

**LIBRARY FACULTY AND PROFESSIONALS ASSEMBLY  
CODE OF GOVERNANCE**

[July, 2014]

1 Article I. **PURPOSE**

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3 **1.1** The Library Faculty and Professionals Assembly shall act as an advisory body to the Dean of  
4 Libraries, subject to the policies of the Board of Regents, the University Senate, and the Dean of  
5 Libraries. The Library Faculty and Professionals Assembly shall discuss and make recommendations  
6 on matters pertaining to: professional and academic concerns of and standards for library faculty and  
7 other members, the Library’s policy of service to the University community, and University policies  
8 relating to the Library.

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10 **1.2** It shall be the privilege of the Library Faculty and Professionals Assembly to address itself to the  
11 Dean of Libraries, Management Council, KU Libraries Support Staff, and to the University Senate  
12 through the Libraries’ representative on those matters of concern to the library faculty and staff.

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14 Article II. **CATEGORIES OF MEMBERSHIP AND RIGHTS OF MEMBERS**

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16 **2.1** Library Faculty and Professionals Assembly membership shall include individuals in the  
17 following categories:

18  
19 **2.1.1** All library faculty with rank of Assistant Librarian, Associate Librarian or Librarian on tenure-  
20 track appointments.

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22 **2.1.2** All library faculty with rank of Librarian I, Librarian II, or Librarian III.

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24 **2.1.3** An emeritus or emerita member of the library faculty who indicates in writing to the Library  
25 Faculty and Professionals Assembly Chairperson his or her desire to remain a member.

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27 **2.1.4** All unclassified academic staff with rank of Assistant, Associate, or Senior.

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29 **2.1.5** Unclassified professional staff.

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31 **2.1.6** Law Library faculty on tenure-track or unclassified academic staff.

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33 **2.1.7** Law Library faculty with non-tenure track appointments.

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35 **2.2** Among the rights of Library Faculty and Professionals Assembly members shall be the following:

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37 **2.2.1 VOTING**

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39 **2.2.1.1** Members in categories 2.1.1 and 2.1.4 may vote in all Library Faculty and Professionals  
40 Assembly elections.

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42 **2.2.1.2** Members in category 2.1.2 may vote in all Library Faculty and Professionals Assembly  
43 elections except those for candidates for the Library Committee on Promotion and Tenure and  
44 Library Sabbatical Leave Committee.

46 **2.2.1.3** Members in categories 2.1.3 and 2.1.5 may vote for candidates for positions on the Executive  
47 Committee.

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49 **2.2.1.4.** Only members in categories 2.1.1, 2.1.4, and 2.1.6 may vote on amendments to Discipline  
50 Expectations for Library Faculty, the Faculty Evaluation Plan, Post-Tenure Review Criteria and  
51 Procedures, and other issues pertaining only to faculty.

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53 **2.2.1.5** Only members in categories 2.1.1, 2.1.2, 2.1.4, 2.1.6, and 2.1.7 may vote on amendments to  
54 Criteria for Academic Ranks for Librarians, and other issues pertaining only to faculty.

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56 **2.2.1.6** Only members in category 2.1.5 may vote on amendments to the Unclassified Professional  
57 Staff's evaluation process and other issues pertaining only to Unclassified Professional Staff.

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59 **2.2.1.7** Members of 2.1.6 may vote on those areas of Library Faculty and Professional Assembly  
60 business related to promotion, tenure and faculty rank and other such matters having a direct or  
61 substantial effect on the Law Library faculty.

62  
63 **2.2.1.8** Members in all categories except 2.1.6 and 2.1.7 may vote on all other ballots unless  
64 specifically excluded by a simple majority vote of all members present at the Library Faculty and  
65 Professionals Assembly meeting during which the ballot is adopted.

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67 **2.2.2 HOLDING OFFICE AND SERVING ON COMMITTEES**

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69 **2.2.2.1** Members in categories 2.1.1 and 2.1.4 may serve and hold office on all standing committees.  
70 Tenure-track library faculty who have not yet been granted tenure, unclassified academic staff who  
71 have not yet completed their probationary period, the Dean and any associate or assistant Deans may  
72 not serve on the Library Committee on Promotion and Tenure or on the Library Sabbatical Leave  
73 Committee.

74  
75 **2.2.2.2** Members in categories 2.1.2 and 2.1.5 may serve and hold office on all standing committees  
76 except Library Committee on Promotion and Tenure and the Library Sabbatical Leave Committee.

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78 **2.2.2.3** Members in category 2.1.3 may serve and hold office on the Planning and Resources,  
79 Nominating and Ballot, and Code and Bylaws Committees. Members in category 2.1.3 may not serve  
80 or hold office on Library Committee on Promotion and Tenure, Library Sabbatical Leave Committee,  
81 Salaries and Benefits, Executive, and Research and Scholarly Activities Committees.

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83 **2.2.2.4** All members are eligible for appointment to ad hoc committees.

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85 **Article III. ORGANIZATION**

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87 **3.1 OFFICERS AND TERMS OF OFFICE**

88  
89 **3.1.1** Officers of the Library Faculty and Professionals Assembly shall include a chairperson, a vice-  
90 chairperson (chairperson-elect), and a secretary. All officers serve one-year terms and cannot be re-  
91 elected to the same office without two years intervening.

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93 **3.2 CALENDAR AND MEETINGS**

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95 **3.2.1** The Assembly year shall run from July 1 to June 30. There shall be at least one regular meeting  
96 each year, to be held during the Fall Semester. The Executive Committee may call extraordinary  
97 meetings on its own initiative, or upon the request of the Dean of Libraries, or upon petition of at least  
98 ten members of the Library Faculty and Professionals Assembly delivered to any member of the  
99 Executive Committee. An extraordinary meeting must take place within ten working days after the  
100 receipt of the petition.

### 101 **3.3 STANDING COMMITTEES**

102 **3.3.1** Members may serve up to two successive terms on the same committee save where otherwise  
103 specified.

### 104 **3.3.2 EXECUTIVE COMMITTEE**

105 **3.3.2.1** The Executive Committee shall ensure the orderly and effective operation of the Library  
106 Faculty and Professionals Assembly. It shall be the first point of contact for any matters referred to  
107 the attention of the Library Faculty and Professionals Assembly, save those which are specifically  
108 assigned to standing committees in the ensuing paragraphs of the Code of Governance, and, where  
109 appropriate, shall assign such matters to standing or ad hoc committees. The Executive Committee-  
110 elect shall meet following its election to organize and make committee appointments for the  
111 forthcoming year. If concerns about the status and/or function of any appointed Library Faculty and  
112 Professionals Assembly committee are raised, based on feedback from annual committee reports,  
113 committee membership and chairs, Executive committee liaisons, and/or any member of the  
114 Assembly, the Executive Committee-elect will determine whether that committee should be placed on  
115 review for one Assembly year. Member appointments will not be made to committees on review and  
116 charges will not be drafted. The Executive Committee shall conduct a review of the committee  
117 during that year and bring recommendations resulting from the review to the Assembly. Committee  
118 appointments shall be made early enough to ensure that the committees will be able to assume their  
119 duties on July 1. It shall schedule meetings, prepare agendas, review the status and charge of each  
120 standing committee and propose revisions as needed, ensure an appropriate roster for each ballot, and  
121 disseminate committee reports and ballot results by publication in an appropriate manner. This  
122 committee shall take no action contrary to the desires of the Library Faculty and Professionals  
123 Assembly.

124 **3.3.2.2** The Chairperson of the Library Faculty and Professionals Assembly shall represent the  
125 Assembly on the Libraries' Management Council. The Chairperson shall serve or shall designate  
126 another member of the Executive Committee to serve as representative to the University Senate  
127 Committee on Libraries.

128 **3.3.2.3** The Executive Committee shall be composed of seven members: the officers of the Library  
129 Faculty and Professionals Assembly (see 3.1.1 of the Code), three elected library faculty on full-time  
130 appointments, one from each of the three equivalent ranks, and one elected member from the  
131 unclassified professional staff (see 2.1.5 of the code), who shall serve one-year terms. The vice-  
132 chairperson, who also serves as chairperson-elect, will have a second year in office as chairperson, so  
133 will serve a two year term. The Chairperson of the Library Faculty and Professionals Assembly shall  
134 act as the presiding officer of the Executive Committee.

135 **3.3.2.4** Each of the committees here following shall include a member of the Executive Committee to  
136 act as a liaison with that body. The Executive Committee shall appoint this member as a non-voting  
137 member.  
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**3.3.3 NOMINATING AND BALLOT COMMITTEE**

**3.3.3.1** The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson (chairperson-elect) and secretary of the Library Faculty and Professionals Assembly; and members of elective standing committees, in sufficient time for elections to take place no later than May. The Nominating and Ballot Committee shall also assemble all Library Faculty and Professionals Assembly ballots, and tabulate and report the results to the Executive Committee.

**3.3.3.2** The Nominating and Ballot Committee shall be appointed by the Executive Committee and be composed of three members. Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

**3.3.4 COMMITTEE ON PROMOTION AND TENURE**

**3.3.4.1** The Library Committee on Promotion and Tenure is the committee required by Faculty Senate Rules and Regulations Article VI. It shall review the qualifications and performance of all members of the library faculty who are to be considered for promotion, award of tenure, or non-reappointment, and make recommendations to the University Committee on Promotion and Tenure in accordance with the guidelines accepted by the University of Kansas for granting promotions and tenure for library faculty. Its recommendations, together with those of the Dean of Libraries, shall be forwarded to the Office of the Provost for consideration by the University Committee on Promotion and Tenure.

**3.3.4.2** The Library Committee on Promotion and Tenure also acts as the Libraries’ Progress toward Tenure Review committee. It shall review the qualifications and performance of all members of the library faculty who are scheduled to be evaluated in their progress toward tenure. Once the Library Committee on Promotion and Tenure completes its review, the complete files with the Committee’s recommendations will be sent to the Dean of Libraries.

**3.3.4.3** The Library Committee on Promotion and Tenure also acts as the Libraries’ Post-Tenure Review committee. It shall review the qualifications and performance of all members of the Library Faculty who are scheduled to be evaluated for Post-Tenure Review. Once the Library Committee on Promotion and Tenure completes its review, a copy will be shared with the faculty member, who may submit a written response for inclusion in the file before it’s forwarded to the Dean of Libraries.

**3.3.4.4** The Library Committee on Promotion and Tenure shall review annually the criteria established by the University Libraries in accordance with the aforesaid guidelines and recommend to the Library Faculty and Professionals Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for the preparation of dossiers for library faculty under review for progress toward tenure, consideration for promotion and/or tenure, and post-tenure review. The Library Committee on Promotion and Tenure shall present its recommendations to the Library Faculty and Professionals Assembly for approval.

**3.3.4.5** The first meeting of the Library Committee on Promotion and Tenure each year shall be called by the Library Faculty and Professionals Assembly Executive Committee no later than the first week of August; the first order of business shall be to select a presiding officer and a recording secretary.

**3.3.4.6** The Library Committee on Promotion and Tenure shall be composed of five library faculty, either tenured or having completed their probationary period, with a minimum of three library faculty

194 with the rank of Librarian or unclassified academic staff of equivalent rank –all to be elected by  
195 members of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1 of the Code).  
196 Members of the Library Committee on Promotion and Tenure shall ordinarily serve three years with  
197 overlapping terms to provide continuity. Members may not ordinarily succeed themselves without  
198 one year intervening. Should there be a vacancy that will impact the Committee’s work, qualified  
199 members of the library faculty (including someone who has just served on the Library Committee on  
200 Promotion and Tenure) will be nominated by Library Faculty and Professionals Assembly Executive  
201 Committee for a special election to serve the remainder of the term.

202  
203 **3.3.4.6.1** Library faculty seeking promotion or standing for post-tenure review may not stand for  
204 election or serve on the Library Committee on Promotion and Tenure during the year in which he or  
205 she will be reviewed for promotion.

206  
207 **3.3.4.6.2** Library faculty with a domestic or familial relationship to the library faculty being reviewed  
208 for progress toward tenure, being considered for tenure or promotion, or post-tenure review may not  
209 serve on the Library Committee on Promotion and Tenure during that year.

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211 **3.3.4.6.3** A unit head or supervisor of library faculty being considered for promotion, tenure, or post-  
212 tenure review may not serve on the Library Committee on Promotion and Tenure during the year.

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214 **3.3.4.6.4** No library faculty may serve simultaneously on the Library Committee on Promotion and  
215 Tenure and the University Committee on Promotion and Tenure.

216  
217 **3.3.4.7** The Library Committee on Promotion and Tenure shall function as a unit with all members  
218 present. Each shall have the full privilege of voice and shall vote in all proceedings except those in  
219 which the vote is specifically denied by Section 3.3.4.6.2 or Section 3.3.4.6.3, or when by a majority  
220 vote, the Library Committee on Promotion and Tenure disqualifies a member from discussion, voting,  
221 or both because his or her relationship to the matter under discussion is judged prejudicial by the  
222 Library Committee on Promotion and Tenure.

223  
224 **3.3.4.8** If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three available  
225 members of the Library Committee on Promotion and Tenure qualified to vote in an individual case,  
226 the Library Faculty and Professionals Assembly Executive Committee will appoint a qualified  
227 member of the Library Faculty and Professionals Assembly to review and vote on that particular case  
228 (see 3.2.1 of the Bylaws).

229  
230 **3.3.4.9** The Library Committee on Promotion and Tenure shall promptly notify the Dean in writing of  
231 its recommendation regarding progress toward tenure, promotion or tenure.

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233 **3.3.4.10** The Library Committee on Promotion and Tenure shall promptly share a copy of its review  
234 with the faculty member, who may submit a written response for inclusion in the file which will be  
235 sent to the Dean of Libraries.

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237 **3.3.4.11** The deliberations on individual cases involving non-reappointment, progress toward tenure,  
238 tenure, promotion, and post-tenure review shall be held in strict confidence; discussion of such cases  
239 by Committee members shall be restricted to meetings of the Library Committee on Promotion and  
240 Tenure formally convened for the purpose.

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242 **3.3.5 LIBRARY SABBATICAL LEAVE COMMITTEE**  
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244 **3.3.5.1** The Library Sabbatical Leave Committee shall review and evaluate the merit of each applicant  
245 for sabbatical leave and of his or her proposal. It shall notify each applicant in writing of its  
246 recommendation and shall forward each recommendation to the Dean of Libraries, who will review  
247 and evaluate the merit of the applicants and their proposal before transmittal to the Provost for  
248 referral to the University Committee on Sabbatical Leaves for evaluation (see 8.1.1-8.2.7 of the  
249 Faculty Senate Rules and Regulations).

250  
251 **3.3.5.2** The Library Sabbatical Leave Committee shall address itself to matters of policy pertaining to  
252 the sabbatical leave system and report its recommendations to the Dean.

253  
254 **3.3.5.3** The first meeting of each year shall be called by the Library Faculty and Professionals  
255 Assembly Executive Committee no later than the first week of August; the first order of business  
256 shall be to select a presiding officer and a recording secretary.

257  
258 **3.3.5.4** The Library Sabbatical Leave Committee shall be composed of three members of the library  
259 faculty on tenure track appointments or unclassified academic staff with equivalent rank with a  
260 minimum of two members having achieved tenure or having completed their probationary period —  
261 all to be elected by members of the Library Faculty and Professionals Assembly eligible to vote (see  
262 2.2.1 of the Code). Members of the Library Sabbatical Leave Committee shall ordinarily serve two  
263 years with overlapping terms to provide continuity. Members may not ordinarily succeed themselves  
264 without one year intervening. Should there be a vacancy that will impact the Library Sabbatical Leave  
265 Committee’s work, qualified member(s) of the Library Faculty (including someone who has just  
266 served on Library Sabbatical Leave Committee) will be nominated by the Library Faculty and  
267 Professionals Assembly Executive Committee for a special election to serve the remainder of the  
268 term.

269  
270 **3.3.5.4.1** If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three available  
271 members of the Library Sabbatical Leave Committee to vote in an individual case, the Library  
272 Faculty and Professionals Assembly Executive Committee will appoint a qualified member of the  
273 Library Faculty and Professionals Assembly to review and vote on that particular case. ( see 3.2.1 of  
274 the Bylaws).

275  
276 **3.3.5.4.2** Library faculty who submits a sabbatical leave file for consideration may not participate in  
277 the review of his or her file or any other sabbatical files under consideration.

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279 **3.3.5.4.3** Library faculty with a domestic or familial relationship to the library faculty submitting a  
280 sabbatical file may not participate in the review of this file or any other sabbatical files under  
281 consideration.

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283 **3.3.5.4.4** A unit head or supervisor of library faculty submitting a sabbatical file may not participate  
284 in the review of this file or any other sabbatical files under consideration.

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286 **3.3.5.4.5** No library faculty may serve simultaneously on the Library Sabbatical Leave Committee  
287 and the University Sabbatical Leaves Committee.

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289 **3.3.5.5** The Library Sabbatical Leave Committee shall function as a unit with all members present.  
290 Each shall have the full privilege of voice and shall vote in all proceedings.

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292 **3.3.6 COMMITTEE ON PLANNING AND RESOURCES** (Joint Committee with Library Support  
293 Staff)

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295 **3.3.6.1** The Committee on Planning and Resources, in consultation with library administration,  
296 Library Faculty and Professionals Assembly Executive Committee and Library Support Staff  
297 Executive Board, and library staff, shall examine general priorities in the distribution of resources and  
298 participate in planning budget and human resource activities within the Libraries. In addition, the  
299 Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff  
300 Executive Board shall jointly issue other charges as needed. The Committee on Planning and  
301 Resources shall make recommendations concerning these priorities, issues and activities, as  
302 appropriate, to the Library Faculty and Professionals Assembly Executive Committee and the Library  
303 Support Staff Executive Board.

304  
305 **3.3.6.2** The Committee on Planning and Resources shall be composed of three members from the  
306 Library Faculty and Professionals Assembly, appointed by the Executive Committee, three members  
307 from the Library Support Staff Executive Board, and the Libraries' Director of Fiscal Services (ex  
308 officio), the Executive Director of Administrative Services (ex officio) and the Director of  
309 Communication and Advancement (ex-officio).

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311 **3.3.6.3** The Committee on Planning and Resources members shall serve two-year overlapping terms  
312 and shall select a presiding officer and a recording secretary.

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314 **3.3.7 COMMITTEE ON SALARIES AND BENEFITS**

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316 **3.3.7.1** The Committee on Salaries and Benefits, in consultation with the library administration and  
317 the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as  
318 may be needed to support the library's budget request for salaries and shall seek ways to educate staff  
319 concerning benefit options.

320  
321 **3.3.7.2** The Committee on Salaries and Benefits shall be composed of three members of the Library  
322 Faculty and Professionals Assembly, appointed by the Executive Committee and the Libraries'  
323 Executive Director of Administrative Services (ex officio). The appointed members shall serve two-  
324 year overlapping terms and shall select a presiding officer and a recording secretary.

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326 **3.3.8 COMMITTEE ON THE CODE AND BYLAWS**

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328 **3.3.8.1** The Committee on the Code and Bylaws shall be responsible for reviewing the Library  
329 Faculty and Professionals Assembly Code and Bylaws, as well as any proposed amendments, and for  
330 ensuring that all sections and parts of the Code and Bylaws are internally uniform and conform to the  
331 stated purpose of the Library Faculty and Professionals Assembly (see 1.1 of the Code). The  
332 Committee shall, upon request of any Library Faculty and Professionals Assembly member or  
333 committee conveyed through the Executive Committee, also render interpretive decisions as to the  
334 meaning of a particular section or parts of the Code and Bylaws. The Committee on the Code and  
335 Bylaws' recommendations and decisions shall be forwarded to the Library Faculty and Professionals  
336 Assembly Executive Committee.

337  
338 **3.3.8.2** The Committee on the Code and Bylaws shall be composed of three members of the Library  
339 Faculty and Professionals Assembly, appointed by the Executive Committee. The appointed members  
340 shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

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342 **3.3.9 COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES**

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344 **3.3.9.1** The Committee on Research and Scholarly Activities in keeping with the Libraries’ mission,  
345 shall encourage, promote, and support research and scholarly activities of the members of the Library  
346 Faculty and Professionals Assembly.

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348 **3.3.9.2** The Committee on Research and Scholarly Activities shall establish and review, on an annual  
349 basis, guidelines for the disbursement of funds received from the Dean of Libraries for scholarly pursuits.  
350 The Committee on Research and Scholarly Activities shall allocate these funds based on those  
351 guidelines. The Committee on Research and Scholarly Activities shall also administer the  
352 University’s General Research Funds based on the established criteria.

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354 **3.3.9.3** The Committee on Research and Scholarly Activities shall be composed of five members of  
355 the Library Faculty and Professionals Assembly, appointed by the Executive Committee, three of  
356 whom have the requirement to engage in research and scholarly activities as part of their professional  
357 assignment. A reasonable effort will be made to appoint members who represent the various ranks of  
358 faculty as well as the different units of the Libraries.

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360 **3.3.9.4** The appointed members shall serve two-year overlapping terms and shall select a presiding  
361 officer and a recording secretary.

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### 363 **3.3.10 UNCLASSIFIED PROFESSIONALS COMMITTEE**

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365 **3.3.10.1** The Unclassified Professionals Committee shall solicit, develop and bring forward issues of  
366 importance to the Unclassified Professionals.

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368 **3.3.10.2** The Unclassified Professionals Committee shall be appointed by the Library Faculty and  
369 Professionals Assembly Executive Committee and be composed of three members. Unclassified  
370 Professionals Committee members shall serve two-year overlapping terms and shall select a presiding  
371 officer and a recording secretary.

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### 373 **3.4 AD HOC COMMITTEES**

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375 **3.4.1** Ad hoc committees may be established by the Executive Committee.

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## **BYLAWS**

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### 382 **Article I. PARLIAMENTARY PROCEDURES**

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384 **1.1** The most recent edition of *Robert’s Rules of Order, Newly Revised*, shall be the parliamentary  
385 authority used in conducting meetings of the Library Faculty and Professionals Assembly, where  
386 these rules are not inconsistent with the provisions of the Code and other special rules of order that  
387 the Library Faculty and Professionals Assembly may adopt. The Chairperson of the Library Faculty  
388 and Professionals Assembly may appoint a parliamentarian to serve during meetings of this body as  
389 necessary.

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### 391 **Article II. AGENDA, MINUTES, QUORUM, REPORTS**

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#### 393 **2.1 AGENDA**



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**2.1.1** Agenda for regular meetings of the Library Faculty and Professionals Assembly shall be distributed no later than one week prior to a meeting. Agenda for extraordinary meetings shall be made available with the call for the meeting. Minutes of regular and extraordinary meetings of the Library Faculty and Professionals Assembly shall be distributed to the membership in a timely manner.

**2.2 QUORUM**

**2.2.1** The quorum for the Library Faculty and Professionals Assembly shall be one-third of the total membership of the Assembly.

**2.3 COMMITTEE REPORTS**

**2.3.1** All committees shall provide the Executive Committee with minutes of meetings, delivered within two weeks of each meeting, and, at the end of the year, an annual report. Joint committees shall provide minutes of meetings and reports to the Library Support Staff Executive Board as well. These minutes and reports shall be distributed to the membership in a timely manner.

**2.4 PRESERVATION OF RECORDS**

**2.4.1** The Executive Committee secretary shall deposit copies of all agenda, minutes, reports, and other records of the deliberative bodies and committees established in the Code, in the University Archives.

**Article III. ELECTIONS AND VACANCIES**

**3.1 ELECTIONS**

**3.1.1** The Nominating and Ballot Committee shall assemble and distribute ballots, and tabulate and report to the Executive Committee the results of elections, for dissemination to the Library Faculty and Professionals Assembly.

**3.1.2** Whenever possible, distributed ballots (paper or electronic) shall be used for elections. Optimally, ballots should include at least two nominees for each vacant position and space for write-in candidates. However, if after an extensive search nominees are lacking, the following minimum requirements should be observed, in addition to provision for write-in candidates: ballots for one vacancy in a given category must include at least two nominees; ballots for two vacancies in a given category must include at least three nominees; ballots for three vacancies in a given category must include at least four nominees.

**3.1.3** Nominees shall be elected by either a majority or plurality of votes cast.

**3.1.4** If an election results in a tie vote, a runoff election will be held.

**3.1.5** Elections shall be completed in time to provide officers and elected committee memberships by June 1 of each year.

442 **3.1.6** The results of elections must be submitted by the Chairperson of the Nominating and Ballot  
443 Committee to the Chairperson of the Library Faculty and Professionals Assembly, who must deposit  
444 them in the University Archives.

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446 **3.1.7** Prior to the appointment of members to any appointive committee, there shall be a call for  
447 nominations or self-nominations from the membership of the Library Faculty and Professionals  
448 Assembly.

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## 450 **3.2 VACANCIES**

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452 **3.2.1** Any office or committee membership shall be considered vacant upon the resignation of the  
453 incumbent from the office or the University of Kansas Libraries. All newly appointed or elected  
454 members shall serve for the remaining part of the original terms.

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456 **3.2.1.1** If less than one half of the elected term for an Library Faculty and Professionals Assembly  
457 Executive Committee member has been served at the time the incumbent resigns, a special election  
458 will take place.

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460 **3.2.1.2** If less than one half of an appointed term has been served, at the time the incumbent resigns  
461 Library Faculty and Professionals Assembly Executive Committee will appoint a replacement  
462 member from the Assembly.

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464 **3.2.1.3** If more than one half of the elected or appointed term has been served at the time the  
465 incumbent resigns, (excepting members of the Library Committee on Promotion and Tenure and the  
466 Library Sabbatical Leave Committee (see 3.3.4.5 and 3.3.5.4 of the Code), Library Faculty and  
467 Professionals Assembly Executive Committee will appoint a person to fill the vacancy.

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469 **3.2.1.4** All newly appointed or elected committee members will be eligible for re-election or re-  
470 appointment, when those members serve less than half a term.

471

472 **3.2.1.5** For vacancies on the Library Committee on Promotion and Tenure and the Library Sabbatical  
473 Leave Committee (see 3.3.4.5 and 3.3.5.4 of the Code).

474

## 475 **Article IV. AMENDMENTS**

476

### 477 **4.1 THE CODE**

478

479 **4.1.1** A two-thirds affirmative vote of those who cast a distributed ballot (paper or electronic) shall be  
480 required for adoption of any proposed amendment to the Code, provided that a majority of the  
481 membership eligible to vote returns valid ballots. Technical/editorial changes to the Code to correct  
482 errors in formatting, numbering, etc., can be made by the Library Faculty and Professionals Assembly  
483 Executive Committee, without Assembly approval, so long as the changes do not affect the intent and  
484 meaning of the Code.

485

### 486 **4.2 THE BYLAWS**

487

488 **4.2.1** A simple majority vote by distributed ballot (paper or electronic) shall be required for adoption  
489 of any proposed amendments to the Bylaws. Technical/editorial changes to the Bylaws to correct  
490 errors in formatting, numbering, etc., can be made by the Library Faculty and Professionals Assembly

491 Executive Committee, without Assembly approval, so long as the changes do not affect the intent and  
492 meaning of the Bylaws.

493

#### 494 **4.3 NOTIFICATION**

495

496 **4.3.1** Upon the approval by the membership of any amendment(s) to the Code or Bylaws, the  
497 Chairperson of the Executive Committee shall notify the Dean of Libraries of the results and convey a  
498 copy of the amendment(s) for approval. The amendment(s) become(s) effective upon written approval  
499 by the Dean. A copy of the revised Code and Bylaws shall be posted on the Libraries' website.

500

#### 501 **Article V. SELECTING MEMBERSHIP FOR THE DEAN'S REVIEW COMMITTEE**

502

503 **5.1** Upon call from the Provost, or other appropriate University authority, the Executive Committee  
504 shall direct the Nominating and Ballot Committee to create a ballot containing the names of all  
505 members of the Library Faculty and Professionals Assembly. Appropriate notice shall be given to the  
506 members so that any individual may remove his/her name from the ballot before it is submitted to the  
507 membership for the vote.

508

509 **5.2** The votes will be cast by distributed ballot (paper or electronic) with as much time elapsing  
510 before the closing date of the election as is possible within the constraints imposed by the call from  
511 the Provost. Each individual will be allowed to vote for as many candidates as the Library Faculty  
512 and unclassified professionals are allowed members on the Review Committee.

513

514 **5.3** The Executive Committee will forward as many names as requested in the call for members to the  
515 Dean's Review Committee, with the names placed in rank order by the number of votes received.

516

#### 517 **Article VI. DISCIPLINE EXPECTATIONS FOR LIBRARY FACULTY, CRITERIA FOR** 518 **ACADEMIC RANKS OF LIBRARY FACULTY, POST-TENURE REVIEW CRITERIA AND** 519 **PROCEDURES, EVALUATION PLAN**

520

521 **6.1** The final vote on proposed revisions to Discipline Expectations for Library Faculty, Criteria for  
522 Academic Ranks of Library Faculty, Post-Tenure Review Criteria and Procedures, and Evaluation  
523 Plans may be cast by distributed ballot (paper or electronic) provided that a majority of eligible  
524 members vote to do so in a regular or extraordinary meeting of the Assembly.

525

526 **6.2** When the final vote is cast by distributed ballot (paper or electronic), a simple majority vote by  
527 eligible voters shall be required for adoption of any proposed revisions, provided that a simple  
528 majority of membership eligible to vote returns valid ballots.

529

### **Historical Record of Code and Bylaw Changes**

530

- July 2014

531

- The Code and Bylaws were changed to reflect the establishment of Unclassified Academic Staff and non-tenure-track Librarians. These were presented to LFPA in June 2014 and passed by ballot in July 2014.

532

533

534

- June 2014

535

- The Code and Bylaws were changed to reflect the implementation of Post-Tenure Review. These were presented to LFPA in May 2014 and passed by ballot in June 2014.

536

537

538

- April 2014

539

- Editorial revisions proposed by Code and Bylaws Committee to LFPA Executive Committee. These changes were approved by LFPA Executive as permitted in 4.1.1 of the Bylaws.

540

541

542