

MARYLAND LIBRARY ASSOCIATION  
GOVERNMENT INFORMATION DIVISION BYLAWS

Revised Fall 1989  
Amended March 26, 1991  
Amended June 15, 2005

ARTICLE I – NAME

The name of this organization, a division of the Maryland Library Association, shall be the Government Information Division.

ARTICLE II – PURPOSE

The purpose of the Government Information Division shall be to encourage use, provide access, and support dissemination of federal, state, local and international government publications and information among the library community and citizenry within the State of Maryland.

ARTICLE III – MEMBERSHIP

Any current member of the Maryland Library Association interested in the purpose of this Division may become a member of the Division. Classification of members, membership privileges and the membership year are prescribed in the Maryland Library Association Bylaws and Manual.

ARTICLE IV – OFFICERS

Section 1. Elected Officers

Elected officers of the Division shall consist of a President, Vice-President/President-Elect, and a Secretary.

Section 2. Terms of Office

The terms of office for each elected officer shall correspond to the fiscal year of the Maryland Library Association, which is 1 July through 30 June. The Vice-President/President-Elect shall be elected for a three (3) year term, serving the first year after election as the Vice-President/President-Elect, thereafter succeeding to the office of President for a term of one (1) year, and then succeeding in the third year to the position of Past-President. The Secretary shall be elected for a term of one (1) year.

Section 3. Duties

The elected officers shall perform the duties prescribed by these bylaws, by the Maryland Library Association Bylaws and Manual and such other duties as shall be assigned by the Division Steering Committee.

## ARTICLE V – STEERING COMMITTEE

### Section 1. Membership

The Division Steering Committee shall consist of the elected officers of the Division, the immediate Past-President of the Division, and the chairs of standing committees, sections and discussion groups of the Division and may include at-large members of the Division. Service on the Division Steering Committee shall correspond to the fiscal year of the Maryland Library Association.

### Section 2. Purpose

The Division Steering Committee shall constitute the managing board of the Division. As such, it shall have power and authority to carry out the policies of the Division as determined at the annual business meeting and to conduct the business of the Division. The Division Steering Committee is responsible for ensuring that the Division meets all criteria governing the continuance of the Division as prescribed in the Maryland Bylaws and Manual. Custody of all property of the Division shall be vested in the Division Steering Committee until such time as the property is scheduled to be transferred to MLA's archives. It shall also have the power and authority to formulate and promulgate policies for the Division between annual business meetings, subject to the approval of the Division membership as may be deemed necessary by the Division Steering Committee and as may be sought by mail or email ballot. The Division Steering Committee shall accept specific charges from the Maryland Library Association President or the Association Executive Board.

### Section 3. Vacancies

Any vacancy occurring on the Division Steering Committee shall be filled in the following manner.

- A. President: The Vice-President/President-Elect shall assume the duties of the President if a vacancy should occur in that office during the term of office. At the termination of this year in office, he/she shall succeed to the Presidency even if he/she completed the unexpired term of the preceding President.
- B. Vice-President/President-Elect: Should a vacancy occur in this office, the Vice President shall be recruited and approved by a majority vote of the remaining members of the Division Steering Committee. The appointee shall serve in this position until a successor is elected at the next annual election.
- C. Secretary: Any vacancy shall be filled by a member of the Division with the approval, by a majority vote, of the remaining members of the Division Steering

Committee. The appointee shall serve in this capacity until a successor is elected at the next annual election.

- D. Any other vacancy shall be filled by a member of the Division with the approval, by a majority vote, of the Division Steering Committee. The person so appointed shall serve until the following annual election.

#### Section 4: Removal from Office

Failure to attend meetings without an acceptable explanation or to perform the duties of the office or position as prescribed in Division bylaws, the Maryland Library Association Bylaws and Manual or as assigned by the Division Steering Committee constitutes grounds for removal from the office or position. Removal must have the approval of the officer or governing board from which official approval of the position stems.

### ARTICLE VI – OTHER COMMITTEES AND SPECIAL APPOINTMENTS

#### Section 1. Standing Committees

- A. The standing committees shall consist of but not be limited to the Nominations and Membership Committee and the Program Committee. Such other standing committees may be appointed by the Division President as the Division or the Division Steering Committee shall from time to time deem necessary to carry out the work of the Division. Standing committees shall perform the duties prescribed by these bylaws, by the Maryland Library Association Bylaws and Manual and such other duties as shall be assigned by the Division Steering Committee.
- B. The Nominations and Membership Committee shall nominate candidates for Division elected officers and report the results of the Division election in compliance with both Division bylaws and the Maryland Library Association Bylaws and Manual. The Committee shall also promote membership in the Division. The immediate Past-President shall serve as Nominations and Membership Committee Chair.
- C. The Program Committee, with the approval of the Division Steering Committee, shall plan and conduct Division programs, including programs at the Annual Conference of the Maryland Library Association. The Committee is responsible for holding at least one (1) membership activity per year in addition to an annual conference program. All programs must be conducted in compliance with the Maryland Library Association bylaws, Association and Division deadlines, policies, procedures, and program planning guidelines. The Committee shall perform other duties as shall be directed by the Division Steering Committee.

The Vice-President/President-Elect shall serve on the Maryland Library Association Annual Conference Committee and may serve as co-chair of the Division Program Committee. A liaison from the Maryland Library Association's Professional

Development Advisory Panel serves as a non-voting member of the Program Committee. Section and discussion group chairs or their designated representatives may serve on the Program Committee if programming by the section or discussion group is anticipated.

## Section 2. Special Committees and Special Appointments

The President of the Division, subject to the approval of the Division Steering Committee, may appoint such special committees and make such special appointments that are deemed necessary to carry on the work of the Division. Such committees or special appointments shall normally terminate upon submission of a final report or upon action of the Division Steering Committee. Duties of such committees and appointments shall be assigned by the Division Steering Committee. A special committee may become a standing committee by a vote of the Division membership either at the annual business meeting or by a mail or email ballot and in accordance with the Division and Maryland Library Association Bylaws and Manual. Chairs of special committees or special appointees may serve, with Division Steering Committee approval, on the Division Steering Committee.

## Section 3. Chairs and Committee Membership

- A. The Program and Nominations and Membership Committees shall be appointed by the incoming Division President, subject to Division Steering Committee approval, no later than one (1) month following the annual business meeting.
- B. The Division President, subject to the approval of the Division Steering Committee, shall appoint special or any additional standing committee chairs. Committee members shall be appointed by the Division President, subject to the approval of the Division Steering Committee. The Division President shall be an ex officio member of all committees. All voting members of committees must be current members of the Maryland Library Association and the Division.

## Section 4. Removal from Committee or Appointment

Failure to perform duties as assigned or to attend meetings without an acceptable explanation constitutes grounds for removal from the position or committee. Removal must have the approval of the officer, chair, or Division Steering Committee from which official approval of the position stems.

# ARTICLE VII – SECTIONS AND DISCUSSION GROUPS

## Section 1. Sections

- A. Sections may be established to represent long-term areas of interest that fall within those interests of the Division. Sections are the most formal, focused subgroups of the Division.

- B. Sections shall be initiated by a written petition by thirty percent (30%) of the divisional membership to the Division Steering Committee. The Steering Committee then submits its recommendation, pro or con, in writing to the Maryland Library Association Executive Board regarding the establishment of a section.
- C. Candidates for section chairs must have the approval of two-thirds (2/3) of the Division Steering Committee. At the first section meeting of each fiscal year, section membership shall elect, by simple majority, a Section chair to handle all group logistics. The Section chairs shall serve on the Division Steering Committee. The Section chairs or their designated representatives may serve on the Division Program Committee if programming by the section is anticipated.
- D. Sections may program with the approval of the Division Steering Committee. All membership activities, including programs, must abide by the deadlines, policies, procedures, and program planning guidelines of the Division and the Maryland Library Association.

## Section 2. Discussion Groups

- A. Discussion groups, with the approval of the Division Steering Committee, may be established to provide timely and flexible response to a common current interest that falls within the broader area of concern of the Division. Discussion groups are designed to operate under a less formal governing structure and shall continue only as long as a need exists.
- B. At the first discussion group meeting of each fiscal year, the discussion group membership shall choose a chair, subject to the approval of the Division Steering Committee, to handle all group logistics. Discussion group chairs shall serve on the Division Steering Committee. Each discussion group chair or a designated representative may serve on the Division's Program Committee if programming by a discussion group is anticipated.
- C. Discussion groups, with the approval of the Division Steering Committee, may only program as part of the Division. All membership activities, including programs, must abide by the deadlines, policies, procedures, and program planning guidelines of the Division and the Maryland Library Association.

## Section 3. Discontinuance

Sections or discussion groups may be dissolved by two-thirds (2/3) majority of the Division Steering Committee.

# ARTICLE VIII – MEETINGS

## Section 1. Schedule

All meetings of the Division shall be held at times and in places determined by the Division Steering Committee.

- A. Annual Business Meeting: There shall be an annual business meeting to transact the business of the Division to be held at the annual conference of the Maryland Library Association.
- B. Division Steering Committee Meetings: Division Steering Committee meetings shall be held at least quarterly on call of the Division President.
- C. Special Meetings: Special meetings may be called by the Division Steering Committee for the purpose of transacting extraordinary business of the Division.

## Section 2. Quorum

At any meeting of the Division for the transaction of business, a quorum shall be the number of attendees at such a meeting as long as the meeting has been properly publicized; the President, Vice-President elect or committee chair as well as three (3) other Division members must be in attendance.

## Section 3. Mail or Email Votes

Mail or email votes may be authorized by the Division Steering Committee between meetings when, in its opinion, such action is warranted, as long as highlights of the discussion of the issue are included in the email or mailing. Mail or email votes will be in accordance with the Maryland Library Association Bylaws and Manual. The Division Steering Committee shall have the authority to set the periods during which such votes shall be accepted and to determine the mechanics of balloting.

## Section 4. Attendance

Elected officers, chairs of standing and special committees, chairs of discussion groups, section chairs and special appointees are expected to attend all meetings of the Division Steering Committee, Division and their respective units. Persistent failure by voting members of committees to attend meetings without an acceptable explanation constitutes grounds for removal from the office or position. Removal must have the approval of the appropriate official or the governing board from which official approval of the position stems.

# ARTICLE IX – NOMINATIONS AND ELECTIONS

## Section 1. Candidate Requirements

All candidates for election must be current members of the Division and the Maryland Library Association.

## Section 2. Nominations by Committee

The Nominations and Membership Committee shall propose to the Division Steering Committee a slate of consenting candidates for each elected office to be filled. The slate, containing the candidate's name, job title, business address and the candidate's written acceptance, shall be submitted to the Division Steering Committee no later than the scheduled meeting prior to the deadline for submitting the slate to the Maryland Library Association Nominations and Elections Committee.

### Section 3. Nominations by Petition

Additional nominations may be made by individual petition, containing the candidate's name and the written acceptance of the candidate. Petitions must be submitted to the Division Steering Committee for approval prior to the deadline for submitting the slate to the Maryland Library Association's Nominations and Elections Committee. Approval shall consist of the assent of two-thirds (2/3) of the Division Steering Committee. Upon approval, the petitions and the written acceptance of the candidates must be forwarded to the Maryland Library Association Nominations and Elections Committee by their specified deadline.

### Section 4. Election

The election is by official Maryland Library Association ballot and is conducted by the Maryland Library Association Nominations and Elections Committee as prescribed in the Maryland Library Association Bylaws and Manual.

### Section 5. Election Results

Election results are announced by the Maryland Library Association Nominations and Elections Committee Chair at the annual business meeting. Upon learning of the election results, the Division Nominations and Membership Chair shall immediately notify the Division Steering Committee and all candidates of the election results. The results must be reported to the Division membership at the next scheduled business meeting.

## ARTICLE X – PARLIAMENTARY AUTHORITY

*The Standard Code of Parliamentary Procedure*, by Alice Sturgis, in the latest available edition, shall govern the Division in all cases to which it can be applied and which are not governed by the Division bylaws or the Maryland Library Association Bylaws and Manual. A parliamentarian may be appointed at the discretion of the Division Steering Committee.

## ARTICLE XI – AMENDMENTS

Proposed amendments must be in accordance with Maryland Library Association Bylaws and Manual. Following their review by the Maryland Library Association Planning and Bylaws Committee, the Division bylaws may be approved for amendment by a two-thirds (2/3) vote of the quorum voting at the next scheduled business meeting with notice of any proposed amendment having been published at least thirty (30) days prior to the business meeting.

Amended bylaws must be submitted to the Maryland Library Association Executive Board for approval within three (3) months after the Division membership votes.