

Section 1. Selecting Division representatives to Library committees.

When the Division is asked to select a candidate to represent the Division on a Library committee, the coordinator shall ask for nominations from Division members and for volunteers. If there is a volunteer and no nominations, the volunteer shall become the Division representative. The coordinator shall ascertain from those nominated whether they are willing to serve. The names of all volunteers and those who have accepted nomination will be listed on a written ballot. After voting, Division members shall send their ballot by mail or electronically to the coordinator. The Division may, alternately, request that the ballots shall be received and counted by the chair of the Library's Nominations, Elections and Voting Procedures Committee. The person to receive and count the ballots shall be decided at a Division meeting prior to the voting. The coordinator shall announce the results of the election to the appropriate Library committee chair and to the Division immediately.

Section 2. Recommendations for the admission of new library units to the Division.

Duly authorized requests for membership in the Division from library units in other Divisions shall be discussed at a Division meeting. The head of the unit requesting admission may attend in order to present the case for membership and answer questions, but shall not be present during the voting. Voting will be by written mail or electronic ballot. The coordinator, or the chair of the Library's Nominations, Elections and Voting Procedures Committee, shall receive and count the ballots. The person to receive and count the ballots shall be decided at a Division meeting prior to the voting. A positive recommendation for admission shall be determined by a two-thirds vote of those voting among the Division faculty and the Division Staff representative. The coordinator shall announce the results of the election to the Division, to the head of the unit seeking admission, to the Associate University Librarian for Services, and to the University Librarian. Requests to terminate membership in the Division shall follow the same process.

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- Amended 5 March 2008