

MARYLAND LIBRARY ASSOCIATION, Inc.

BYLAWS

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.

Section 2. RIGHTS AND TYPES OF MEMBERSHIP

- a. A person joining the Association as an individual shall be entitled to vote at all annual and special elections, 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. Individual members may affiliate with one or more divisions.
- c. Institutional members' benefits are determined by the Executive Board and ratified by the membership at the annual business meeting.

Section 3. HONORARY MEMBERS

- a. Honorary membership may be conferred on any living person 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.
- b. The Executive Board will elect honorary members upon the written recommendation of a member of the Executive Board or the Awards Committee. A nomination may be approved at any Executive Board meeting.
- c. Only living persons will be considered for honorary membership.
- d. Honorary members shall pay no dues and shall have all the rights of individual members.

Section 4. DUES

- a. Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at the annual business meeting of the

b. Association; provided notice of those proposed changes shall be given to all voting members at least thirty (30) days before the meeting where changes are to be considered.

b. A membership year and anniversary date commences whenever a member pays the prescribed dues to join the Association. Dues are payable annually by the anniversary date.

c. A member whose dues continue to remain unpaid for one (1) month after the anniversary date and who has been notified of the delinquency shall be automatically dropped from the membership of the Association and its Divisions.

ARTICLE IV OFFICERS

Section 1. ELECTED OFFICERS. The officers of the Association shall be the President, the Vice-President, the Past President, the Secretary, the Treasurer, and the ALA Chapter Councilor.

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 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 even-numbered years. The Treasurer shall be elected for a term of two (2) years in odd-numbered years. The American Library Association Chapter Councilor shall be elected for terms as prescribed by the Bylaws of the American Library Association. Elected officers may serve two (2) consecutive terms and shall be eligible for reelection after one year out of office.

ARTICLE V EXECUTIVE BOARD/STEERING COMMITTEE

Section 1. EXECUTIVE BOARD MEMBERSHIP. The Executive Board shall consist of the President, Vice President, Past President, Secretary, Treasurer, ALA Chapter Councilor, the division presidents, the Conference Director, the Legislative Officer, the Intellectual Freedom Officer, and the Professional Development Officer. The Executive Director of the Association shall serve as an ex-officio non-voting member of the Executive Board.

Section 2. STEERING COMMITTEE MEMBERSHIP. The officers of the Association and the Conference Director shall constitute the Steering Committee of the Executive Board. The Executive Director of the Association shall serve as an ex-officio non-voting member of the Steering Committee of the Executive Board.

Section 3. TERMS OF SERVICE. Appointed officers may serve four (4) consecutive one (1) year terms and shall be eligible for reappointment after 1 year out of office.

Section 4. DUTIES. 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 and have custody of all property of the Association.

Section 5. VACANCIES. 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: The office will remain vacant if caused by the incumbent's elevation to the office of President and is within six (6) months of the annual election. If the vacancy occurs in the first 6 months of the term or if the vacancy occurs other than by succession to the presidency, a special election shall be held.

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 Executive Board. Those appointees shall serve until the next annual election of the Association.

Section 6. QUORUM. A majority of the members of the Executive Board shall constitute a quorum.

ARTICLE VI DIVISIONS

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

a. Nomination of at least one candidate for each divisional elected office.

b. Communication with its membership at least twice a year.

c. Conduction of at least one (1) membership activity in addition to the Annual Conference program.

d. Compliance with written procedures of the Association as outlined in the Manual of the Association.

e. Approval of bylaws by the Executive Board of the Association.

Section 2. OFFICERS. The officers of the division shall be determined by the Division bylaws and elected in the annual election.

Section 3. SECTIONS GROUPS. A division may establish sections that represent long-term areas of interest that fall within a division's purpose. Sections shall be initiated by written petition of thirty percent (30%) of the division's membership to the Steering Committee. The Executive Board may approve the section after written recommendation from the Division's Steering Committee.

Section 4. DISCUSSION GROUPS. A division may establish a discussion groups to provide response to a current interest that falls within a division's purpose.

Section 5. DISCONTINUANCE. Any division failing to comply with the criteria under which they were established will be placed on probation by majority vote of the Executive Board. An action plan approved by the Executive Board to establish viability of the division shall be developed. If after a probationary period the criteria for establishment 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 ADVISORY PANELS. 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 and developing and recommending policy to the Executive Board.

a. The Vice President/ President-Elect shall appoint, with approval of a majority vote the Executive Board, an Assistant Conference Director, a Legislative Officer, an Assistant Legislative Officer, a Federal Coordinator, an Intellectual Freedom Officer, and a Professional Development Officer. Appointed officers serve for a one year term, beginning after annual conference, with the exception of 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.

b. Each appointed officer shall chair an advisory panel as defined 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 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 appoint, with approval of the Executive Committee the chairs of standing committees. 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 completion of the assignment or 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.

ARTICLE VIII ADVISORY COUNCIL TO THE EXECUTIVE BOARD

Section 1. MEMBERSHIP. The Assistant Legislative Officer, the 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/liasons from the Association to other similar organizations may serve on the Advisory Council.

Section 2. RIGHTS AND PRIVILEGES. 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 and shall become official upon the majority vote of the Executive Board.

Section 2. GOVERNANCE. Interest groups shall choose a 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.

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 shall be dissolved by majority vote of the Executive Board.

ARTICLE X DUTIES AND LIMITATION OF AUTHORITY

Section 1. DUTIES. Duties for respective offices or positions shall be carried out 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. The President, the American Library Association Chapter Councilor, 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. There shall be an annual meeting held each spring to transact the business of the Association.
- b. Special meetings may be called by the Executive Board for the purpose of transacting extraordinary business of the Association. Such meetings shall only to be open to members of the Association. The members present shall constitute a quorum provided the membership has been notified at least five (5) days in advance of the meeting date.
- c. Meetings of the Executive Board shall be held at least once every two (2) months on a schedule established by 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; and the Executive Director. Failure to attend meetings without an acceptable explanation constitutes grounds for removal from the office or position. Removal is accomplished by majority vote of the unit of which the position represents or in the case of an Association-wide office, the Executive Board.

Section 4. CONDUCTING BUSINESS BETWEEN ANNUAL MEETINGS
Voting by the membership as a whole may be authorized by the Executive Board between annual meetings when, in its opinion, such action is warranted. Two thirds (2/3) of those voting shall be required to approve any issue. The Executive Board shall have authority to determine the mechanics of voting.

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, who shall appoint a committee. It shall consist of no less than three (3) members. The committee shall nominate candidates for elective offices of the Association as a whole. The Nominations and Elections Committee shall conduct the annual election for the Association as a whole and for all divisions.

Section 2. CANDIDATES. The Nominations and Elections Committee shall select at least two (2) candidates for each elective office of the Association. 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 make suitable provisions for promptly informing the membership of these nominations. Additional candidates may be nominated by petition, 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) 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. 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 current member with a deadline for completing the ballot. 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 to the Executive Board and 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.

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

ARTICLE XIII ASSOCIATION MANUAL

There shall be an association manual outlining the policies and operations of the Association which will be reviewed regularly and revised as needed.

ARTICLE XIV PARLIAMENTARY AUTHORITY

The current edition of *The Standard Code of Parliamentary Procedure* governs the Association in all parliamentary situations that are not provided for in the bylaws or adopted rules.

ARTICLE XV AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of those present and voting at any annual business meeting, notice of any proposed amendment having been provided to members at least thirty (30) days before the annual business meeting.

APPROVED BY THE MEMBERSHIP
ANNUAL MEETING MAY 10, 2013