

# MARYLAND LIBRARY ASSOCIATION, Inc.

## BYLAWS

**As approved by the Membership  
at the Annual Business Meeting on April 29, 1960  
with amendments through May 7, 2004**

### ARTICLE I - NAME

The name of this organization shall be the Maryland Library Association, Inc.

### ARTICLE II – PURPOSE

The purpose of the Maryland Library Association is to provide leadership for those who have responsibility for or commitment to libraries, by providing opportunities for professional development and communication, and by advocating principles and issues related to librarianship and library services.

### ARTICLE III - MEMBERSHIP

Section 1. MEMBERS. Any person, library, or other institution or organization interested in the purpose of the Association may become a member upon payment of the prescribed dues. Individual members may designate one or more divisions with which they wish to affiliate

#### Section 2. RIGHTS AND BENEFITS OF MEMBERSHIP

a. A person joining the Association as an individual shall be entitled to vote at Association annual business meetings and Association special meetings, to hold office and to seek appointments on Association committees, advisory panels, and interest groups, and to hold office and seek appointments within divisions with which the member is affiliated.

b. Members shall receive the journal of the Association.

c. Only individual members of this association have the right to vote, serve on committees, and hold office.

d. HONORARY MEMBERS. Honorary membership may be conferred on anyone whose contribution to librarianship or a closely related field is of lasting importance to library development in the State. It should reflect honor upon the Maryland Library Association as well as upon the individual.

Nominations: The Executive Board will consider nominating honorary members upon the written recommendation of (1) a member of the Executive Board, or (2) the Awards Committee. Written recommendations are to cite specific accomplishments of individuals being recommended.

Criteria: (1) Honorary membership should be conferred for a significant contribution to librarianship or a closely related field rather than for years of service. (2) It should recognize the contribution of an individual per se, rather than an individual representing the accomplishment of many. (3) It should be conferred because of significant contribution of more than local or limited achievement. (4) The recipient may be a librarian or a person in a related field. (5) Only a living person should be considered for honorary membership.

Elections: A nominee for honorary membership may be approved at any Executive Board meeting. The award will be presented at the next Annual Conference.

Privileges: Honorary members shall pay no dues and shall have all the privileges of individual members.

### Section 3. DUES

a. DETERMINATION. Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at any annual business meeting of the Association; provided further that written or printed notice of any proposed changes shall be given to all voting members at least thirty (30) days before meetings at which such changes are to be considered.

b. MEMBERSHIP YEAR. A membership year commences whenever a member pays the prescribed dues to join the Association. Dues are payable to the Maryland Library Association annually on the anniversary date of the individual or institutional members joining the Association.

c. UNPAID DUES. A member whose dues continue to remain unpaid for one (1) month after being sent printed notification of the delinquency shall be automatically dropped from the membership of the Association and its Divisions and shall lose all membership rights and privileges upon being dropped from the membership.

## ARTICLE IV - ELECTED OFFICERS

Section 1. ELECTED OFFICERS. The elected officers of the Association shall be the President; the Vice-President/President Elect; the Secretary; the Treasurer; and the Past President.

Section 2. TERMS OF OFFICE. The terms of office shall correspond to the fiscal year of the organization, which shall be 1 July through 30 June. The Vice-President/President Elect shall be elected for a term of three (3) years, serving the first year after election as Vice-President, the second year as President, and the third year as Past President. The Secretary shall be elected for a term of two (2) years in each even-numbered year. The Treasurer shall be elected for a term of two (2) years in each odd-numbered year. Elected officers may serve 2 consecutive terms and shall be eligible for re-election to the board the calendar year following the calendar year in which the second consecutive term expires. (For MLA purposes, the calendar year is the same as the fiscal year, July 1 – June 30.)

## **ARTICLE V - EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the elected officers of the Association, the division presidents, The Conference Director, the Legislative Officer, the Intellectual Freedom Officer, the Professional Development Officer, and as many Chapter Councilors as the American Library Association will certify. The elected officers of the Association and the Conference Director shall constitute the Steering Committee of the Executive Board: The Conference Director shall serve as a voting member of the Steering Committee. The Executive Director of the Association shall serve as an ex-officio non-voting member of the Executive Board and of the Steering Committee of the Executive Board.

- a. **TERMS OF OFFICE.** Appointed officers may serve 4 consecutive 1-year terms and shall be eligible for re-appointment the calendar year following the calendar year in which the 4<sup>th</sup> consecutive term expires. (For MLA purposes, the calendar year is the same as the fiscal year, July 1 – June 30.)
- b. **TERM OF OFFICE.** The Chapter Councilor(s) may serve 2 consecutive 3-year terms and shall be eligible for reelection after one term out of office.

Section 2. The Executive Board shall constitute the managing board of the Association. As such it shall have power and authority to carry out policies of the Association as determined at annual business meetings, and to conduct the business of the Association. Custody of all property of the Association shall be vested in the Executive Board. It shall also have power and authority to formulate and promulgate policies for the Association between meetings, subject to the approval of the Association as may be necessary and as may be sought by mail ballot.

Section 3. Any vacancy occurring on the Executive Board by reason of resignation or death shall be filled in the following manner:

- a. **President:** The Vice President/President Elect shall automatically assume the duties of the President.
- b. **The Vice-President/President-Elect:** No successor is chosen if the office falls vacant because of the incumbent's succeeding to the offices of President or if the vacancy occurs during the last six (6) months of the term. A special election shall be conducted if the office falls vacant during the first six (6) months of the term and if the vacancy occurs for any reason other than succession to the office of President. The office shall remain vacant until the annual business meeting if the vacancy occurs during the last six (6) months of the term. The candidate on the annual election ballot receiving the majority of votes for the elected office of Vice President/President-Elect shall be declared President, and the runner-up shall be declared Vice President /President Elect at the annual business meeting.
- c. **Division President:** To be filled in accordance with the rules

governing the division.

d. Any other vacancy on the Executive Board shall be filled by appointment of the President with the approval by a majority vote of the remaining members of the Executive Board. Those officers shall assume their duties immediately for the balance of the appointed year, or until the next annual election of the Association.

Section 4. A majority of the members of the Executive Board shall constitute a quorum.

## **ARTICLE VI- DIVISIONS**

Section 1. ESTABLISHMENT AND CONTINUANCE. Upon the receipt of a written petition of ten percent (10%) of current Association membership, the Executive Board by majority vote may authorize the development of a division. A division shall represent broad-based areas of concern and long-term interest. After authorization and at the end of a full fiscal year, the Executive Board by majority vote may grant final approval of the division if the following criteria for governing a division have been met:

- a. Must nominate at least one candidate for each divisional elected office.
- b. Must communicate with its membership at least twice a year.
- c. Must conduct at least one membership activity in addition to the Annual Conference program.
- d. Must comply with written procedures of the Association as outlined in the Manual of the Association.
- e. Must have bylaws approved by the Executive Board of the Association To continue as a division in good standing.

Section 2. GOVERNMENT.

- a. BYLAWS. Within twelve (12) months after authorization as a division has been granted, a division shall draft bylaws for its government consistent with the Bylaws of the Association and shall submit these bylaws for approval to the Executive Board of the Association.
- b. Bylaws amendments must be approved by the Executive Board within three (3) months after approval by the divisional membership.
- c. OFFICERS. The elected offices of the division shall be elected in the annual Association election and consist of a President, Vice-President/President Elect, and Secretary. A steering committee consisting of the elected division officers, a Program Committee Chair, and a Nominations Committee Chair shall direct the work of the division. All voting members, division officers, and division committee members must be affiliated as a member of the division and of the association. A division President may appoint members-at-

large to serve on the steering committee and may appoint committees. The President of each division shall be a member of the Executive Board of the Association.

- d. **SECTIONS.** Sections may be established to represent long-term areas of interest that fall within those interests of a division. Sections shall be initiated by a written petition of thirty percent (30%) of the divisional membership to the steering committee of the division. Upon receipt of a written recommendation from the steering committee, the Executive Board by majority vote may approve the establishment of a section. Sections will follow divisional bylaws for election of officers for programming, for continued existence, and for discontinuance.
- e. **DISCUSSION GROUPS.** Discussion groups, with the approval of the divisional steering committee, may be established to provide timely response to a common current interest that falls within the broader area of concern of the division. Discussion groups may only program as part of the parent division. Discussion groups shall choose a chair and an optional co-chair to handle all group logistics.

Section 3. **DISCONTINUANCE.** Any division failing to comply with Sections 1 & 2 of this Article, will be placed on probation by majority vote of the Executive Board. An action plan must be written immediately, with the assistance and final approval of the Executive Board, to establish viability of the division before the next fiscal year. If after the probationary period the action plan and Sections 1 and 2 of this Article are not met, the division will be dissolved by a majority vote of the Executive Board.

## **ARTICLE VII- APPOINTED OFFICERS AND COMMITTEES**

### **Section 1. APPOINTED OFFICERS AND THEIR ADVISORY PANELS**

- a. **APPOINTED OFFICERS.** The Vice-President/President-Elect shall select an Assistant Conference Director, A Legislative Officer, an Assistant Legislative Officer, an Intellectual Freedom Officer, and a Professional Development Officer. Appointed officers serve during the next fiscal year, except the Assistant Conference Director who is appointed for a term of two (2) years, serving the first year as the Assistant Conference Director and the second year as the Conference Director. Appointed officers shall be selected on the basis of their skills and knowledge relevant to the central concern of their advisory panel. Appointments of these officers for the next fiscal year become official upon the approval by majority vote of the Executive Board by its first meeting following the annual business meeting of the Association. Within the respective areas of responsibility as described in the

Manual of the Association, each appointed officer, with the assistance of his or her advisory panel, is responsible for carrying out the business of the panel, developing and recommending policy to the Executive Board and for monitoring legislation and/or issues that impact the Association. The Assistant Legislative Officer/Federal Coordinator and the Assistant Conference Director shall serve on the Advisory Council to the Executive Board. All other appointed officers shall serve on the Executive Board.

- b. **ADVISORY PANELS.** Each appointed officer shall chair an advisory panel whose membership is defined in the Manual of the Association. In consultation with the Legislative Officer and the Association President the Assistant Legislative Officer shall appoint members to and chair a Federal Relations subcommittee of the Legislative Advisory Panel whose membership is defined in the Manual of the Association. In addition, each advisory panel/subcommittee shall include as ex-officio non-voting members those representatives/liaisons from other organizations as outlined in the Manual of the Association. Advisory panel members shall be appointed by the respective officer in consultation with the President.

**Section 2. STANDING COMMITTEES.** Standing committees are constituted to perform a continuing function designed to carry out the business of the Association and to implement specific charges by the President and Executive Board of the Association. The chairs of the standing committees shall serve on the Advisory Council to the Executive Board. The Vice-President/President-Elect shall select the chairs of standing committees to serve during the next fiscal year, although the chairs of the Maryland Author Award Committee and the Nominations and Elections Committee are appointed in March preceding the annual conference and their term is from March through May of the following year. Appointments of chairs for the next fiscal year become official upon the approval by the Executive Board by its first meeting following the annual business meeting of the Association. Committee members shall be appointed by the respective committee chair in consultation with the President. Appointments to standing committees shall be for one (1) fiscal year.

**Section 3. SPECIAL COMMITTEES.** The President, subject to the approval of the Executive Board, may appoint such special committees as are deemed necessary to perform such duties as may be assigned by the Executive Board. A special committee shall normally be dissolved following the adjournment of the annual business meeting, but may be continued at the pleasure of the incoming President and Executive Board.

**Section 4. SPECIAL APPOINTMENTS.** The President, subject to the approval of the Executive Board, shall make such special appointments as are deemed necessary for the performance of specific duties as determined by the Executive Board. Such appointments shall terminate with the completion of assignments or at the adjournment of the annual business meeting.

## **VIII ADVISORY COUNCIL TO THE EXECUTIVE BOARD**

**Section 1.** The Assistant Legislative Officer, who also serves as Federal Coordinator; the

Assistant Conference Director; the chairs of the interest groups, standing committees and task forces shall constitute an advisory council to the Executive Board. Upon appointment by the President and with Executive Board approval, representatives /liaisons from the Association to other similar organizations may serve on the Advisory Council.

Section 2. The members of the Advisory Council shall have the privilege of attending and participating in all meetings of the Executive Board except executive sessions, but shall not have the right to vote.

#### **ARTICLE IX - INTEREST GROUPS**

Section 1. ESTABLISHMENT. Interest groups shall provide a timely and flexible response to common current interests that cross divisional lines. Interest groups may be initiated by the President or upon written petition to the Executive Board by ten (10) Association members. The written petition must include a statement of purpose for the interest group. The interest group shall become official upon the majority vote of the Executive Board.

Section 2. GOVERNMENT. Interest groups shall choose a chair and an optional co-chair to handle the logistics of the group. The chair of each interest group shall be a member of the Advisory Council to the Executive Board. Interest groups may hold programs following the guidelines of the Association as outlined in the Manual of the Association. Interest groups shall comply with the written procedures of the Association as outlined in the Manual of the Association.

Section 3. DISCONTINUANCE. Interest groups are designed to continue only as long as the current need exists or the common cross-divisional interest is maintained. An interest group may be dissolved by majority vote of the Executive Board.

#### **ARTICLE X - DUTIES AND LIMITATION OF AUTHORITY**

Section 1. DUTIES. The elected officers of the Association as a whole and any of its units, the Executive Director, the division presidents, the Chapter Councilor(s) to the American Library Association, the standing and special committees of the Association and their chairs, the appointed officers of the Association and their advisory panels, any special appointees, and the interest group chairs shall perform the duties of their respective offices or positions as outlined in the Manual of the Association and/or as they may be assigned by the Executive Board.

Section 2. LIMITATION OF AUTHORITY. No action or resolution shall be binding or constitute an expression of the policy of the Association until it shall have been approved by the Executive Board. This limitation applies to any Association member, elected or appointed officer, standing or special committee, special appointees, employees, division, section, discussion group, interest group or advisory panel of the Association as a whole or any of its units. The President, the American Library Association Chapter Councilor(s), and the Legislative Officer may speak for the Association on pertinent issues when conditions preclude consultation with the Executive Board.

#### **ARTICLE XI - MEETINGS**

Section 1. MEETINGS All meetings of the Association shall be held at times and in places determined by the Executive Board.

a. ANNUAL BUSINESS. There shall be an annual meeting held each spring to transact the business of the Association.

b. SPECIAL. Special meetings may be called by the Executive Board for the purpose of transacting extraordinary business of the Association, such meetings to be open to members of the Association only. The members present shall constitute a quorum provided the membership has been notified at least 5 days in advance of the meeting date.

c. REGIONAL. Regional meetings may be held at times and in places determined by the Executive Board. No business of the Association shall be transacted at such meetings.

c. EXECUTIVE BOARD/STEERING COMMITTEE /ADVISORY COUNCIL. Meetings of the Executive Board shall be held at least once every two months, except July and August, on call of the President.

Section 2. QUORUM. At any meeting of the Association for the transaction of business, the members present shall constitute a quorum.

Section 3. ATTENDANCE. Attendance is expected at all meetings of their respective units and at all meetings of the Association as outlined in the Manual of the Association for the following: appointed and elected officers of the Association, divisions, sections, discussion groups, advisory panels; chairs and co-chairs of interest groups; chairs and members of standing and special committees; special appointees; the Executive Director and the Chapter Councilor(s) of the American Library Association. Failure 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 board from which official approval of the office or position stems.

#### SECTION 4. CONDUCTING BUSINESS BETWEEN MEETINGS

Voting may be authorized by the Executive Board between meetings when, in its opinion, such action is warranted. Fifty percent (50%) of the voting membership shall constitute a quorum, and two-thirds a majority of those voting shall be required to carry. The Executive Board shall have authority to set periods during which such votes shall be accepted and to determine the mechanics of balloting (for example mail or electronic voting). For elections see Article XII Section 3.

### ARTICLE XII - NOMINATIONS AND ELECTIONS

Section 1. COMMITTEE. The President, with the approval of the Executive Board, shall appoint The chair of the Nominations and Elections Committee. The chair shall appoint a committee no later than one month prior to the annual conference. It shall be no less than three members, none E of which shall be a member of the Executive Board. The Committee shall nominate candidates for elective offices of the Association as a whole as well as nominate candidates for the American Library Association Chapter Councilor(s) for the next election. The Nominations and Elections Committee shall conduct the annual election for the Association as a whole and for all divisions and shall report the results of the elections to the Executive Board.

Section 2. CANDIDATES. The Nominations and Elections Committee shall select at least two (2) candidates for each elective office of the Association and for each American Library



Association Chapter Councilor. The Committee shall present the names of candidates, together with their written acceptances, to the Executive Board no later than five (5) months before the annual business meeting of the Association. The Executive Board shall cause these nominations to be printed in the next issue of the journal of the Association and/or make other suitable provisions for promptly informing the membership. Additional candidates may be nominated by individual petitions, each of which states the name of the candidate and includes the written acceptance of the candidate. Petitions must be supported by the signatures of ten (10) [current] members of the Association. Petitions must be sent to the Nominations and Elections Committee no later than four (4) months before the annual business meeting.

Section 3. ELECTIONS. The Committee shall prepare an official ballot listing all candidates for elected officers of the Association as a whole and for all division elective offices. All individual members shall be eligible to vote for all elected officers of the Association. American Library Association Chapter Councilor(s) shall be elected for terms as prescribed by the Bylaws of the American Library Association. A ballot for election of American Library Association Chapter Councilor(s) shall be distributed at the same time as the ballot for other Maryland Library Association elective offices. Each ballot shall give the professional position and business address of each candidate. At least *forty-five (45)* days before the annual business meeting of the Association, the ballot shall be distributed to each honorary member and to each individual member who paid his or her dues for the current membership year. Ballots shall be marked and returned to the Committee Chair. In order to be counted, ballots must be received no later than twenty-one (21) days before the annual business meeting. The candidate for each office receiving the largest number of votes shall be declared elected, and a report of his or her election shall be made by the Committee Chair at the annual business meeting. In case of a tie vote, the successful candidate shall be determined by lot conducted by the Nominations and Election Committee. Terms of office shall begin as specified under Article IV, Section 2. Tally sheets showing the numbers of ballots distributed, the number returned, and the tabulation of the vote shall be kept in the archives of the Association.

Section 4. SPECIAL ELECTIONS. The Executive Board shall have the authority to set times and conditions under which special elections shall be held and shall direct the Nominations and Elections Committee to conduct special elections.

### **ARTICLE XIII - ASSOCIATION MANUAL**

There shall be an Association Manual outlining duties and procedures for officers, committees, etc., to be reviewed regularly and revised as needed.

### **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

*The Standard Code of Parliamentary Procedure*, by Alice Sturgis in the latest available edition, shall govern the Association in all cases to which it can be applied and which are not governed by these Bylaws.

### **ARTICLE XV - AMENDMENTS**

These bylaws may be amended by a two-thirds vote of those present and voting at any annual business meeting, notice of any proposed amendment having been published at least thirty (30) days before the annual business meeting.