.4. The Vice-chair shall review these standing rules annually to ensure their currency, and present proposed revisions before the conclusion of his/her term.

2. Meetings

- 2.1. Faculty meetings shall be conducted either in a single location or by teleconference in multiple locations at the discretion of the chair.
- 2.2 Meetings shall be scheduled so that they do not conflict with conferences which several faculty members attend, such as those of the American Library Association, the Medical Library Association and the Virginia Library Association. The Chair may reschedule a meeting when necessary, or cancel them when s/he deems it is not necessary to meet. Otherwise regular meetings shall be held:
 - 2nd Wednesday in September at 2:00
 - 2nd Wednesday in October at 2:00
 - 2nd Wednesday in November at 2:00
 - 3rd Wednesday in January at 2:00
 - 2nd Wednesday in February at 2:00
 - 2nd Wednesday in March at 2:00
 - 2nd Wednesday in April at 2:00
 - 2nd Wednesday in May at 2:00
- 2.3. The Chair of the Faculty Organization shall consult with the officers (and committee chairs if needed) at least one week prior to each regular meeting to develop an agenda for the meeting.

3. Officers

3.1. New officers shall consult with the previous officers concerning procedures and responsibilities related to their positions.

3.2. Secretary

3.2.1. The secretary shall distribute minutes of the previous meeting to all members of the Faculty Organization at least one week before the next regularly scheduled meeting.

3.2.2. The secretary shall distribute the agenda to all members of the Faculty Organization at least one week prior to the meeting.

3.2.3. The secretary shall be responsible for ensuring the archival preservation of all meeting minutes and faculty organization documents by depositing all minutes and documents with Special Collections and Archives in James Branch Cabell Library. The secretary will also make minutes and faculty organization documents available online.

4. Committees

4.1. The Chair of the Faculty shall solicit volunteers and shall consult with the other Faculty Organization officers concerning the appointment of non-elective standing committee members.

4.2. Chairs of committees shall consult with the previous chairs concerning procedures and responsibilities related to their positions.

4.3. The Nominating Committee shall identify and present nominees according to the following schedule:

Elections for VCU Libraries Faculty Organization, VCU Libraries Peer Review Committee members, VCU Faculty Senators, VCU University Council, and the University Grievance Panel will be administered according to the following schedule: Nominations close on the second Wednesday in February, election results presented second Wednesday in March.

5. Elected Representatives

5.1. Elections

5.1.1. It shall be the responsibility of the Nominating Committee to actively solicit candidates for open elective positions and ensure that all members of the Faculty Organization are aware that they are seeking nominations.

5.1.2. Nominations for elected positions may be submitted to members of the Nominating Committee according to the timeline designated in Section 4.3

5.1.3. The consent of persons nominated for any office shall be obtained before a vote.

5.1.4. The Vice-Chair shall be responsible for distributing the ballots for election of officers at least two weeks before the date on which an election result will be announced. Voting shall end at noon on the date the ballots close, and results shall be announced to all members of the Faculty Organization by the end of the business day.

5.1.5. If an officer cannot complete a term that has more than two months remaining, a special election shall be held for a replacement to complete that term. The chair shall appoint a VCU Libraries faculty member to a vacant office if less than two months remain in the term.

5.2. VCU Faculty Senate

5.2.1. The election of VCU Libraries Faculty representatives to the VCU Faculty Senate shall be in accordance with the Bylaws of the Faculty of Virginia Commonwealth University.

5.2.2. Two senators and two alternates shall be elected to serve on the VCU Faculty Senate. The term of office shall begin August 15.

5.2.3. The term of office for the two senators shall be three years. The senators shall be elected to ensure that their terms are staggered, ie. their terms should not expire at the same time.

5.2.4. The term of office for each alternate shall be one year. Alternate senators will be designated first and second based on election results.

5.2.5. Should a senator be unable to complete his/her term, the alternate shall fill the Senate seat for the remainder of the term. A new alternate shall be elected.

5.3. VCU University Council

5.3.1. The election of VCU Libraries Faculty representatives to the University Council shall be in accordance with the Bylaws of the University Council.

5.3.2. Two VCU Libraries representatives and one alternate shall be elected to serve on the Council. The term of office shall begin at the start of the academic year.

5.3.3. The representatives and the alternate shall serve a two year term.

5.3.4. Should a representative be unable to finish his/her term, the alternate shall complete the unexpired term. A new alternate shall be elected.

5.4. University Grievance Panel

5.4.1. The election of VCU Libraries Faculty representatives to the University Grievance Panel shall be in accordance with the VCU Faculty Mediation and Grievance Procedure.

5.4.2. One faculty member and one alternate shall be elected to serve on the University Grievance Panel for three year terms. The term of office shall begin August 16 and continue for three years thereafter.

5.4.3. Should the VCU faculty member be unable to complete his/her term, the alternate shall complete the unexpired term. A new alternate shall be elected.

5.5. Peer Review Committee

5.5.1. The Peer Review committee shall be elected according to VCU Guidelines for Faculty Promotion.

5.5.2. The newly-elected Peer Review Committee selects its chair prior to the first working day in May and commences its duties on the first working day in May.

6. Nominations for Awards and to Honor Societies

6.1. Nominations of individuals in the faculty rank for Awards and to Honor Societies may be made by any member of the VCU Libraries Faculty.

6.2. Nominations shall be made in writing to the Peer Review Committee at least one month prior to the deadline for submission and shall include a description of the criteria for the award or honor society memberships as well as a statement in support of the nominee.

6.3. Peer Review Committee shall review the credentials of the nominees.

6.4. If found eligible, recommendations shall be made to the University Librarian.

6.5. The University Librarian shall review and accept or reject the recommendations of the Peer Review Committee.

6.6. If approved, the University Librarian will pass the nomination/s on to the appropriate bodies.

6.7. Nominations shall be in accordance with the deadline for submission in the respective categories.

Approved May 1997; Amended April 2015; Amended November 2022