Present: Sara Morris; Marianne Reed; Fran Devlin; Elspeth Healey (liaison from LFPA Exec)

- The meeting convened at 2:30 p.m. and the first order of business was the election of the Committee’s Officers:
  - Marianne agreed to Chair the Committee; Fran will serve as Secretary.

- As outlined in the LFPA Code & Bylaws, the standing charges of the Committee are:
  - 3.3.8.1 The Committee on the Code and Bylaws shall be responsible for reviewing the LFPA Code and Bylaws, as well as any proposed amendments, and for ensuring that all sections and parts of the Code and Bylaws are internally uniform and conform to the stated purpose of the LFPA (1.1). The Committee shall, upon request of any LFPA member or committee conveyed through the Executive Committee, also render interpretive decisions as to the meaning of a particular section or parts of the Code and Bylaws. The Committee’s recommendations and decisions shall be forwarded to the Executive Committee.
  - 3.3.8.2 The Committee on the Code and Bylaws shall be appointed by the Executive Committee and be composed of three members of the Library Faculty and Professionals Assembly. Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

- As the LFPA Executive Liaison, Elspeth called the first meeting of the committee for FY2015 to review the special charges:
  1. Review the Code and Bylaws document for potential changes of an editorial nature, adopting the suggested protocol of summarizing all changes to the Code and Bylaws document at the bottom of each draft to assist with version control.
  2. Clarify the regulations governing quorums for a meeting whose topic affects only a subsection of the larger membership (i.e. faculty or professionals).

- Special Charge #1 has been implemented and we will continue the recommended protocol, as any changes to the Code are approved by the Assembly.

- There was some discussion about Special Charge #2, and we agreed to write a response to LFPA Exec to clarify that this issue was already considered during FY2014.

- We asked that LFPA Exec keep the Committee apprised of potential issues that may require substantial changes to the Code during the year.

- The meeting adjourned at 3:30 p.m.

Respectfully submitted,
Fran Devlin, Secretary
October 20, 2014