

**LIBRARY FACULTY AND PROFESSIONALS ASSEMBLY
CODE OF GOVERNANCE
[June, 2012]**

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 librarians and other
7 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, Support Staff, and to the University Senate through the
12 Libraries' representative on those matters of concern to the library faculty.

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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:

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19 **2.1.1** All librarians with rank of Assistant Librarian, Associate Librarian or Librarian on tenure-track
20 or continuing appointments.

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22 **2.1.2** All librarians with rank of Librarian I, Assistant Librarian, Associate Librarian or Librarian on
23 term appointments.

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25 **2.1.3** An emeritus or emerita member of the library faculty who indicates in writing to the LFPA
26 Chairperson his or her desire to remain a member.

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28 **2.1.4** Unclassified professional staff.

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30 **2.1.5** Visiting library faculty.

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32 **2.1.6** Librarians from the Law School with rank of Assistant Librarian, Associate Librarian or
33 Librarian on tenure-track or continuing appointments may participate in Assembly matters related to
34 promotion, tenure and faculty rank and other such matters having a direct or substantial effect on the
35 law librarians.

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37 **2.2** Among the rights of Library Faculty and Professionals Assembly members shall be the following:

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39 **2.2.1 VOTING**

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41 **2.2.1.1** Members in category 2.1.1 may vote in all LFPA elections.

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

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46 **2.2.1.3** Members in category 2.1.3, 2.1.4, and 2.1.5 may vote for candidates for positions on the
47 Executive Committee.

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50 **2.2.1.4.** Only members in category 2.1.1 and 2.1.6 may vote on amendments to Discipline
51 Expectations for Library Faculty and the Faculty Evaluation Plan, and other issues pertaining only to
52 faculty..

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

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57 **2.2.1.6** Only members in category 2.1.4 may vote on amendments to the Unclassified evaluation
58 process and other issues pertaining only to Unclassified professional staff.

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

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63 **2.2.1.8** Members in all categories *except 2.1.6* may vote on all other ballots unless specifically
64 excluded by a simple majority vote of all members present at the LFPA meeting during which the
65 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 category 2.1.1 may serve and hold office on all standing committees. Untenured
70 librarians (Assistant or Associate), the Dean and any associate or assistant Deans may not serve on
71 the Library Committee on Promotion and Tenure or on the Library Sabbatical Leave Committee.

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73 **2.2.2.2** Members in category 2.1.2 may serve and hold office on all standing committees except
74 Promotion and Tenure and the Library Sabbatical Leave.

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76 **2.2.2.3** Members in category 2.1.3 may serve and hold office on the Planning and Resources,
77 Nominating and Ballot, and Code and Bylaws Committees. Members in category 2.1.3 may not serve
78 or hold office on Promotion and Tenure, Library Sabbatical Leave Committee, Salaries and Benefits,
79 Executive, and Research and Scholarly Activities Committees.

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81 **2.2.2.4** Members in category 2.1.4 may serve and hold office on all standing committees except
82 Promotion and Tenure and the Library Sabbatical Leave Committee.

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84 **2.2.2.5** Members in category 2.1.5 may serve and hold office on the Planning and Resources,
85 Nominating and Ballot, and Code and Bylaws Committees. Members in category 2.1.5 may not serve
86 or hold office on Promotion and Tenure, Library Sabbatical Leave Committee, Salaries and Benefits,
87 Executive, and Research and Scholarly Activities Committees.

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89 **2.2.2.6** All members are eligible for appointment to ad hoc committees.

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93 **Article III. ORGANIZATION**

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95 **3.1 OFFICERS AND TERMS OF OFFICE**

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

3.2 CALENDAR AND MEETINGS

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 LFPA 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 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 librarians, one from each of the three ranks of library faculty on regular appointment, and one elected member from the unclassified professional staff(i.e., membership category 2.1.4), who shall serve one-year terms. The vice-chair, who also serves as chairperson-elect, will have a second year in office as chairperson, so

146 will serve a two year term. The Chairperson of the Library Faculty and Professionals Assembly shall
147 act as the presiding officer of the Executive Committee.

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149 **3.3.2.4** Each of the committees here following shall include a member of the Executive Committee to
150 act as a liaison with that body. The Executive Committee shall appoint this member as a non-voting
151 member.

152 **3.3.3 NOMINATING AND BALLOT COMMITTEE**

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155 **3.3.3.1** The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson
156 (chairperson-elect) and secretary of the Library Faculty and Professionals Assembly; and members of
157 elective standing committees, in sufficient time for elections to take place no later than May. The
158 Nominating and Ballot Committee shall also assemble all Library Faculty and Professionals
159 Assembly ballots, and tabulate and report the results to the Executive Committee.

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161 **3.3.3.2** The Nominating and Ballot Committee shall be appointed by the Executive Committee and be
162 composed of three members. Committee members shall serve two-year overlapping terms.
163 The committee members shall select a presiding officer and a recording secretary.

164 **3.3.4 COMMITTEE ON PROMOTION AND TENURE**

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167 **3.3.4.1** The Committee on Promotion and Tenure (LCPT) is the committee required by Faculty
168 Senate Rules and Regulations Article VI. It shall review the qualifications and performance of all
169 members of the Library Faculty who are to be considered for promotion, award of tenure, or non-
170 reappointment, and make recommendation to the University Committee on Promotion and Tenure in
171 accordance with the guidelines accepted by the University of Kansas for granting promotions and
172 tenure for librarians. Its recommendations, together with those of the Dean of Libraries, shall be
173 forwarded to the Office of the Provost for consideration by the University Committee on Promotion
174 and Tenure.

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176 **3.3.4.2** The Committee on Promotion and Tenure also acts as the Libraries' Progress toward Tenure
177 Review (PTTR) committee. It shall review the qualifications and performance of all members of the
178 Library Faculty who are scheduled to be evaluated in their progress toward tenure. Once the
179 Committee completes its review, the complete files with the Committee's recommendations will be
180 sent to the Dean of Libraries.

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182 **3.3.4.3** The Committee shall review annually the criteria established by the University Libraries in
183 accordance with the aforesaid guidelines and recommend to the Library Faculty and Professionals
184 Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for
185 the preparation of dossiers for librarians under review for progress toward tenure and consideration
186 for promotion and/or tenure. The Committee shall present its recommendations to the Library Faculty
187 and Professionals Assembly for approval.

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189 **3.3.4.4** The first meeting of the Committee each year shall be called by the Library Faculty and
190 Professionals Assembly Executive Committee no later than the first week of August; the first order of
191 business shall be to select a presiding officer and a recording secretary.

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193 **3.3.4.5** The Committee on Promotion and Tenure shall be composed of five tenured library faculty
194 members with a minimum of three librarians from the Librarian rank, – all to be elected by members
195 of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1 supra).

196 Members of the Committee shall ordinarily serve three years with overlapping terms to provide
197 continuity. Members may not ordinarily succeed themselves without one year intervening. Should
198 there be a vacancy that will impact the Committee's work, qualified members of the Library Faculty
199 (including someone who has just served on LCPT) will be nominated by LFPA Executive Committee
200 for a special election to serve the remainder of the term.
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202 **3.3.4.5.1** A librarian who is seeking promotion may not stand for election or serve on the Committee
203 during the year in which he or she will be reviewed for promotion.
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205 **3.3.4.5.2** A librarian who has a domestic or familial relationship to the librarian being reviewed for
206 progress toward tenure or being considered for tenure or promotion may not serve on the Committee
207 during that year.
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209 **3.3.4.5.3** A unit head or supervisor of a librarian being considered for promotion or tenure may not
210 serve on the Committee during the year.
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212 **3.3.4.5.4** No librarian may serve simultaneously on the Library Committee on Promotion and Tenure
213 and the University Committee on Promotion and Tenure.
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215 **3.3.4.6** The Committee shall function as a unit with all members present. Each shall have the full
216 privilege of voice and shall vote in all proceedings except those in which the vote is specifically
217 denied by Section 3.3.4.5.2 or Section 3.3.4.5.3, or when by a majority vote, the Committee
218 disqualifies a member from discussion, voting, or both because his or her relationship to the matter
219 under discussion is judged prejudicial by the Committee.
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221 **3.3.4.7** Regarding the membership required to review a file, only those tenured members, at or above,
222 the rank for which the candidate is being nominated shall vote. If, due to unanticipated circumstances,
223 (e.g. a recusal) there are fewer than three available members of the Committee on Promotion and
224 Tenure qualified to vote in an individual case, the Library Faculty Executive Committee will appoint
225 a qualified member of the Library Faculty and Professionals Assembly to review and vote on that
226 particular case (see 3.2.1 of the Bylaws).
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228 **3.3.4.8** The Committee shall promptly notify the Dean in writing of its recommendation regarding
229 progress toward tenure, promotion or tenure.
230

231 **3.3.4.9** The deliberations on individual cases involving non-reappointment, progress toward tenure,
232 tenure, and promotion shall be held in strict confidence; discussion of such cases by Committee
233 members shall be restricted to meetings of the Committee formally convened for the purpose.
234

235 **3.3.5 LIBRARY SABBATICAL LEAVE COMMITTEE** 236

237 **3.3.5.1** The Library Sabbatical Leave Committee (LSLC) shall review and evaluate the merit of each
238 applicant for sabbatical leave and of his or her proposal. It shall notify each applicant in writing of its
239 recommendation and shall forward each recommendation to the Dean of Libraries, who will review
240 and evaluate the merit of the applicants and their proposal before transmittal to the Provost for
241 referral to the University Committee on Sabbatical Leaves for evaluation (Faculty Senate Rules and
242 Regulations 8.1.1-8.2.7)
243

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

246
247 **3.3.5.3** The first meeting of each year shall be called by the Library Faculty and Professionals
248 Assembly Executive Committee no later than the first week of August; the first order of business
249 shall be to select a presiding officer and a recording secretary.
250
251 **3.3.5.4** The Library Sabbatical Leave Committee shall be composed of three members of the library
252 faculty on tenure track appointments with a minimum of two members having achieved tenure—all to
253 be elected by members of the Library Faculty and Professionals Assembly eligible to vote (see 2.2.1
254 supra). Members of the Committee shall ordinarily serve two years with overlapping terms to provide
255 continuity. Members may not ordinarily succeed themselves without one year intervening. Should
256 there be a vacancy that will impact the Committee’s work, qualified member(s) of the Library Faculty
257 (including someone who has just served on Sabbatical Leave Committee) will be nominated by the
258 LFPA Executive Committee for a special election to serve the remainder of the term.
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260 **3.3.5.4.1** If, due to unanticipated circumstances, (e.g., a recusal) there are fewer than three available
261 members of the Library Sabbatical Leave Committee to vote in an individual case, the LFPA
262 Executive Committee will appoint a qualified member of the Library Faculty and Professionals
263 Assembly to review and vote on that particular case. LFPA Bylaws 3.2.1.
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265 **3.3.5.4.2** A librarian who submits a sabbatical leave file for consideration may not participate in the
266 review of his or her file or any other sabbatical files under consideration at the same time.
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268 **3.3.5.4.3** A librarian who has a domestic or familial relationship to a librarian submitting a sabbatical
269 file may not participate in the review of this file or any other sabbatical files under consideration at
270 this time.
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272 **3.3.5.4.4** A unit head or supervisor of a librarian submitting a sabbatical file may not participate in the
273 review of this file or any other sabbatical files under consideration at the same time.

274 **3.3.5.4.5** No Librarian may serve simultaneously on the Library Sabbatical Leave Committee and the
275 University Sabbatical Leaves Committee
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277 **3.3.5.5** The Library Sabbatical Leave Committee shall function as a unit with all members present.
278 Each shall have the full privilege of voice and shall vote in all proceedings.
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280 **3.3.6 COMMITTEE ON PLANNING AND RESOURCES** (Joint Committee with Library Support
281 Staff)
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283 **3.3.6.1** The Committee on Planning and Resources, in consultation with library administration,
284 Library Faculty and Professionals Assembly Executive Committee and Library Support Staff
285 Executive Board, and library staff, shall examine general priorities in the distribution of resources and
286 participate in planning budget and human resource activities within the Libraries. In addition, the
287 Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff
288 Executive Board shall jointly issue other charges as needed. The Committee shall make
289 recommendations concerning these priorities, issues and activities, as appropriate, to the Library
290 Faculty and Professionals Assembly Executive Committee and the Library Support Staff Executive
291 Board.
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293 **3.3.6.2** The Committee on Planning and Resources shall be composed of three members from the
294 Library Faculty and Professionals Assembly, appointed by the Executive Committee, three members

295 from the Library Support Staff, and the Libraries' Assistant to the Dean, Fiscal Services (ex officio),
296 the Human Resources Director (ex officio) and the Director of Communication and Advancement (ex-
297 officio).

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299 **3.3.6.3** The Committee members shall serve two-year overlapping terms and shall select a presiding
300 officer and a recording secretary.

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302 **3.3.7 COMMITTEE ON SALARIES AND BENEFITS**

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304 **3.3.7.1** The Committee on Salaries and Benefits, in consultation with the library administration and
305 the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as
306 may be needed to support the library's budget request for salaries and shall seek ways to educate staff
307 concerning benefit options.

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309 **3.3.7.2** The Committee on Salaries and Benefits shall be composed of three members of the Library
310 Faculty and Professionals Assembly appointed by the Executive Committee, and the Libraries'
311 Human Resources Director (ex officio). The appointed members shall serve two-year overlapping
312 terms, and shall select a presiding officer and a recording secretary.

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314 **3.3.8 COMMITTEE ON THE CODE AND BYLAWS**

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316 **3.3.8.1** The Committee on the Code and Bylaws shall be responsible for reviewing the LFPA Code
317 and Bylaws, as well as any proposed amendments, and for ensuring that all sections and parts of the
318 Code and Bylaws are internally uniform and conform to the stated purpose of the LFPA (1.1). The
319 Committee shall, upon request of any LFPA member or committee conveyed through the Executive
320 Committee, also render interpretive decisions as to the meaning of a particular section or parts of the
321 Code and Bylaws. The Committee's recommendations and decisions shall be forwarded to the
322 Executive Committee.

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324 **3.3.8.2** The Committee on the Code and Bylaws shall be appointed by the Executive Committee and
325 be composed of three members of the Library Faculty and Professionals Assembly. Committee
326 members shall serve two-year overlapping terms and shall select a presiding officer and a recording
327 secretary.

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329 **3.3.9 COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES**

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331 **3.3.9.1** The Committee on Research and Scholarly Activities (CRSA), in keeping with the Libraries'
332 mission, shall encourage, promote, and support research and scholarly activities of the members of
333 the Library Faculty and Professionals Assembly.

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335 **3.3.9.2** The Committee on Research and Scholarly Activities shall establish and review, on an annual
336 basis, guidelines for the disbursement of funds received from the Dean of Libraries for scholarly pursuits.
337 The Committee shall allocate these funds based on those guidelines. The Committee shall also
338 administer the University's General Research Funds based on the established criteria.

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341 **3.3.9.3** The Committee on Research and Scholarly Activities shall be composed of five members
342 from the Library Faculty and Professionals Assembly to be appointed by the Executive Committee,
343 three of whom have the requirement to engage in research and scholarly activities as part of their

344 professional assignment. A reasonable effort will be made to appoint members who represent the
345 various ranks of faculty as well as the different units of the Libraries.

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347 **3.3.9.4** Committee members shall serve two-year overlapping terms. The committee members shall
348 select a presiding officer and a recording secretary.

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350 **3.3.10 UNCLASSIFIED PROFESSIONALS COMMITTEE**

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352 **3.3.10.1** The Unclassified Professionals Committee shall solicit, develop and bring forward issues of
353 importance to the Unclassified Professionals.

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355 **3.3.10.2** The Unclassified Professionals Committee shall be appointed by the LFPA Executive
356 Committee and be composed of three members. Committee members shall serve two-year
357 overlapping terms. The committee members shall select a presiding officer and a recording secretary.

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359 **3.4 AD HOC COMMITTEES**

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361 **3.4.1** Ad hoc committees may be established by the Executive Committee.

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365 **BYLAWS**

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368 **Article I. PARLIAMENTARY PROCEDURES**

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370 **1.1** The most recent edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary
371 authority used in conducting meetings of the Library Faculty and Professionals Assembly, where
372 these rules are not inconsistent with the provisions of the Code and other special rules of order that
373 the LFPA may adopt. The Chairperson of the Library Faculty and Professionals Assembly may
374 appoint a parliamentarian to serve during meetings of this body as necessary.

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376 **Article II. AGENDA, MINUTES, QUORUM, REPORTS**

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378 **2.1 AGENDA**

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380 **2.1.1** Agenda for regular meetings of the Library Faculty and Professionals Assembly shall be
381 distributed no later than one week prior to a meeting. Agenda for extraordinary meetings shall be
382 made available with the call for the meeting. Minutes of regular and extraordinary meetings of the
383 Library Faculty and Professionals Assembly shall be distributed to the membership in a timely
384 manner.

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386 **2.2 QUORUM**

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388 **2.2.1** The quorum for the Library Faculty and Professionals Assembly shall be one-third of the total
389 membership of the Assembly.

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391 **2.3 COMMITTEE REPORTS**

393 **2.3.1** All committees shall provide the Executive Committee with minutes of meetings, delivered
394 within two weeks of each meeting, and, at the end of the year an annual report. Joint committees shall
395 provide minutes of meetings and reports to the Library Support Staff Executive Board as well. These
396 minutes and reports shall be distributed to the membership in a timely manner.
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398 **2.4 PRESERVATION OF RECORDS**

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400 **2.4.1** The Executive Committee secretary shall deposit copies of all agenda, minutes, reports, and
401 other records of the deliberative bodies and committees established in the Code, in the University
402 Archives.
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404 **Article III. ELECTIONS AND VACANCIES**

405 **3.1 ELECTIONS**

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408 **3.1.1** The Nominating and Ballot Committee shall assemble and distribute ballots, and tabulate and
409 report to the Executive Committee the results of elections, for dissemination to the Library Faculty
410 and Professionals Assembly.
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412 **3.1.2** Whenever possible distributed ballots (paper or electronic) shall be used for elections.
413 Optimally, ballots should include at least two nominees for each vacant position and space for write-
414 in candidates. However if after an extensive search nominees are lacking, the following minimum
415 requirements should be observed, in addition to provision for write-in candidates: ballots for one
416 vacancy in a given category must include at least two nominees; ballots for two vacancies in a given
417 category must include at least three nominees; ballots for three vacancies in a given category must
418 include at least four nominees.
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420 **3.1.3** Nominees shall be elected by either a majority or plurality of votes cast.

421 **3.1.4** If an election results in a tie vote, a runoff election will be held.
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423 **3.1.5** Elections shall be completed in time to provide officers and elected committee memberships by
424 June 1 of each year.
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426 **3.1.6** The results of elections must be submitted by the Chairperson of the Nominating and Ballot
427 Committee to the Chairperson of the Library Faculty and Professionals Assembly, who must deposit
428 them in the University Archives.
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430 **3.1.7** Prior to the appointment of members to any appointive committee, there shall be a call for
431 nominations or self-nominations from the membership of the Library Faculty and Professionals
432 Assembly.
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434 **3.2 VACANCIES**

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436 **3.2.1** Any office or committee membership shall be considered vacant upon the resignation of the
437 incumbent from the office or the University of Kansas Libraries. All newly appointed or elected
438 members shall serve for the remaining part of the original terms.

439 **3.2.1.1** If less than one half of the elected term for an LFPA Executive Committee member
440 has been served at the time the incumbent resigns, a special election will take place.

441 **3.2.1.2** If less than one half of an appointed term has been served, LFPA Executive
442 Committee will appoint a replacement member from the Assembly.

- 443 3.2.1.3 If more than one half of the elected or appointed term has been served at the time the
444 incumbent resigns, (excepting members of the Library Committee on Promotion and
445 Tenure and the Library Sabbatical Leave Committee—see 3.3.4.5 and 3.3.5.4 of the
446 Code), LFPA Executive Committee will appoint a person to fill the vacancy.
- 447 3.2.1.4 All newly appointed or elected committee members will be eligible for re-election or
448 re-appointment, when those members serve less than half a term.
- 449 3.2.1.5 For vacancies on the Library Committee on Promotion and Tenure and the Library
450 Sabbatical Leave Committee, see LFPA Code 3.3.4.5 and 3.3.5.4.
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453 Article IV. **AMENDMENTS**

454 **4.1 THE CODE**

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457 **4.1.1** A two-thirds affirmative vote of those who cast a distributed ballot (paper or electronic) shall be
458 required for adoption of any proposed amendment to the Code, provided that a majority of the
459 membership eligible to vote returns valid ballots. Technical/editorial changes to the Code to correct
460 errors in formatting, numbering, etc., can be made by the LFPA Executive Committee, without
461 Assembly approval, so long as the changes do not affect the intent and meaning of the Code.

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463 **4.2 THE BYLAWS**

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465 **4.2.1** A simple majority vote by distributed ballot (paper or electronic) shall be required for adoption
466 of any proposed amendments to the Bylaws. Technical/editorial changes to the Bylaws to correct
467 errors in formatting, numbering, etc., can be made by the LFPA Executive Committee, without
468 Assembly approval, so long as the changes do not affect the intent and meaning of the Bylaws.

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470 **4.3 NOTIFICATION**

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472 **4.3.1** Upon the approval by the membership of any amendment(s) to the Code or Bylaws, the
473 Chairperson of the Executive Committee shall notify the Dean of Libraries of the results and convey a
474 copy of the amendment(s) for approval. The amendment(s) become(s) effective upon written approval
475 by the Dean. A copy of the revised Code and Bylaws shall be posted on the Libraries' website.

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

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479 **5.1** Upon call from the Provost, or other appropriate University authority, the Executive Committee
480 shall direct the Nominating and Ballot Committee to create a ballot containing the names of all
481 members of the Library Faculty and Professionals Assembly. Appropriate notice shall be given to the
482 members so that any individual may remove his/her name from the ballot before it is submitted to the
483 membership for the vote.

484

485 **5.2** The votes will be cast by distributed ballot (paper or electronic) with as much time elapsing
486 before the closing date of the election as is possible within the constraints imposed by the call from
487 the Provost. Each individual will be allowed to vote for as many candidates as the Library Faculty
488 and Unclassified Professionals are allowed members on the Review Committee.

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490 **5.3** The Executive Committee will forward as many names as requested in the call for members to the
491 Dean's Review Committee, with the names placed in rank order by the number of votes received.

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493 Article VI. **DISCIPLINE EXPECTATIONS FOR LIBRARY FACULTY, CRITERIA FOR**
494 **ACADEMIC RANKS FOR LIBRARIANS, EVALUATION PLAN**

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496 **6.1** The final vote on proposed revisions to Discipline Expectations for Library Faculty, Criteria for
497 Academic Ranks for Librarians, and Evaluation Plans may be cast by distributed ballot (paper or
498 electronic) provided that a majority of eligible members vote to do so in a regular or extraordinary
499 meeting of the Assembly.

500

501 **6.2** When the final vote is cast by distributed ballot (paper or electronic), a simple majority vote by
502 eligible voters shall be required for adoption of any proposed revisions, provided that a simple
503 majority of membership eligible to vote returns valid ballots.

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