

**I. Membership.**

Membership shall consist of all full-time members of the PSU Libraries staff.

**II. Meetings.**

Library staff meetings are usually held monthly.

**A. Agenda and Discussion.**

An agenda should precede the meeting by 48 hours and shall not preclude consideration of any topic. Any member may bring an item up for discussion.

**B. Quorum.**

A quorum shall consist of at least 50% of the membership of the unclassified staff and 50% of the membership of the USS staff.

**C. Chair.**

The Dean of Libraries shall usually chair the meetings. In the absence of the Dean, or at the request of the Dean, the senior faculty member will chair the meeting.

**D. Secretary.**

The duties of Secretary are rotated on a yearly basis by job position. The schedule is as follows (amend as necessary):

2019-2020	Systems	2024-2025	Learning Outreach (1)
2020-2021	Learning Outreach (2)	2025-2026	Special Coll / Archivist
2021-2022	Periodicals	2026-2027	Access Services
2022-2023	Reference/Instruction	2027-2028	Systems
2023-2024	Cataloging	2028-2029	Learning Outreach (2)

In the event a position is vacant or the faculty member in the rotation is unable to fulfill their duties, the next faculty member in the rotation will assume the duties.

## **E. Elections.**

Elections are held by nomination and secret ballot.

### 1. Faculty Senate Representative.

The Faculty will elect one (1) Faculty Senate Representative to represent Axe Library at regularly scheduled Faculty Senate Meetings.

### 2. University Promotion Committee.

The Faculty will elect two (2) Representatives to the University Promotion Committee. Faculty holding a rank of Associate Professor, or higher, excluding candidates who are applying for promotion will follow guidelines set out in the PSU/KNEA contract.

### 3. University Professor Committee.

The Faculty will elect one (1) Representative to the University Professor Committee, following the guidelines set out in the PSU/KNEA contract.

## **F. Standing Committees**

### 1. Axe Library Tenure Committee.

The Axe Library Tenure Committee is comprised of all tenured Library Faculty. The Dean will call for the initial meeting of the Committee, as needed. The Committee will select a Chair from its ranks who will call meetings to review dossiers, and draft notifications to Dean and candidates.

### 2. Axe Library Promotion Committee.

The Axe Library Promotion Committee is comprised of all Library Faculty holding a rank of Associate Professor, or higher, excluding the candidates who are applying for promotion. The Dean will call for the initial meeting of the Committee, as needed. The Committee

will select a Chair from its ranks who will call meetings to review dossiers, and draft notifications to Dean and candidates.

3. **Axe Library Courtesy Committee.**

See Courtesy Committee Guidelines for rotation and charge.

4. **Axe Library Faculty Committee.**

The Axe Library Faculty Committee is comprised of all tenured, tenure-earning and administrative faculty with a quorum consisting of at least 50% of the faculty present. Meetings are usually held bi-weekly, and will be chaired by the Dean of Library Services. In the absence of the Dean, or at the request of the Dean, the senior faculty member shall chair the meeting.

The agenda will circulate to the Faculty Committee members following II.A.

The Secretary will be appointed following the rotation established in II.D.

**G. Ad Hoc Committees.**

Ad Hoc Committees may be called into being by the Dean of Library Services or by a majority of the Library Faculty or by a majority of the Library Staff members. The charge to the committee, the number of members, etc., will be an open issue of the floor.

**H. Search Committees.**

See Search Committee Guidelines for faculty, unclassified, and classified search committee composition.

**I. Minutes.**

The Secretary shall record and prepare informational minutes of each meeting. Minutes will be distributed electronically to all full-time members

no later than five days after the meeting. At each meeting, minutes from the previous meeting shall be formally approved and amended (if necessary).

The Dean's office will be responsible for electronic distribution of approved minutes.

**J. Voting.**

A simple majority of the members voting shall effect business. Voting issues shall include, but are not limited to issues concerning:

1. Library Budget
2. Library Calendar, including addition or reduction in hours of service
3. Policies and procedures affecting the operation of the Libraries

**K. Parliamentary Procedure.**

Relaxed rules of order shall be followed, unless a vote shows a contrary wish.