

The Technical Services Division

Bylaws - 2012 Revision

ARTICLE I - NAME

The name of this organization,, a division of the Maryland Library Association, shall be the Technical Services Division (TSD).

ARTICLE II - PURPOSE

Section 1.

The purpose of the Technical Services Division shall be to provide opportunities for professional development and communication and provide a forum for discussion of issues related to Technical Services and its associated technologies for all types of libraries.

Section 2.

This body is an affiliate of the Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association (ALA). It is subject to Article 11 (Regional Groups) of the ALCTS BYLAWS.

ARTICLE III - MEMBERSHIP

Section 1.

Any member of the Maryland Library Association is eligible to be a member of this division.

Section 2.

Members of the Maryland Library Association become members of the division by indicating interest on the membership application or renewal form, or by attending membership meetings and making interest known to an officer.

ARTICLE IV - ELECTED OFFICERS

Section 1. ELECTED OFFICERS.

The elected officers of the division shall be the President; the-Vice-President/President- Elect; and the Secretary.

Section 2.TERMS OF OFFICE.

Terms of office shall correspond to the fiscal year of the organization, which shall be 1 July through 30 June. Except the Vice-President/President-Elect, each officer serves for one year. The Vice-President/President-Elect shall be elected for a term of two years, serving the first term as Vice-President and the second term as President.

Section 3. CANDIDATES.

The Nominations Committee shall, at least six months before the Annual Meeting, select at least one candidate for each elective office. Candidates must be members of the Association and of the division and have given their consent to the selection.

Section 4. ELECTION.

The Maryland Library Association Executive Board will cause the names of candidates to be sent to the membership for vote. Results will be announced to the membership at the Annual Meeting.

Section 5. DUTIES.

a. PRESIDENT.

The President directs all business of the division and serves as a member of the Maryland Library Association's Executive Board. Specific responsibilities include: serving on the Program Committee and the Nominations Committee; communicating with the membership at least once a year; ensuring that at least one membership activity is held in addition to the Annual Conference Program; submitting a written annual report to the President of the Maryland Library Association and to the division membership and presenting to the President of MLA Nominating Committee nominations for division offices for the coming fiscal year. The President also chairs meetings of the division's Steering Committee and is empowered to form other committees as needed.

The President acts as the chapter representative to the Association for Library Collections & Technical Services. TSD encourages the attendance of the Division President or his/her designee at the Chapter Council meetings of the ALCTS, which are normally held at the annual and midwinter conferences of the American Library Association.

b. VICE-PRESIDENT/PRESIDENT-ELECT.

The Vice-President/President elect shall automatically become President at the beginning of the fiscal year, which follows the election to the Vice-Presidency even if he/she completed the unexpired term of the preceding president. The Vice-President/President-Elect assists the President in his/her duties and assumes the presidency if the President is unable to continue in that position; represents the division on the Annual Conference Program Planning Committee; plans the division's program at the Annual Conference and serves on the Steering Committee.

c. SECRETARY.

The Secretary shall perform all duties generally associated with that office including: serving on the Steering Committee and recording the minutes at Steering Committee meetings and posting them on the TSD website, keep content on website by sending edits to the MLA webmaster, post announcements to the TSD listserv, along with keeping TSD membership listserv up to date. The Secretary shall assume the duties of the Vice-President/President-Elect in the event that officer is unable to continue. In this case, a new secretary will be appointed by the President and approved by the Steering Committee.

Section 6. REMOVAL FROM OFFICE

Failure to attend meetings, along with lack of correspondence, without an acceptable explanation or to perform the duties of the office or position as prescribed in the division's bylaws, the Maryland Library Association Bylaws and Manual or as assigned by the division Steering Committee constitutes grounds for removal.

ARTICLE V - COMMITTEES

Section 1. STEERING COMMITTEE.

The Steering Committee is chaired by the division's President. It is composed of the officers of the division, the immediate past-president and chairs of all divisional committees and sections. Others may attend Steering Committee meetings if they are invited or granted permission to attend by the TSD President. The committee meets as needed to direct and approve the activities of the Division. The committee is not limited to hold physical meetings, but is encouraged to use other communication methods among members (e.g. email).

Section 2. PROGRAM COMMITTEE.

The committee begins work immediately after the Annual Conference. Program committee chair and committee members shall be appointed by incoming division President subject to division Steering Committee approval no later than one month following the Annual Business Meeting. The committee plans at least one program per fiscal year. The committee adheres to the Association's requirements for program planning. The committee is not limited to holding physical meetings, but is encouraged to use other communication methods among members (e.g. email). This committee is not required to form if there is not enough active membership to support its work. If the committee is not formed, the President will perform the duties of the committee.

Section 3. NOMINATIONS AND MEMBERSHIP COMMITTEE.

The Nominations and Membership Committee chair is the immediate Past President. Recommendations for committee membership shall be sought from the current chair of the committee. The committee gathers the nominations for the offices of Vice-President/President-Elect and Secretary for the coming fiscal year. The committee adheres to the Association's requirements for nomination eligibility and deadlines. This committee is also responsible for recruiting new members and encouraging active membership through committee work. . The

committee is not limited to holding physical meetings, but is encouraged to use other communication methods among members (e.g. email). The committee is not required to form if there is not enough active membership to support its work. If the committee is not formed, the President will perform the duties of the committee.

Section 4. COMMUNICATIONS COMMITTEE

The Communications Committee will be chaired by the division's Secretary. The responsibilities of this committee include updating social media on a regular basis. The members of this committee will also make regular contributions to the publications of the Maryland Library Association. Members will also make and maintain communications with other organizations within Maryland Library Association and related Technical Services Associations. Surveys or other methods for gathering division feedback will be administered during the Fall, and should include general interest questions for Maryland Library Association members. The committee is not required to form if there is not enough active membership to support its work. If the committee is not formed, the Secretary will perform the duties of the committee.

Section 5. SPECIAL COMMITTEES AND SPECIAL APPOINTMENTS:

Division President with the approval of division Steering Committee may appoint special committees and make such appointments deemed necessary to carry out the work of the division. Special Committees or appointments shall normally terminate upon submission of the final report. Duties of such committees and appointments shall be assigned by division Steering Committee. Chairs of Special Committees or special appointments may serve with the division Steering Committee upon approval.

ARTICLE VI: ATTENDENCE

Elected officers, chairs of Standing and Special Committees, chairs of discussion groups, Section Presidents/Chair and special appointments are expected to attend all meetings of the division Steering Committee, divisions 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. There must also be approval from an appropriate official, or governing board from which the position stems.

ARTICLE VII - SECTIONS AND DISCUSSION GROUPS

Section 1. SECTIONS.

Sections may be established to represent long-term interests that fall within the division's interest. Sections may be initiated in accordance with the guidelines of the Association's Bylaws. The written recommendation of the divisional Steering Committee is required. Section chairs are appointed by the President.

Section 2. DISCUSSION GROUPS.

Discussion groups may be established to provide timely response to a current interest provided Association requirements are met. The approval of the Steering Committee is required. Discussion groups choose their chair.

ARTICLE VIII - MEETINGS

Section 1.

It is encouraged that a division reception be held at the Annual Meeting of the Maryland Library Association.

Section 2.

Meetings shall be held at times and places determined by the President or chairs of Divisional Committees or sections. Tentative dates and locations for meetings should be determined at the beginning of the fiscal year and communicated to the MLA Office.

Section 3.

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 is announced 30 days in advance. ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised), in the latest edition, shall govern the division in all cases in which it can be applied and which are not governed by these Bylaws.

ARTICLE X - AMENDMENTS

These Bylaws may be amended or revised by a two-thirds vote of those present and voting at a business meeting open to all TSD membership, with the approval of the Association's Executive Board, and with notice of any proposed amendment or revision having been published at least (30) days before the vote takes place.

Last updated 05 May 2012