

FEDERAL LIBRARIES SECTION
A SECTION OF THE MEDICAL LIBRARY ASSOCIATION, INC.

BYLAWS

Article I. Name

The name of this organization shall be The Federal Libraries Section, a section of the Medical Library Association, Inc. (MLA).

Article II. Purpose

The purpose of this Section shall be to share/promote the interests and concerns of US government libraries; to continually seek improvement of each library through increased communication and cooperative sharing; and to cooperate with health care organizations and accrediting agencies.

Article III. Membership

Section 1. Members

Only members of MLA may belong to this Section.

Section 2. Rights and Privileges

A. Voting members of this organization shall consist of all members, except that only voting Members of the MLA shall be qualified to move or to vote on recommendations to the Section Council regarding MLA policies or actions, or to vote on the selection of the Section's Representative and Representative-Elect to the Section Council.

B. Officers of this Section shall be voting Members of the MLA.

Section 3. Dues

Dues shall be determined by a majority vote of those present and eligible to vote at the annual business meeting of the Section held in conjunction with the MLA annual meeting. Section dues may not exceed MLA Membership dues for Regular Members.

A. Section dues shall be payable on joining the Section and thereafter at the same time as are Medical Library Association dues.

B. Dues shall be assessed on an annual basis for the period of the calendar year.

C. If dues are unpaid at the time of the annual meeting, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges.

Article IV. Officers

Section 1. Officers and Term of Office

A. Elective officers of the Section shall be a Chair, Chair-Elect, Secretary, Treasurer, a Representative to the Section Council, and a Representative-Elect to the Section Council, and the Immediate Past-Chair. The elected officers shall be members of the Executive Board.

B. The term of office of the Chair shall be one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair.

C. The term of office of the Secretary shall be two years. An individual may not serve more than three successive terms as Secretary.

D. The term of office of the Treasurer shall be two years. An individual may not serve more than three successive terms as Treasurer.

E. The term of office of the Representative to the Section Council shall be three years, one term as Representative-Elect, and a two-year term as Representative, except that if the Representative's term be made shorter by action of the Council or the Bylaws of the Medical Library Association, the term will coincide with the action.

F. Elected officers shall take office at the close of the MLA Annual Meeting following their election and serve, unless they resign, die, become incapacitated, or are removed, until the close of the MLA Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties.

Section 2. Duties

A. The duties of the Chair shall be to preside over all meetings and to represent the Section at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to submit an Annual Report to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section. A Parliamentarian may be appointed by the Chair to serve a term concurrent with that of the Chair. This person may be reappointed to serve additional terms.

B. The duties of the Chair-elect shall be to serve as Chair whenever the Chair is not able to do so, to plan the program for the meeting at the end of their term as Chair-Elect, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

C. The duties of the Immediate Past-Chair shall be to serve as Chair of the Nominating Committee and Chair of the Membership Committee for the Section, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

D. The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence, to prepare minutes of all meetings, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

E. The duties of the Treasurer shall be to account for all monies due to the organization, to pay all bills incurred by the Section, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

F. The duties of the Representative to the Section Council shall be to represent the Section on the MLA Section Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Section, and to communicate Council business to the officers and membership of the Section.

G. The duties of the Representative-Elect to the Section Council shall be to attend the meetings of the Section Council, to serve as Representative whenever the Representative is unable to do so, and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

Section 3. Nominations and Elections

A. The Nominating Committee shall be composed of the elected officers and the Immediate Past Chair of the Section who will serve as Chair of the Committee. The Committee shall prepare annually a slate of candidates for each elective office whose term expires, and submit it to the Nominating Committee Chair.

B. Nominations may be taken from the membership at large. The Nominating Committee shall select at least one name for each of the following offices to be presented to the membership: Chair-Elect, Secretary, Treasurer, Representative-Elect. The election of Representative-Elect occurs every three years, all other officers are elected on an annual basis.

C. Ballots shall be sent to the voting membership by the Immediate Past Chair no later than February 1, in order to ensure that new officers are elected prior to February 15 of every year. Provision shall be made on the ballots for write-in candidates. Ballots shall be returned to the Immediate Past Chair, who will count the ballots and announce the results via the Section's list, and also at the Section's business meeting at the next MLA Annual Meeting. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect.

Section 4. Vacancies

A. A vacancy arising in the office of Chair shall be filled by the Chair-Elect, who shall cease to be Chair-Elect, and shall serve as Chair for the full succeeding term to which he or she was elected.

B. A vacancy arising in the office of Representative to the Section Council shall be filled by the Representative-Elect, who shall cease to be Representative-Elect, and shall serve out the unexpired term of the Representative. A new Representative-Elect from the Section shall be selected by the Executive Board when this occurs, and shall serve the remaining term of the Representative-Elect who is being replaced.

C. A vacancy arising in any other elected office shall be filled by the Executive Board and shall serve until the conclusion of the next MLA Annual Meeting when the election results are announced.

Section 5. Candidate for the MLA Nominating Committee Membership

A. The name of one Voting Member of the Federal Libraries Section shall be chosen by the Executive Board and submitted each year to the Section Council as a potential candidate for membership on the MLA Nominating Committee. This submission shall be made to the Council before its final assembly at the MLA Annual Meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted. This candidate serves as an ex-officio member of the Executive Board.

B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such a potential candidate from some other unit, e.g. Section Chair, etc. of the Medical Library Association; no candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of the Medical Library Association, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more than one term during a period of five years, i.e. during the year they serve on the MLA Nominating Committee and five years hence.

Article V. Meetings

Section 1. Meetings

At least one meeting shall be held in each fiscal year. Additional meetings may be held. All meetings shall be held at a time and place convenient for members. Notice of all

meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date. The Section's Business Meetings shall be held during the same period and at the same location as the MLA Annual Meeting. No Section meetings shall be held at the same time that General Sessions or Business Sessions at the Association's Annual Meeting are conducted.

Section 2. Quorum

Five percent (5%) of the membership shall constitute a quorum of this Section.

Article VI. Executive Board

Section 1. Executive Board

The Chair, Chair-Elect, Secretary, Treasurer, and Section Council Representative shall constitute the voting members of the Executive Board. Committee Chairs, the MLA Section Council Representative-Elect, the Section Candidate to the MLA Nominating Committee and the Newsletter Editor(s) shall serve as ex-officio non-voting members.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of this Section between its business meetings, establish the time and place of meetings, make recommendations to the membership, adopt the annual budget as submitted by the Treasurer, and shall perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the organization.

Article VII. Committees

Section 1. Standing Committees

A. Standing Committees of the Section shall consist of Program Committee, Membership Committee, Newsletter Committee, Nominating Committee, and Bylaws Committee. Other standing committees may be established or deleted by the Executive Board.

B. The Program Committee shall be responsible for developing a program sponsored by the Section for the MLA Annual Meeting and shall work with the MLA Program Committee.

Section 2. Special Committees

The Section Chair may appointment such other special committees as are necessary with the advice and consent of the Executive Board. Membership on section committees is not restricted to voting members of the Medical Library Association.

Section 3. Committee Chairs

Chairs of each Section Committee shall be voting members of the Medical Library Association.

Section 4. Committee Reports

Each Committee Chair shall submit an annual report of its activities to the Section Chair prior to the compilation of the Annual Section Report for submission to MLA Headquarters. Mid-year Section Committee reports may also be required by the Section Chair.

Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Section may adopt.

Article IX. Amendment of Bylaws

Section 1. Notification

These Bylaws may be amended at any regular meeting of the Section by a two-thirds vote of those attending, provided that they amendment has been distributed to the membership at least thirty (30) days prior to the meeting at which the vote shall be taken. The Bylaws may also be amended by mail ballot. The Executive Board will determine the method of voting for all proposed amendments.

Section 2. Consideration at Annual Meeting

Opportunity shall be given at the Annual Meeting for debating and amending any properly proposed amendments to any part of the Bylaws.

Section 3. Ballot

The time of the beginning and closing of the ballot and of the reporting of results shall be fixed by the Executive Board. To amend or rescind any portion of the Bylaws twenty-five percent (25%) of the total ballots distributed must be returned properly filled in and on time, and two-thirds of these ballots must be affirmative.

Section 4. Effective Date

The Bylaws and any amendments shall become effective on February 1 of the year following their acceptance.

Article X. Dissolution

Upon the dissolution of this Section, its assets remaining after payment, or provision of payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501©(3) of the Internal Revenue Code. The specific distribution of assets will be determined, by the voting Members of the Section's Executive Board, at the time the section dissolves.

(2/02; revised 4/06)