

**LIBRARY FACULTY AND PROFESSIONALS ASSEMBLY  
CODE OF GOVERNANCE  
[June, 2015]**

1 Article I. **PURPOSE**

2  
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:

36  
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 and Post-Tenure Review 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.

48  
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.

52  
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 and  
73 Post-Tenure Review 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 and Post-  
77 Tenure Review Committee.

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

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85 **2.2.2.4** All members are eligible for appointment to ad hoc committees.

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87 **Article III. ORGANIZATION**

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89 **3.1 OFFICERS AND TERMS OF OFFICE**

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

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95 **3.2 CALENDAR AND MEETINGS**

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

### **3.3 STANDING COMMITTEES**

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

#### **3.3.2 EXECUTIVE COMMITTEE**

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

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

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

144 **3.3.2.4** Each of the committees here following shall include a member of the Executive Committee to  
145 act as a liaison with that body. The Executive Committee shall appoint this member as a non-voting  
146 member.

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148 **3.3.3 NOMINATING AND BALLOT COMMITTEE**  
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150 **3.3.3.1** The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson  
151 (chairperson-elect) and secretary of the Library Faculty and Professionals Assembly; and members of  
152 elective standing committees, in sufficient time for elections to take place no later than May. The  
153 Nominating and Ballot Committee shall also assemble all Library Faculty and Professionals  
154 Assembly ballots, and tabulate and report the results to the Executive Committee.

155  
156 **3.3.3.2** The Nominating and Ballot Committee shall be appointed by the Executive Committee and be  
157 composed of three members. Committee members shall serve two-year overlapping terms.  
158 The committee members shall select a presiding officer and a recording secretary.

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160 **3.3.4 COMMITTEE ON PROMOTION AND TENURE**  
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162 **3.3.4.1** The Library Committee on Promotion and Tenure is the committee required by Faculty Senate  
163 Rules and Regulations Article VI. It shall review the qualifications and performance of all members  
164 of the library faculty who are to be considered for promotion, award of tenure, or non-reappointment,  
165 and make recommendations to the University Committee on Promotion and Tenure in accordance  
166 with the guidelines accepted by the University of Kansas for granting promotions and tenure for  
167 library faculty. Its recommendations, together with those of the Dean of Libraries, shall be forwarded  
168 to the Office of the Provost for consideration by the University Committee on Promotion and Tenure.

169  
170 **3.3.4.2** The Library Committee on Promotion and Tenure also acts as the Libraries' Progress toward  
171 Tenure Review committee. It shall review the qualifications and performance of all members of the  
172 library faculty who are scheduled to be evaluated in their progress toward tenure. Once the Library  
173 Committee on Promotion and Tenure completes its review, the complete files with the Committee's  
174 recommendations will be sent to the Dean of Libraries.

175  
176 **3.3.4.3** The Library Committee on Promotion and Tenure shall review annually the criteria  
177 established by the University Libraries in accordance with the aforesaid guidelines and recommend to  
178 the Library Faculty and Professionals Assembly revisions of these criteria, as necessary. It shall also  
179 recommend the procedures used for the preparation of dossiers for library faculty under review for  
180 progress toward tenure and consideration for promotion and/or tenure. The Library Committee on  
181 Promotion and Tenure shall present its recommendations to the Library Faculty and Professionals  
182 Assembly for approval.

183  
184 **3.3.4.4** The first meeting of the Library Committee on Promotion and Tenure each year shall be called  
185 by the Library Faculty and Professionals Assembly Executive Committee no later than the first week  
186 of August; the first order of business shall be to select a presiding officer and a recording secretary.

187  
188 **3.3.4.5** The Library Committee on Promotion and Tenure shall be composed of five library faculty,  
189 either tenured or having completed their probationary period, with a minimum of three library faculty  
190 with the rank of Librarian or unclassified academic staff of equivalent rank –all to be elected by  
191 members of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1 of the Code).  
192 Members of the Library Committee on Promotion and Tenure shall ordinarily serve three years with  
193 overlapping terms to provide continuity. Members may not ordinarily succeed themselves without

194 one year intervening. Should there be a vacancy that will impact the Committee’s work, qualified  
195 members of the library faculty (including someone who has just served on the Library Committee on  
196 Promotion and Tenure) will be nominated by Library Faculty and Professionals Assembly Executive  
197 Committee for a special election to serve the remainder of the term.  
198

199 **3.3.4.5.1** Library faculty seeking promotion may not stand for election or serve on the Library  
200 Committee on Promotion and Tenure during the year in which he or she will be reviewed for  
201 promotion.  
202

203 **3.3.4.5.2** Library faculty with a domestic or familial relationship to the library faculty being reviewed  
204 for progress toward tenure, being considered for tenure or promotion may not serve on the Library  
205 Committee on Promotion and Tenure during that year.  
206

207 **3.3.4.5.3** A unit head or supervisor of library faculty being considered for promotion or tenure, may  
208 not serve on the Library Committee on Promotion and Tenure during the year.  
209

210 **3.3.4.5.4** No library faculty may serve simultaneously on the Library Committee on Promotion and  
211 Tenure and the University Committee on Promotion and Tenure.  
212

213 **3.3.4.6** The Library Committee on Promotion and Tenure shall function as a unit with all members  
214 present. Each shall have the full privilege of voice and shall vote in all proceedings except those in  
215 which the vote is specifically denied by Section 3.3.4.5.2 or Section 3.3.4.5.3, or when by a majority  
216 vote, the Library Committee on Promotion and Tenure disqualifies a member from discussion, voting,  
217 or both because his or her relationship to the matter under discussion is judged prejudicial by the  
218 Library Committee on Promotion and Tenure.  
219

220 **3.3.4.7** If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three available  
221 members of the Library Committee on Promotion and Tenure qualified to vote in an individual case,  
222 the Library Faculty and Professionals Assembly Executive Committee will appoint a qualified  
223 member of the Library Faculty and Professionals Assembly to review and vote on that particular case  
224 (see 3.2.1 of the Bylaws).  
225

226 **3.3.4.8** The Library Committee on Promotion and Tenure shall promptly notify the Dean in writing of  
227 its recommendation regarding progress toward tenure, promotion, or tenure.  
228

229 **3.3.4.9** The deliberations on individual cases involving non-reappointment, progress toward tenure,  
230 tenure or promotion, shall be held in strict confidence; discussion of such cases by Committee  
231 members shall be restricted to meetings of the Library Committee on Promotion and Tenure formally  
232 convened for the purpose.  
233

### 234 **3.3.5 LIBRARY SABBATICAL LEAVE AND POST-TENURE REVIEW COMMITTEE** 235

236 **3.3.5.1** The Library Sabbatical Leave and Post-Tenure Review Committee shall review and evaluate  
237 the merit of each applicant for sabbatical leave and of his or her proposal. It shall notify each  
238 applicant in writing of its recommendation and shall forward each recommendation to the Dean of  
239 Libraries, who will review and evaluate the merit of the applicants and their proposal before  
240 transmittal to the Provost for referral to the University Committee on Sabbatical Leaves for  
241 evaluation (see 8.1.1-8.2.7 of the Faculty Senate Rules and Regulations).  
242

243 **3.3.5.2** The Library Sabbatical Leave and Post-Tenure Review Committee shall address itself to  
244 matters of policy pertaining to the sabbatical leave system and report its recommendations to the  
245 Dean.

246  
247 **3.3.5.3** The Library Sabbatical Leave and Post-Tenure Review Committee shall review the  
248 qualifications and performance of all members of the Library Faculty who are scheduled to be  
249 evaluated for Post-Tenure Review. Once the Library Sabbatical Leave and Post-Tenure Review  
250 Committee completes its review, a copy will be shared with the faculty member, who may submit a  
251 written response for inclusion in the file before it is forwarded to the Dean of Libraries.

252  
253 **3.3.5.4** The first meeting of each year shall be called by the Library Faculty and Professionals  
254 Assembly Executive Committee no later than the first week of August; the first order of business  
255 shall be to select a presiding officer and a recording secretary.

256  
257 **3.3.5.5** The Library Sabbatical Leave and Post-Tenure Review Committee shall be composed of five  
258 members of the library faculty either tenured or having completed their probationary period—all to  
259 be elected by members of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1  
260 of the Code). Members of the Library Sabbatical Leave and Post-Tenure Review Committee shall  
261 ordinarily serve two years with overlapping terms to provide continuity. Members may not ordinarily  
262 succeed themselves without one year intervening. Should there be a vacancy that will impact the  
263 Library Sabbatical Leave and Post-Tenure Review Committee’s work, qualified member(s) of the  
264 Library Faculty (including someone who has just served on Library Sabbatical Leave and Post-  
265 Tenure Review Committee) will be nominated by the Library Faculty and Professionals Assembly  
266 Executive Committee for a special election to serve the remainder of the term.

267  
268 **3.3.5.6** If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three available  
269 members of the Library Sabbatical Leave and Post-Tenure Review Committee to vote in an  
270 individual case, the Library Faculty and Professionals Assembly Executive Committee will appoint a  
271 qualified member of the Library Faculty and Professionals Assembly to review and vote on that  
272 particular case. (see 3.2.1 of the Bylaws).

273  
274 **3.3.5.6.1** Library faculty who submits a sabbatical leave file for consideration may not participate in  
275 the review of his or her file or any other sabbatical files under consideration. Library faculty standing  
276 for post-tenure review may not stand for election or serve on the Library Sabbatical Leave and Post-  
277 Tenure Review Committee during the year in which he or she will be reviewed for post-tenure  
278 review.

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280 **3.3.5.6.2** Library faculty with a domestic or familial relationship to the library faculty submitting a  
281 sabbatical file may not participate in the review of this file or any other sabbatical files under  
282 consideration. Library faculty with a domestic or familial relationship to library faculty being  
283 reviewed for post-tenure review may not serve on the Library Sabbatical Leave and Post-Tenure  
284 Review Committee during that year.

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286 **3.3.5.6.3** A unit head or supervisor of library faculty submitting a sabbatical file may not participate  
287 in the review of this file or any other sabbatical files under consideration. A unit head or supervisor  
288 of library faculty being considered for post-tenure review may not serve on the Library Sabbatical  
289 Leave and Post-Tenure Review Committee during the year.

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291 **3.3.5.6.4** No library faculty may serve simultaneously on the Library Sabbatical Leave and Post-  
292 Tenure Review Committee and the University Sabbatical Leaves Committee.

293  
294 **3.3.5.7** The Library Sabbatical Leave and Post-Tenure Review Committee shall function as a unit  
295 with all members present. Each shall have the full privilege of voice and shall vote in all proceedings.  
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297 **3.3.6 COMMITTEE ON PLANNING AND RESOURCES** (Joint Committee with Library Support  
298 Staff)  
299

300 **3.3.6.1** The Committee on Planning and Resources, in consultation with library administration,  
301 Library Faculty and Professionals Assembly Executive Committee and Library Support Staff  
302 Executive Board, and library staff, shall examine general priorities in the distribution of resources and  
303 participate in planning budget and human resource activities within the Libraries. In addition, the  
304 Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff  
305 Executive Board shall jointly issue other charges as needed. The Committee on Planning and  
306 Resources shall make recommendations concerning these priorities, issues and activities, as  
307 appropriate, to the Library Faculty and Professionals Assembly Executive Committee and the Library  
308 Support Staff Executive Board.  
309

310 **3.3.6.2** The Committee on Planning and Resources shall be composed of three members from the  
311 Library Faculty and Professionals Assembly, appointed by the Executive Committee, three members  
312 from the Library Support Staff Executive Board, and the Libraries' Director of Fiscal Services (ex  
313 officio), the Executive Director of Administrative Services (ex officio) and the Director of  
314 Communication and Advancement (ex-officio).  
315

316 **3.3.6.3** The Committee on Planning and Resources members shall serve two-year overlapping terms  
317 and shall select a presiding officer and a recording secretary.  
318

319 **3.3.7 COMMITTEE ON SALARIES AND BENEFITS**  
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321 **3.3.7.1** The Committee on Salaries and Benefits, in consultation with the library administration and  
322 the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as  
323 may be needed to support the library's budget request for salaries and shall seek ways to educate staff  
324 concerning benefit options.  
325

326 **3.3.7.2** The Committee on Salaries and Benefits shall be composed of three members of the Library  
327 Faculty and Professionals Assembly, appointed by the Executive Committee and the Libraries'  
328 Executive Director of Administrative Services (ex officio). The appointed members shall serve two-  
329 year overlapping terms and shall select a presiding officer and a recording secretary.  
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331 **3.3.8 COMMITTEE ON THE CODE AND BYLAWS**  
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333 **3.3.8.1** The Committee on the Code and Bylaws shall be responsible for reviewing the Library  
334 Faculty and Professionals Assembly Code and Bylaws, as well as any proposed amendments, and for  
335 ensuring that all sections and parts of the Code and Bylaws are internally uniform and conform to the  
336 stated purpose of the Library Faculty and Professionals Assembly (see 1.1 of the Code). The  
337 Committee shall, upon request of any Library Faculty and Professionals Assembly member or  
338 committee conveyed through the Executive Committee, also render interpretive decisions as to the  
339 meaning of a particular section or parts of the Code and Bylaws. The Committee on the Code and  
340 Bylaws' recommendations and decisions shall be forwarded to the Library Faculty and Professionals  
341 Assembly Executive Committee.  
342

343 **3.3.8.2** The Committee on the Code and Bylaws shall be composed of three members of the Library  
344 Faculty and Professionals Assembly, appointed by the Executive Committee. The appointed members  
345 shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

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347 **3.3.9 COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES**

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349 **3.3.9.1** The Committee on Research and Scholarly Activities in keeping with the Libraries' mission,  
350 shall encourage, promote, and support research and scholarly activities of the members of the Library  
351 Faculty and Professionals Assembly.

352  
353 **3.3.9.2** The Committee on Research and Scholarly Activities shall establish and review, on an annual  
354 basis, guidelines for the disbursement of funds received from the Dean of Libraries for scholarly pursuits.  
355 The Committee on Research and Scholarly Activities shall allocate these funds based on those  
356 guidelines. The Committee on Research and Scholarly Activities shall also administer the  
357 University's General Research Funds based on the established criteria.

358  
359 **3.3.9.3** The Committee on Research and Scholarly Activities shall be composed of five members of  
360 the Library Faculty and Professionals Assembly, appointed by the Executive Committee, three of  
361 whom have the requirement to engage in research and scholarly activities as part of their professional  
362 assignment. A reasonable effort will be made to appoint members who represent the various ranks of  
363 faculty as well as the different units of the Libraries.

364  
365 **3.3.9.4** The appointed members shall serve two-year overlapping terms and shall select a presiding  
366 officer and a recording secretary.

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368 **3.3.10 UNCLASSIFIED PROFESSIONALS COMMITTEE**

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370 **3.3.10.1** The Unclassified Professionals Committee shall solicit, develop and bring forward issues of  
371 importance to the Unclassified Professionals.

372  
373 **3.3.10.2** The Unclassified Professionals Committee shall be appointed by the Library Faculty and  
374 Professionals Assembly Executive Committee and be composed of three members. Unclassified  
375 Professionals Committee members shall serve two-year overlapping terms and shall select a presiding  
376 officer and a recording secretary.

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378 **3.4 AD HOC COMMITTEES**

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380 **3.4.1** Ad hoc committees may be established by the Executive Committee.

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384 **BYLAWS**

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387 **Article I. PARLIAMENTARY PROCEDURES**

388  
389 **1.1** The most recent edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary  
390 authority used in conducting meetings of the Library Faculty and Professionals Assembly, where  
391 these rules are not inconsistent with the provisions of the Code and other special rules of order that  
392 the Library Faculty and Professionals Assembly may adopt. The Chairperson of the Library Faculty



393 and Professionals Assembly may appoint a parliamentarian to serve during meetings of this body as  
394 necessary.

395

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

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### 398 **2.1 AGENDA**

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400 **2.1.1** Agenda for regular meetings of the Library Faculty and Professionals Assembly shall be  
401 distributed no later than one week prior to a meeting. Agenda for extraordinary meetings shall be  
402 made available with the call for the meeting. Minutes of regular and extraordinary meetings of the  
403 Library Faculty and Professionals Assembly shall be distributed to the membership in a timely  
404 manner.

405

### 406 **2.2 QUORUM**

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408 **2.2.1** The quorum for the Library Faculty and Professionals Assembly shall be one-third of the total  
409 membership of the Assembly.

410

### 411 **2.3 COMMITTEE REPORTS**

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413 **2.3.1** All committees shall provide the Executive Committee with minutes of meetings, delivered  
414 within two weeks of each meeting, and, at the end of the year, an annual report. Joint committees  
415 shall provide minutes of meetings and reports to the Library Support Staff Executive Board as well.  
416 These minutes and reports shall be distributed to the membership in a timely manner.

417

### 418 **2.4 PRESERVATION OF RECORDS**

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420 **2.4.1** The Executive Committee secretary shall deposit copies of all agenda, minutes, reports, and  
421 other records of the deliberative bodies and committees established in the Code, in the University  
422 Archives.

423

## 424 Article III. **ELECTIONS AND VACANCIES**

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### 426 **3.1 ELECTIONS**

427

428 **3.1.1** The Nominating and Ballot Committee shall assemble and distribute ballots, and tabulate and  
429 report to the Executive Committee the results of elections, for dissemination to the Library Faculty  
430 and Professionals Assembly.

431

432 **3.1.2** Whenever possible, distributed ballots (paper or electronic) shall be used for elections.  
433 Optimally, ballots should include at least two nominees for each vacant position and space for write-  
434 in candidates. However, if after an extensive search nominees are lacking, the following minimum  
435 requirements should be observed, in addition to provision for write-in candidates: ballots for one  
436 vacancy in a given category must include at least two nominees; ballots for two vacancies in a given  
437 category must include at least three nominees; ballots for three vacancies in a given category must  
438 include at least four nominees.

439

440 **3.1.3** Nominees shall be elected by either a majority or plurality of votes cast.

441

442 **3.1.4** If an election results in a tie vote, a runoff election will be held.

443  
444 **3.1.5** Elections shall be completed in time to provide officers and elected committee memberships by  
445 June 1 of each year.

446  
447 **3.1.6** The results of elections must be submitted by the Chairperson of the Nominating and Ballot  
448 Committee to the Chairperson of the Library Faculty and Professionals Assembly, who must deposit  
449 them in the University Archives.

450  
451 **3.1.7** Prior to the appointment of members to any appointive committee, there shall be a call for  
452 nominations or self-nominations from the membership of the Library Faculty and Professionals  
453 Assembly.

454  
455 **3.2 VACANCIES**

456  
457 **3.2.1** Any office or committee membership shall be considered vacant upon the resignation of the  
458 incumbent from the office or the University of Kansas Libraries. All newly appointed or elected  
459 members shall serve for the remaining part of the original terms.

460  
461 **3.2.1.1** If less than one half of the elected term for an Library Faculty and Professionals Assembly  
462 Executive Committee member has been served at the time the incumbent resigns, a special election  
463 will take place.

464  
465 **3.2.1.2** If less than one half of an appointed term has been served, at the time the incumbent resigns  
466 Library Faculty and Professionals Assembly Executive Committee will appoint a replacement  
467 member from the Assembly.

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469 **3.2.1.3** If more than one half of the elected or appointed term has been served at the time the  
470 incumbent resigns, (excepting members of the Library Committee on Promotion and Tenure and the  
471 Library Sabbatical Leave and Post-Tenure Review Committee (see 3.3.4.5 and 3.3.5.4 of the Code),  
472 Library Faculty and Professionals Assembly Executive Committee will appoint a person to fill the  
473 vacancy.

474  
475 **3.2.1.4** All newly appointed or elected committee members will be eligible for re-election or re-  
476 appointment, when those members serve less than half a term.

477  
478 **3.2.1.5** For vacancies on the Library Committee on Promotion and Tenure and the Library Sabbatical  
479 Leave Committee (see 3.3.4.5 and 3.3.5.4 of the Code).

480  
481 **Article IV. AMENDMENTS**

482  
483 **4.1 THE CODE**

484  
485 **4.1.1** A two-thirds affirmative vote of those who cast a distributed ballot (paper or electronic) shall be  
486 required for adoption of any proposed amendment to the Code, provided that a majority of the  
487 membership eligible to vote returns valid ballots. Technical/editorial changes to the Code to correct  
488 errors in formatting, numbering, etc., can be made by the Library Faculty and Professionals Assembly  
489 Executive Committee, without Assembly approval, so long as the changes do not affect the intent and  
490 meaning of the Code.

491

492 **4.2 THE BYLAWS**

493

494 **4.2.1** A simple majority vote by distributed ballot (paper or electronic) shall be required for adoption  
495 of any proposed amendments to the Bylaws. Technical/editorial changes to the Bylaws to correct  
496 errors in formatting, numbering, etc., can be made by the Library Faculty and Professionals Assembly  
497 Executive Committee, without Assembly approval, so long as the changes do not affect the intent and  
498 meaning of the Bylaws.

499

500 **4.3 NOTIFICATION**

501

502 **4.3.1** Upon the approval by the membership of any amendment(s) to the Code or Bylaws, the  
503 Chairperson of the Executive Committee shall notify the Dean of Libraries of the results and convey a  
504 copy of the amendment(s) for approval. The amendment(s) become(s) effective upon written approval  
505 by the Dean. A copy of the revised Code and Bylaws shall be posted on the Libraries' website.

506

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

508

509 **5.1** Upon call from the Provost, or other appropriate University authority, the Executive Committee  
510 shall direct the Nominating and Ballot Committee to create a ballot containing the names of all  
511 members of the Library Faculty and Professionals Assembly. Appropriate notice shall be given to the  
512 members so that any individual may remove his/her name from the ballot before it is submitted to the  
513 membership for the vote.

514

515 **5.2** The votes will be cast by distributed ballot (paper or electronic) with as much time elapsing  
516 before the closing date of the election as is possible within the constraints imposed by the call from  
517 the Provost. Each individual will be allowed to vote for as many candidates as the Library Faculty  
518 and unclassified professionals are allowed members on the Review Committee.

519

520 **5.3** The Executive Committee will forward as many names as requested in the call for members to the  
521 Dean's Review Committee, with the names placed in rank order by the number of votes received.

522

523 **Article VI. DISCIPLINE EXPECTATIONS FOR LIBRARY FACULTY, CRITERIA FOR**  
524 **ACADEMIC RANKS OF LIBRARY FACULTY, POST-TENURE REVIEW CRITERIA AND**  
525 **PROCEDURES, EVALUATION PLAN**

526

527 **6.1** The final vote on proposed revisions to Discipline Expectations for Library Faculty, Criteria for  
528 Academic Ranks of Library Faculty, Post-Tenure Review Criteria and Procedures, and Evaluation  
529 Plans may be cast by distributed ballot (paper or electronic) provided that a majority of eligible  
530 members vote to do so in a regular or extraordinary meeting of the Assembly.

531

532 **6.2** When the final vote is cast by distributed ballot (paper or electronic), a simple majority vote by  
533 eligible voters shall be required for adoption of any proposed revisions, provided that a simple  
534 majority of membership eligible to vote returns valid ballots.

535

536 **Article VII. DISSOLUTION**

537

538 **7.1** A simple majority vote at a meeting of the Library Faculty and Professionals Assembly shall be  
539 required to send to ballot a resolution to dissolve the Assembly. The ballot shall be sent to all  
540 members in all categories (see Article II of the Code.) A two-thirds affirmative vote by distributed  
541 ballot (paper or electronic) shall be required in order to approve the resolution.

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**Historical Record of Code and Bylaw Changes**

- June 2015
  - The Code was changed to reflect the transfer of post-tenure review duties from the Promotion and Tenure Committee to the Sabbatical Leave Committee. A dissolution clause was also added to the Bylaws. These were presented to LFPA in May 2015 and passed by ballot in June 2015.
- July 2014
  - 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.
- June 2014
  - 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.
- April 2014
  - 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.