

NLA Handbook: V. Sections

5.1 INTRODUCTION (March 2007)

The sections of the Nebraska Library Association are: College and University; Paraprofessional; Public and Trustee; School, Children's and Young People's; and Special and Institutional.

Each section elects its own officers in accordance with NLA bylaws and nominating committee procedures. Each section should submit a list of proposed nominations for officers to the nominating committee chair for distribution, deadline April 30. The election is conducted by the Nominating Committee of NLA, with each Section being notified of the results of the election immediately.

Section chairs are members of the Board of Directors and attend Board meetings. It is their responsibility to keep the rest of the Board informed as to section activities and meeting plans. Each section chairperson should send a copy of his/her annual report to the Executive Director and the Internet Site Coordinator.

Sections may undertake projects and studies of interest to their members. They may speak out on issues of interest primarily to themselves. Each section plans its meeting for the annual conference in coordination with the other conference activities. Spring meeting plans are reported to the NLA Board and are submitted to the Internet Site Coordinator. Each section is allowed 25% of the total dues paid by the members of the section to use as expenses. A list of members and amounts paid in is obtained from the Executive Director upon request. The Executive Director informs the NLA treasurer of the amount to send to the treasurer of the section.

5.2 RECIPROCAL RESPONSIBILITIES OF SECTIONS

What NLA expects of a Section:

1. Representation of a type of library or library service.
2. An elected board of officers (3 person minimum for accountability).
3. Financial accountability for all moneys received and disbursed.
4. Some activity outside of the annual conference.
5. At least one annual business meeting of the membership.
6. Sponsorship of three or four programs at the annual convention.
7. A number of active volunteering members to serve on NLA committees.
8. A slate of officers to be elected by the membership.
9. If Spring Meetings are planned, introductions of NLA officers should be made and they should be allowed time to discuss any association business.
10. Adoption and periodic review of by-laws which are consistent with NLA by-laws and practices. Changes to section by-laws must be submitted to the Internet Site Coordinator and the Chair of the NLA By-laws and Handbook Committee within two weeks of vote.

What a Section receives from NLA:

1. The right to speak out on issues of concern to the section's membership.
2. The right to use the logo/prestige/name of the Nebraska Library Association.
3. Professional support through active state programs in legislation, intellectual freedom, scholarships, etc.
4. Financial support through the annual allotment of 25% of section member dues.
5. Participation in the broader context of a statewide annual conference with access to exhibits, a wide variety of programs and professional interaction.
6. Membership rosters, dues accounting, elections, etc.
7. The opportunity to publicize section activities, awards, etc. through NLA media.
8. Membership in a legally incorporated, tax exempt organization.
9. Affiliation with ALA and its subsidiaries.
10. The services of a lobbyist in areas of intellectual freedom and other library-related legislation.
11. A voice in the future of librarianship in Nebraska, working through the largest library related organization in the state.

5.3 COLLEGE AND UNIVERSITY SECTION BYLAWS May 29, 2015

ARTICLE I. NAME

The name of this organization shall be the College and University Section (hereinafter referred to as the Section) of the Nebraska Library Association (hereinafter referred to as the Association), a chapter of the Association of College and Research Libraries (hereinafter referred to as ACRL).

ARTICLE II. PURPOSE

The purpose of the Section shall be to promote the interests of the college and university libraries in the state of Nebraska.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications. Any person who is a member-in-good-standing of the Association and is interested in the purposes of the Section is eligible for membership. A member-in-good-standing is defined as a member who has paid Association dues for the current year and selected Section membership, as directed, on the membership form.

Section 2. Year. The membership year and year for terms of service to the Section, will be the same as those of the Association.

Section 3. Dues.

A. Dues are levied by the Association on all members. Additional dues may not be collected by the Section without the consent of a majority of its members.

B. The Section is allowed a percentage of the total Basic dues paid to the Association by each member of the Section. A list of members and amounts is supplied in March.

Section 4. Voting Rights. Each Section member-in-good-standing shall be entitled to one vote on each matter submitted to a vote of the members.

ARTICLE IV. MEETINGS

Section 1. Frequency. There shall be two meetings each year, an Annual Meeting held during the Association's Annual Convention in the fall and a Section Meeting held each spring.

Section 2. Quorum. A quorum will consist of all members in attendance at these regular meetings.

Section 3. Motions and Discussion. Motions shall be brought to the floor by members of the Section. All persons present may participate in the discussion.

ARTICLE V. EXECUTIVE BOARD

Section 1. Responsibilities. The Executive Board will determine policies and changes for the Section within the limits of the Bylaws of the Association, the Section and the ACRL. It will take such action as it considers necessary to carry out the objectives of the Section and will do all such other functions, as the membership will direct.

Section 2. Membership. The Executive Board will consist of the elected officers of the Section, the immediate past Chair and the ACRL Chapters Council delegate. Each Board member will have one vote.

Section 3. Meetings. The Executive Board will meet a minimum of four times a year, and upon the request of the Chair or any member of the board as necessary to conduct the

business of the Board.

Section 4. Reimbursement and Payments. The Executive Board may choose to reimburse some service related expenses incurred by members and pay the Internet Site Coordinator. The amount will be determined by the Board each year.

ARTICLE VI. OFFICERS

Section 1. Titles and Terms of Office

The officers of the Section shall be:

Chair: One year, from the close of the Annual Meeting at the end of the year served as Chair-elect, to the close of the next Annual Meeting.

Chair-elect: One year, from the close of the Annual Meeting following election, to the close of the next Annual Meeting and then succeeding to the Office of the Chair.

Secretary: Two years, from the close of the Annual Meeting following election, to the close of the Annual Meeting two years following. The secretary will be elected in odd-numbered years.

Section 2. Duties

A. The Chair shall:

- a. Preside at all meetings.
- b. Serve on the Board of Directors of the Association;
- c. Notify the Association Nominating Committee Chair of the nominees submitted by the Section Nominating Committee.
- d. Appoint members of committees as appropriate;
- e. Designate, in consultation with the other elected officers, the delegate to the ACRL Chapters Council and the Legislative Network Representative;
- f. Appoint and evaluate, in consultation with members of the Executive Board, the Internet Site Coordinator, who shall maintain the Section's internet presence;
- g. Call for and accept nominations, and, in consultation with the Executive Board, select a nominee as the recipient of the Section Distinguished Service Award;
- h. Submit an Annual Report to the Association and to ACRL in accordance with the By-Laws and guidelines of each organization;
- i. Publicize activities of the Section through the appropriate channels, including the Nebraska Library Association Quarterly (NLAQ);
- j. Act, in consultation with the Board of Directors of the Association and with the Executive Board of the Section, upon all other Section issues which may arise during the term of office.

B. The Vice Chair/Chair-Elect shall:

- a. Preside at meetings in the absence of the Chair;
- b. Assume the position of the Chair upon the death, resignation, or inability to serve of the Chair during the term of office;
- c. Compile the Annual Directory of the Nebraska College and University Librarians;
- d. Act as Parliamentarian of the Section at all meetings where questions of form and order arise;
- e. Serve as the Section representative on the Continuing Education Committee of the Association;

- f. Perform such other duties as may be assigned to his/her office by the Chair.
- C. The Secretary shall:
- a. Maintain a file of Section documents;
 - b. Record the minutes at all section meetings;
 - c. Assume the public relations function of the section including distribution of Section news through NLAQ or other appropriate publications;
 - d. Deposit a copy of all Section reports, program notices and other records of Section activities with the Executive Secretary as required by the Association;
 - e. Perform such other duties as may be assigned to his/her office by the Chair.
- D. The Past Chair shall:
- a. Be a member of the Section Executive Board for one year succeeding his or her term as Chair;
 - b. Act as an advisor regarding needed Bylaws or Procedures changes for the Section;
 - c. Perform other duties as may be assigned to his/her office by the Chair.
- E. The ACRL Chapters Council delegate shall:
- a. Serve as a member of the Section Executive Board;
 - b. Be a member of ACRL as required in the ACRL By-laws;
 - c. Represent the Section at meetings of the ACRL Chapters Council at Annual Conferences and Midwinter Meetings of the American Library Association;
 - d. Communicate news of ACRL to Section members, report to the Section Executive Board, and provide written reports of activities for the membership at the two meetings each year;
 - e. Provide updated information on the Section to ACRL per ACRL guidelines.

Section 3. Vacancies

In the event of a vacancy in the office of Chair, the Chair-elect will complete the term of office. If the resulting vacancy in the office of the Chair-elect occurs between the Annual and Section meetings, the Executive Board may designate a member to discharge the duties of the Chair-elect until a special election for Chair-elect can be held in conjunction with the Section meeting.

In a vacancy in any other office, the Executive Board will designate a member to discharge the duties of the office for the duration of that term of office.

Vacancies which may occur upon the death, resignation, or inability to serve of the Chair and Vice-Chair/ Chair-Elect simultaneously may be filled by special election.

Section 4. Removal

Any officer may be removed by a two-thirds vote of the members of the Section whenever, in their judgment, the best interest of the Section would be served thereby.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

There shall be three standing committees, the Nominating Committee, the Program Committee,

and the Grant Committee, whose members serve from the close of one annual meeting of the Section to the close of the next annual meeting of the Section, unless otherwise indicated in these Bylaws, or the procedures document of the committee.

- A. The Nominating Committee, will consist of at least three Section members appointed by the Chair.
 - a. For annual elections, the Nominating Committee will prepare and submit a slate of at least two candidates for each available Section office to the Executive Board in time to submit the appropriate information, to the Association Nominating Committee Chair, by the Association deadline.
 - b. The Nominating Committee will prepare a ballot for special elections, as needed, to fill a vacancy in the office of Vice-Chair, or vacancies in the offices of both Chair and Vice-Chair. Nominations from the meeting floor will be accepted.
 - c. Candidates:
 - Must be members-in-good-standing to run for, or hold, office.
 - Must consent to having their names placed on the ballot.
 - Must be members of ACRL to run for the office of Chair-elect, and hold the office of Chair and Chair-elect.
 - Shall submit biographies, and pictures when available, to the Nominating Committee before the Association deadline.

- B. The Program Committee, consisting of at least three members and appointed by the Chair, shall have the responsibility for planning, organizing and handing all details of the programs of the Section presented at the Section meeting and the Association's Annual Convention.

- C. The Grant Committee, consisting of at least three members and appointed by the Chair, shall have the responsibility for publicizing, accepting and reviewing applications for, and selecting recipients of Section Grants. Appointment and committee activities shall be carried out according to the procedures document.

Section 2. Ad Hoc Committee

From time-to-time, there may be appointed by the Chair an ad hoc committee to fill a temporary need. Such a committee may exist for a period of up to two years but no longer. If the work of the committee has not been completed in that length of time, it shall be disbanded and a new committee appointed by the Chair.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The parliamentary authority to be used in conducting the meetings and all other business of the Section shall be the latest revise (bound) edition of Henry M. Robert's Rules of Order, insofar as it is not contrary to these By-Laws, those of the Association and those of the ACRL.

ARTICLE IX. AMENDMENTS

Proposed amendments to these Bylaws may be introduced at any regular meeting of the Section. In the interval between meetings, proposed amendments may be submitted to the Executive Board of the Section, who may authorize introducing the proposed amendments to the

membership by mail or electronically at least four (4) weeks prior to the next regular meeting. Proposed amendments shall be voted on at the next regular meeting following their introduction. A vote of two-thirds of the members present shall be required to adopt any proposed amendment.

5.4 PARAPROFESSIONAL SECTION BYLAWS

Fall 2008

Article I. NAME

The name of this body will be the Paraprofessional Section of the Nebraska Library Association. Here in called the Section.

Article II. OBJECT

The object of this Section will be to contribute to the professional growth and development of its members and to promote activities related to paraprofessional interests.

Article III. RELATIONSHIP TO THE NEBRASKA LIBRARY ASSOCIATION

This body will be a Section of the Nebraska Library Association. The Bylaws of that association, to the extent to which they are applicable, take precedence over these Bylaws.

Article IV. MEMBERSHIP

Section 1. Any individual who elects to be a member of the Section is required to be a member of the Nebraska Library Association.

Section 2. The membership, fiscal and conference years will be the same as those of the Nebraska Library Association.

Section 3. The Nebraska Library Association splits the dues paid by each member among the sections by the number of each paid member selecting our Section according to the NLA Bylaw Article VIII on Sections. Our dues will be due and payable according to the NLA Bylaw Article III on Membership, with reference to Membership Year.

Section 4. Voting Rights. Each member not in default, whose dues are currently paid, will be entitled to one vote on each matter submitted to a vote of the members.

Article V. GENERAL MEETINGS

Section 1. The fall meeting of the Section will be held at the time and place of the annual conference of the Nebraska Library Association.

Section 2. We will hold the spring meeting of the Section each year at a time and place determined by the Executive Board.

Section 3. The Executive Board may call special meetings of the Section with a thirty days notification given to the members via written or electronic communication.

Section 4. A quorum will consist of all members in attendance at an announced meeting.

Article VI. EXECUTIVE BOARD

Section 1. The Executive Board will determine policies and changes for the Section within the limits of the Nebraska Library Association Bylaws and the Section Bylaws. It will take such action as it considers necessary to carry out the objectives of the Section and will do all other functions as the membership will direct.

Section 2. The Executive Board will consist of the elected officers of the Section, the immediate past Chair, and the Chairs of all Standing Committees. Elected members of the Executive Board--the Chair, Chair-Elect, Past-Chair, and Secretary-Treasurer--will have one vote each. In the event of a tie vote, the decision will be made by the flip of a coin.

Section 3. The Executive Board will meet a minimum of four times a year, and upon the request of the Chair or any member of the Board as necessary to conduct the business of the Executive Board.

Section 4. A quorum, defined as two-thirds of the Board members, must be present at a meeting to conduct business.

Section 5. Members of the Executive Board may request [mileage](#) reimbursement to one Executive Board meeting a year. The amount per mile will be the current state government rate.

Article VII. OFFICERS

Section 1. Officers and Terms of Office

The officers of the Section will be:

Chair, one year, beginning when authority is transferred at the Fall General Meeting until the next Fall General Meeting.

Chair-Elect, one year, beginning when authority is transferred at the Fall General Meeting until the next Fall General Meeting and then succeeding to the office of the Chair, and the office of Past-Chair for one year.

Past-Chair, one year, beginning when authority is transferred at the Fall General Meeting until the next Fall General Meeting.

Secretary-Treasurer, two years, beginning in January following the election, until the final report has been submitted to NLA two years from that time.

Section 2. Election of Officers

The Nominating Committee will prepare and submit the slate of candidates to the Executive

Board by April 30 and notify the NLA Nominating Committee Chair of the slate. The section will follow NLA guidelines for election of officers as described in their Bylaws.

Section 3. Executive Board Vacancies

In a vacancy in the office of Chair, the Chair-elect will complete the term of office. The Executive Board will designate a section member to discharge the duties of the Chair-elect until a new Officer can be elected at the next fall or spring meeting of the Section. In a vacancy in the office of Chair-elect, the Executive Board will designate a section member to discharge the duties of the Chair-elect until a new officer can be elected at the next fall or spring meeting of the Section. In a vacancy in any other office, the Executive Board will designate a section member to discharge the duties of the office for the duration of that term of office.

Any officer may be removed from office for failure to adequately do his or her duties. The majority of the Executive Board will accomplish this removal, and they will provide written notice to the officer in question.

Section 4. Duties of Officers

A. Chair

- The Chair will be the chief executive officer of the Section, and subject to the Executive Board, will have general supervision and control over its programs and affairs;
- will preside over all meetings of the membership and the Executive Board;
- will recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Section;
- will represent the Section at NLA Executive Board meetings;
- will maintain a record of the Section activities to be transferred to the incoming Chair;
- will plan for the installation of the new officers at the fall business meeting and will pass the gavel to the incoming Chair.
- Chair acts as liaison between our section and Para sections in other states. We help the archive committee to collect the material necessary for preservation from his or her term of office.

B. Chair-Elect

- The Chair-Elect will assist the Chair in the performance of the duties of that office;
- will assume all the duties and obligations of the Chair in case of the absence or withdrawal of the Chair; and will become Chair the year following his or her term of office as Chair-Elect.
- Chair-Elect will be a member of the NLA Continuing Education Committee, and is responsible for the Fall Programs at NLA/NEMA Conference.
- Chair-Elect will be a member of the Nominating Committee.

C. Secretary-Treasurer

- The Secretary-Treasurer will record the minutes of all meetings of the general membership and the Executive Board;
- will submit minutes to all Executive Board members,
- will serve as Chair of the Archives Committee.

- The Secretary-Treasurer will keep an accurate account of all money owed the group;
- will draw all warrants on the Treasury in payment of claims against the group;
- will submit a report of all receipts and financial standing of the group at each meeting, with a report at General Meetings;
- will insure Section dues allocation is received from the Nebraska Library Association Treasurer; and
- will file quarterly and annual reports with the NLA Treasurer and Executive Board. In the absence, incapacity, or resignation of the Treasurer, the backup signatory, who may be any one of the Chair-elect, Chair, or Past-Chair, will act as the Treasurer, until no longer needed.

D. Past-Chair

- The immediate past Chair will be a member of the Executive Board for one year succeeding his or her term;
- will appoint and chair the Nominating Committee and will provide official notification of the election results to new officers' supervisors, directors, or trustees as his or her final duty in office;
- and will carry out such other duties as the Chair will assign.

Article VIII. COMMITTEES

Section 1. The Executive Board will establish Standing Committees, consisting of Membership, Spring Program, Web, Newsletter, Publicity and Citations, Nominating, Archival, and Bylaws, for the purpose of delegating such powers and functions as the Board finds desirable for the conducting of its business and for carrying out the objectives of the Section. Volunteers from the general membership will fill these committees and will be responsible to and report to the Executive Board.

Section 2. The Section Chair will designate the Chair of all committees except the Nominating Committee and the Archival Committee.

Section 3. Standing Committee Chairs are nonvoting members of the Executive Board.

Section 4. The Nominating Committee will be formed after the fall meeting each year and will consist of three volunteer members and the Past-Chair who will serve as Committee Chair. Chair-Elect will be a member of this committee.

Section 5. Standing Committee Duties

Spring Program Committee

The Spring Program Committee is composed of a Chair and additional committee members. The committee is responsible for planning the programs for the spring meeting, and coordinates the programs with other NLA sections or library organizations to avoid conflicts. The Spring Program Committee attempts to meet the needs of paraprofessionals across the state by promoting continuing education. The Committee works within a budget but attempts to produce programs and find speakers of regional, state, and national significance. The Committee chooses

and contracts speakers working within the Executive Board; prepares and distributes registration forms; prepares press releases or copy for the *NLAQ* and *Keynote* (in conjunction with the Publicity and Citations Committee); and works with other NLA and Paraprofessional Section Committees.

Bylaws Committee

The Bylaws Committee is composed of a Chair and additional committee members. The committee is responsible for writing and presenting proposed changes of the Bylaws to the general membership for consideration. The committee is further responsible for preparing, printing, and distributing the updates to the members of the Section and the NLA Webmaster.

Membership Committee

The Membership Committee is composed of a Chair and additional committee members. The Membership Committee works closely with the NLA Membership Committee and the NLA Executive Director. It is the duty of this committee to maintain a current roster of Section members; to help with the maintenance of names, addresses, and phone numbers; to be a liaison between members and potential members and the NLA Executive Director; and to encourage and foster membership growth. This committee works closely with the Executive Board and may suggest methods to increase membership.

Newsletter Committee

The Newsletter Committee is composed of an editor, who serves as the Chair of the committee, and contributing reporters. The Section newsletter is the *Keynote*. It is published two times a year to correspond with our Spring Meeting and the NLA Fall Conference. The committee is responsible for writing or soliciting articles, preparing copy for publication in print or electronic format, and for distributing or providing access to each Section member. The Committee publishes Bylaw changes that may be the "first reading"; may include program flyers or registration forms; and publish news of changes within the Section and NLA.

Nominating Committee

The Nominating Committee is chaired by the current Past-Chair, includes the Chair-Elect, and additional Section members. During February and March the Committee develops a slate of at least two candidates for Section offices for the coming year. Only current paid Section members are eligible to run for an office. The Nominating Committee must prepare and submit the slate of candidates to the Executive Board by April 30 and notify the NLA Nominating Committee Chair of the slate. The NLA Nominating Committee will be responsible for ballots and for conducting the elections. The committee must also submit candidates' pictures and biographies to the editors of the *NLAQ* and the *Keynote*.

Publicity and Citations Committee

The Publicity and Citations Committee has a chair and additional Section members. The Committee's principal responsibilities are to be the public relations arm of the Section by providing methods for others to learn more about the Section (advertising with news releases, articles to newspapers or Systems' and NLC's newsletters, electronic mailing lists, etc.). The committee designs and updates the Section brochure; helps the NLA Membership Committee with their brochure by providing Section information; provides letterhead stationery for the

Section including acting as liaison between printers and the Executive Board; maintains the official "History" of the Section including history books and photographs (the Scrapbook); maintains the camera and purchases film, memory media, and other camera-related supplies to take pictures of Section activities and programs; and may help the Spring Program Committee in planning and advertising Section activities. In addition, this committee solicits nominations for Paraprofessional of the Year and provides the membership with nomination forms; works with the Membership Committee on the nominees' selection; and advises the Executive Board of the nominees. The Board selects the winner. The Publicity and Citations Committee writes a letter informing the award winner's supervisor of the award. The Paraprofessional of the Year may receive a cash award and one paid year membership to the NLA Para Section, to be determined by the current Executive Board. The recipient will receive a certificate. The Publicity and Citations Committee chair is also a member of the Web Committee.

Archival Committee

The Archives Committee is chaired by the Secretary-Treasurer and is composed of the Secretary-Treasurer, Chair, Past-Chair, the *Keynote* editor, and one member-at-large. The purpose of the Committee will be to decide what records need to be archived (as per section retention schedule) and to provide for the archive of the records and disposal of all other records.

Web Committee

Web Committee consists of the Committee Chair, the Publicity and Citations Chair, and the Newsletter Chair. The Committee will maintain a list of all past Chairs, Secretaries, Treasurers, Secretary-Treasurers, and Para of the Year award winners; recipients of all scholarships; changes in officers; *Keynote* and minutes up on the web; Spring Meeting registration; and other items that become a part of the Para web site.

Article IX. NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee will present at least two candidates for the Offices of Chair-Elect (annually) and Secretary-Treasurer (every other year) to the Executive Board by April. The names of each candidate with a short biography and photo will be published in the *NLAQ*.

Section 2. A report of the Nominating Committee will be read at the spring meeting of the Section.

Section 3. All current paid members will be eligible to vote in the general election. Section will follow all NLA Bylaws in regards to elections.

Section 4. A special election will be held at the spring or fall meeting only for a vacancy in the office of Chair or Chair-elect.

Article X. POLICIES

Section 1. Refunds

The Section will not refund registration fees after the registration deadline has passed.

Section 2. Scholarships

Recipients of the scholarship must attend a library-related event. The amount allotted to each recipient will be determined by the Executive Board. Recipients may be asked to write a short article about the event for the *Keynote* or to provide some other service to the Section.

Applicants must be informed of any such conditions attached to the scholarship in advance of the award. Requirements may not be added retroactively. The Section might not offer scholarships every year depending upon needs, money in the treasury, and other extenuating circumstances.

Section 3. Fiscal Policy

All funds will be kept in an interest-bearing checking account in an establishment to be determined by the Executive Board unless the Executive Board determines that transferring some funds to an investment account would best serve the Section.

Article XI. GENERAL

Section 1. An affirmative vote of the majority members of the Section present at the time will be necessary to approve any action by the Section that is not specifically mentioned in the Bylaws, as per

Section 2. The majority vote of the members present may amend the Bylaws at any meeting of the Section after the proposed change has been presented at a previous meeting or been published in the *Keynote* or posted online.

Article XII. DISBANDING

Section 1. In the event the Section must disband due to failing membership, all current members must be polled prior to the decision. Two modes of contact, including but not limited to email and phone contact, will be used to contact the members. Nonresponse will be counted as a vote to disband. The Executive Board will make the final decision.

Section 2. The Section may continue to use their treasury funds up until the day they disband. Once the Section has disbanded, any remaining treasury funds will be transferred to NLA.

5.5 PUBLIC LIBRARY AND TRUSTEE SECTION BYLAWS

Adopted October 26, 2007; Amended October 15, 2010; Amended October 7, 2011

ARTICLE I

NAME

The name of this organization shall be the Public Library and Trustee Section of the Nebraska Library Association.

ARTICLE II

PURPOSE

The purpose of this organization is to serve as a part of the Nebraska Library Association and to promote total library services, communications, and interests among all libraries, particularly public libraries, in the State of Nebraska.

ARTICLE III

MEMBERSHIP

Section 1. Qualifications

Any member of the Nebraska Library Association actively interested in the purpose of this organization is eligible for membership.

Section 2. Dues

Public Library and Trustee Section dues are collected by the Nebraska Library Association. The chairperson shall request the Section's share of dues. This amount shall be turned over to the Secretary / Treasurer for deposit for use by the Section.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. Officers

The officers of this organization shall be Chairperson, Vice Chairperson/Chairperson elect, and Secretary/Treasurer.

Section 2. Duties

Officers shall attend appropriate Nebraska Library Association and Public Library and Trustee Section meetings and sponsored activities, and fulfill other responsibilities as specified in the Association's Bylaws.

In order to keep membership dues affordable, Nebraska Library Association and Section officers absorb their expenses when possible.

A. The Chairperson shall:

1. Preside at meetings of the Section.
2. Serve on the Executive Board of the Nebraska Library Association.
3. Appoint committees
4. Submit quarterly and annual reports to the Nebraska Library Association in accord with its Bylaws.
5. Together with the incoming Chairperson, convene a Section executive Board meeting

- of outgoing and incoming officers to transfer files.
6. Be responsible for Section portions of the Nebraska Library Association website in cooperation with the Association's Internet Site Coordinator, and if needed, secure the services of a volunteer webmaster for that portion.
 7. Provide leadership and coordination among Section officers and members.
 8. Be empowered to delegate duties to officers or members.
 9. Appoint a Trustee, User or Friend to serve as an ex officio member of the Executive Committee of the Section.

B. The Vice Chairperson/Chairperson Elect shall:

1. Serve in the absence or resignation of the Chairperson.
2. Succeed to the office of Chairperson.
3. Be responsible for Section programs at the Association Annual Conference, and serve as the Section's representative on the Association's Continuing Education Committee.

C. The Secretary/Treasurer shall:

as Treasurer, perform all duties incident to the office of the Treasurer, which include:

1. insuring Section dues allocation is received from the Nebraska Library Association Treasurer,
2. filing quarterly and annual reports with the Nebraska Library Association Treasurer and Section Chairperson and
3. preparing an income and expense report of Section activities, including Spring Meetings, for inclusion in the annual meeting minutes.

as Secretary, perform all duties incident to the office of the Secretary, which include:

1. maintaining an orderly file of Section documents,
2. recording the minutes of the annual Section meeting and
3. preparing and distributing agendas, program notices, and other pertinent documents at the direction of the Chairperson.

Section 3. Election and Terms of Office

- A. Nominations for officers shall be made by a Nominating Committee of at least three persons.
- B. The Nominating Committee shall present a slate of two names for each office to the Association's Nominating Committee chair.
- C. Nominations of the Committee shall carry consent of the nominee.
- D. Election shall be by ballot, conforming to the practice of the Nebraska Library Association. Results of the election shall be announced at the annual meeting.
- E. The term of office for the Chairperson and the Vice Chairperson/Chairperson Elect shall be for one year, from the close of the annual meeting to the close of the next annual meeting. The term of office for the Secretary/Treasurer shall be for two years, from the close of the annual meeting to the close of the annual meeting two years later.

Section 4. Vacancies

The Chairperson may appoint someone to fill the unexpired term if the office of Secretary /

Treasurer or Vice Chairperson/Chairperson Elect becomes vacant. An appointee to Vice Chairperson/Chairperson Elect shall not automatically succeed to the office of Chairperson. If the office of Vice Chairperson/Chairperson Elect becomes vacant, an election for the office of Chairperson shall be held at the next election of officers.

ARTICLE V

COMMITTEES

Section 1. Standing Committees

- A. The Executive Committee shall consist of the elected officers, the immediate past Chairperson, and an appointed Trustee, User or Friend who serves in an exofficio capacity.
- B. The Awards and Nominating Committees shall each consist of at least three members appointed by the Chairperson.
- C. The Trustees, Users & Friends Committee shall consist of at least three members, appointed by the Chairperson. The purpose of this committee shall include acting as a creative partner with the professional sections of NLA, assisting in bringing adequate library service to all citizens in Nebraska through the promotion and study of legislation (state and national) affecting libraries, encouraging citizen support of libraries, and educating and informing trustees throughout the state of library needs and services.

Section 2. Adhoc Committees

Adhoc Committees may be appointed by the Chairperson as conditions warrant.

ARTICLE VI

MEETINGS

There shall be an annual meeting that shall be held during the annual fall meeting of the Nebraska Library Association, and Spring Meetings held at various locations in cooperation with other Sections of the Nebraska Library Association.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order, Newly Revised shall govern parliamentary procedure of this organization insofar as it does not conflict with these Bylaws or the Bylaws of the Nebraska Library Association.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by a two thirds vote of the members present at any annual meeting, provided that the amendment(s) has been published on the PLTS website or has been distributed by the PLTS Secretary at least four (4) weeks in advance of the conference.

5.6 SCHOOL, CHILDREN'S & YOUNG PEOPLE BYLAWS

2004

ARTICLE I – NAME

The name of the organization shall be the School, Children's and Young People's Section of the Nebraska Library Association.

ARTICLE II – PURPOSE

The purpose of this organization is to serve as a creative part of the Nebraska Library Association and to promote total library service to young people throughout the state by promoting cooperation among all types of libraries serving children and young people; by providing a support system of professional information and assistance to members; by providing opportunities for continuing education; and by acting as a clearinghouse for ideas and activities in library services to young people in the state of Nebraska.

ARTICLE III – MEMBERSHIP

Section 1: Qualifications

Any member of the Nebraska Library Association actively interested in the purpose of this section is eligible for membership.

Section 2: Dues

In conformance with the dues schedule adopted by the Nebraska Library Association, the chairperson shall request the percentage of the NLA dues to be allotted for use by the School, Children's and Young People's Section.

Section 3: Voting

Only members of the School, Children's and Young People's Section shall be qualified to vote.

ARTICLE IV – OFFICERS, QUALIFICATIONS, DUTIES, ELECTIONS, & VACANCIES

Section 1: Officers

The officers of the section shall be the Chairperson, Chairperson-elect, and Secretary/Treasurer.

Section 2: Qualifications

- a.** All officers shall be members of the School, Children's and Young People's section.
- b.** The chairperson shall be a member of the American Association of School Librarians (AASL).

Section 3: Duties

- a.** The Chairperson shall:
 - preside at the annual meeting
 - serve on the NLA Executive Board
 - appoint committees

- submit an annual report to the Nebraska Library Association in accordance with its by-laws
 - be empowered to delegate duties to officers and members
 - be responsible for providing leadership and coordination among officers and members
 - cooperate with the Nebraska Library Association and the Nebraska Library Commission in planning Spring Workshops.
- b.** The Chairperson-elect shall:
- serve in the absence or resignation of the Chairperson
 - coordinate the section's program for the annual conference
 - succeed to the office of Chairperson at the close of the annual meeting.
- c.** The Secretary-Treasurer shall:
- maintain an orderly file of the section's documents
 - maintain an up-to-date membership list of the section
 - record the minutes of the annual meeting
 - prepare and distribute agenda, program notices and other pertinent documents at the request of the section officers
 - maintain an accurate record of the section's finances.

Section 4: Elections

- a.** Nominations of candidates for office shall be made by a nominating committee appointed by the Chairperson.
- b.** The nominating committee shall present a slate of candidates and resumes of their professional activities and interests to the section officers.
- c.** Nominations of the committee shall carry the consent of the nominee.
- d.** A space for write-in candidates will be provided on the ballot for each office.
- e.** Elections will be held by mail ballot prior to the annual meeting.
- f.** The term of office for the Chairperson and Chairperson-elect shall be for one year, from one annual meeting to the close of the next.
- g.** The term of the Secretary/Treasurer shall be for two years, from the close of the annual meeting to the close of the second annual meeting. The Secretary/Treasurer shall be elected in odd-numbered years beginning in 1985.

Section 5: Vacancies

If either the Chairperson-elect or Secretary/Treasurer, or both, cannot complete the term of office, the Chairperson shall appoint a replacement to serve until a new officer is elected by the regular mail ballot prior to the annual meeting.

ARTICLE V – MEETINGS

There shall be one annual meeting held during the annual convention of the Nebraska Library Association. Spring Workshops shall be held in conjunction with the Public Library and Trustees Sections.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Robert's *Rules of Order* shall serve as the parliamentary authority for this organization insofar as it is not contrary to these by-laws or the by-laws of the Nebraska Library Association.

ARTICLE VII – AMENDMENTS

Proposed amendments to these by-laws shall be published in the autumn issue of the NLAQ or be distributed by the section secretary at least four (4) weeks prior to the convention to all members in good standing. These amendments may be approved by 2/3 majority of those voting. Mail ballots shall be directed to all members following discussion of the proposed amendments at the annual meeting.

5.7 SPECIAL AND INSTITUTIONAL SECTION BYLAWS

2015

ARTICLE I - NAME

This section of the Nebraska Library Association shall be known as the Special and Institutional Section.

ARTICLE II - PURPOSE

The purpose of this section shall be to promote the library interests of librarians in special or institutional libraries in the state of Nebraska.

ARTICLE III - MEMBERSHIP

Section 1: Definition

Any person who meets the membership requirements of the Nebraska Library Association as set forth in their bylaws may become a member of the Special and Institutional Section.

Section 2: Voting Rights

Each person whose dues are currently paid shall be entitled to one vote on each matter submitted to a vote of the members.

ARTICLE IV - MEETINGS OF THE MEMBERS

Section 1: Annual Meeting

The annual meeting of the members shall be held at the NLA annual convention.

Section 2: Special Meetings

Special meetings of the members may be called by the Chair or not less than one-tenth of the voting members.

ARTICLE V – OFFICERS

Section 1: Responsibility

The business of the Special and Institutional Section shall be conducted by the elected officers.

Section 2: Number of Officers

The officers of the Special and Institutional Section shall be a Chair, a Chair-Elect, a Secretary, and a Member at Large.

Section 3: Terms of Office

The Chair and Chair-Elect will each serve a term of office consisting of one year, which will be from the close of one annual meeting to the close of the next annual meeting. The Chair-Elect will assume the office of Chair at the close of the annual meeting. The Secretary and Treasurer will each serve a term of office consisting of two years to provide continuity. Each will be elected in alternate years and serve from the close of one annual meeting to the close of the annual meeting two years hence.

Section 4: Election of Officers

The nominating committee shall solicit candidates and secure their permission to be voted upon for office. The report of the nominating committee shall be submitted to the membership as part of the general NLA election ballot. The ballot shall have provision for write-in votes.

Section 5: Duties of the Officers

Chair

The Chair shall preside at general and special meetings of the Special and Institutional Section. The Chair shall appoint members to standing committees for a two-year term and fill vacancies which have occurred. The Chair may create or dismiss standing committees, with the approval of the officers, whenever conditions warrant such action. The Chair shall submit an annual report, including a financial report, of the Section's activities to the Nebraska Library Association Executive Director, at a time to be specified. The Chair shall perform all duties incident to the office of Chair.

Chair-Elect

The Chair-Elect shall perform all duties of the Chair in any temporary absence or disability of that officer. The Chair-Elect shall serve as program chair. The Chair-Elect shall be prepared to assume any special duties assigned by the Chair.

Secretary

The Secretary shall keep the minutes of the general meetings and the special meetings. The secretary shall have custody of records, both present and archival, of the Section. The Secretary shall perform all duties incident to the office of Secretary.

Member at Large

The Member at Large shall assist the other officers as needed.

Section 6: Vacancies

If for whatever reason an officer is unable to complete the term of office for which elected, the Chair shall fill the office with the candidate for that office who received the next highest number of votes.

ARTICLE VI

Those actions not covered by these bylaws will be acted upon in accordance with the bylaws of the Nebraska Library Association.

ARTICLE VII - AMENDMENTS

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the members present at any regular meeting or at any special meeting, if the members are given notice of intention to alter, amend, or repeal, or to adopt new bylaws, at the time the members are notified of such meeting.