

LIFE SCIENCES DIVISION UNIVERSITY LIBRARY
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
BYLAWS

ARTICLE I. NAME

These are the bylaws of the Life Sciences Division of the Library of the University of Illinois at Urbana-Champaign.

ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY

These bylaws are a supplement to the Bylaws of the Library of the University of Illinois at Urbana-Champaign and are intended to provide a framework for the effective and orderly conduct of the business of the Life Sciences Division. In case of conflict, the Library Bylaws and the University of Illinois Statutes will prevail.

ARTICLE III. LIFE SCIENCES DIVISION

Section 1. THE FACULTY

- A. The faculty of the Life Sciences Division shall consist of all those persons in the following libraries who fulfill the requirements of membership in the Library faculty as defined in Article III, Section 1, of the Library Bylaws: Agricultural, Consumer, and Environmental Sciences (ACES); Applied Life Studies; Biology; and Veterinary Medicine. In addition, the Biotechnology Librarian shall be a member of the Life Sciences Division.

Section 2. MEMBERSHIP

- A. The Life Sciences Division shall consist of all faculty of the Life Sciences Division. In addition, the Division may extend Division membership to other faculty in the Library, to those with Visiting appointments, to professional members of affiliated campus units, and to staff representatives.
- B. Faculty and professional members of the following campus units have relationships with libraries in the Life Science Division, and are members of the Division: UIC Library of the Health Sciences-Urbana, Illinois Natural History Survey Library.

Section 3. MEETINGS

- A. Frequency: There shall be at least one meeting each month; however, by consensus, the Division may choose to cancel a meeting.
- B. Coordinator: The coordinator of the Division or the coordinator's designee shall preside at all Divisional meetings.
- C. Agenda: The coordinator is responsible for the preparation and timely distribution of the agenda and shall keep records of action taken.

- D. Attendance: Notices of meetings and agendas shall be sent to all members of the Division. It is advisable that at least one representative from each library in the Division be present at all Division meetings.
- E. Special meetings: Special meetings of the Division may be called at the request of any member of the Division or by the coordinator.

Section 4. RESPONSIBILITIES

The Divisional members shall serve as an advisory body to the Divisional coordinator with regard to the administration of the Division. They shall:

- 1) formulate policies and procedures for the orderly running of the Division;
- 2) implement Library policies insofar as they affect the Division;
- 3) nominate representatives to Library committees;
- 4) develop plans for the improvement of collections, operations, and services in Divisional libraries;
- 5) facilitate communication among Divisional libraries and with other Divisions and units in the Library.
- 6) serve on Division committees as appropriate.

ARTICLE IV. ADVISORY COMMITTEE

Section 1. MEMBERSHIP

The Divisional advisory committee shall consist of the entire faculty of the Division as defined in Article III, Section 1 of the Division Bylaws. This shall be accomplished as outlined in the Library Bylaws, Article VI, Section 3.

Section 2. MEETINGS

The advisory committee shall meet at the call of the Divisional coordinator or of a majority of the members of the advisory committee, but there shall be at least one meeting called each semester for consideration of Divisional governance, policy, and other business.

Section 3. RESPONSIBILITIES

The advisory committee shall:

- 1) provide for the orderly voicing of suggestions for the good of the Division and of the Library;
- 2) recommend procedures and committees that will encourage faculty participation in formulating policy;
- 3) conduct an evaluation of the Divisional coordinator at least once every three years and, if necessary, recommend removal of the Divisional coordinator before a term has expired;
- 4) advise on the appointment of Divisional committees;
- 5) advise on the appointment of faculty in the Division;
- 6) make recommendations for promotion and tenure of Divisional faculty to the Library Promotion and Tenure Advisory Committee. A subcommittee of all tenured faculty members of the appropriate rank shall serve for purposes of deliberating on recommendations for promotion and tenure. For promotions to full

professor, a special subcommittee of three persons consisting of full professors from the Division, or from other Divisions as necessary, shall make recommendations.

Section 4. QUORUM

A quorum shall consist of thirty percent of the eligible Divisional members as of August 21 each year.

ARTICLE V. GRIEVANCES AND APPEALS

Section 1. WITHIN A DIVISION LIBRARY

Problems within a Division library should normally be directed to the head of the unit. If not resolved, the problem shall be brought to the attention of the Division coordinator.

Section 2. BETWEEN LIBRARIES IN THE DIVISION

Problems between libraries within the Division shall first be directed to the heads of the units involved. If not resolved, the problem shall be brought to the attention of the Divisional coordinator, assuming that the coordinator is not a party to the conflict. If not resolved, the problem shall then be brought to the attention of the Divisional advisory committee.

ARTICLE VI. AMENDMENTS TO BYLAWS

Amendments to the bylaws are made by ballot after due notice and discussion. Procedures to be followed are the same as those in Article XI of the Library Bylaws.