

NLA Handbook:

VI. Round Tables

6.1 INTRODUCTION

The round tables of the Nebraska Library Association are: Information Technology and Access, Intellectual Freedom, New Members, and Technical Services.

Each round table elects its own officers in accordance with NLA bylaws and nominating committee procedures. Each round table 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 round table being notified of the results of the election immediately.

Round table 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 round table activities and meeting plans.

Round tables may undertake projects and studies of interest to their members. They may speak out on issues of interest primarily to themselves. Each round table plans its meeting for the annual conference in coordination with the other conference activities. Spring meeting plans are reported to the NLA Board at the winter meeting and are submitted to the Internet Site Coordinator. 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 round table. An accounting of funds should be in the annual report of the round table.

Each round table chairperson should send a copy of his/her annual report to the Executive Director.

6.2 RECIPROCAL RESPONSIBILITIES OF ROUND TABLES

What NLA expects of a Round Table:

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 round table by-laws must be submitted to the Internet Site Coordinator within two weeks of vote.

What a round table receives from NLA:

1. The right to speak out on issues of concern to the round table'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. Participation in the broader context of a statewide annual conference with access to exhibits, a wide variety of programs and professional interaction.
5. Membership rosters, dues accounting, elections, etc.
6. The opportunity to publicize round table activities, awards, etc. through NLA media.
7. Membership in a legally incorporated, tax exempt organization.
8. Affiliation with ALA and its subsidiaries.
9. The services of a lobbyist in areas of intellectual freedom and other library-related legislation.
10. A voice in the future of librarianship in Nebraska, working through the largest library related organization in the state.

6.3 INFORMATION TECHNOLOGY AND ACCESS ROUND TABLE

Information Technology and Access Round Table Bylaws Approved October 29, 2009

Article I – Name

The name of this organizations shall be Information Technology and Access Round Table. (ITART)

Article II – Affiliation

This organization shall be a Round Table of the Nebraska Library Association (NLA). All elections and bylaws and policies adopted by ITART shall be in accordance with the bylaws and policies in force for NLA. ITART shall hold meetings, sponsor programs and provide representatives to NLA committees as needed.

Article III – Mission

The Information Technology and Access Round Table (ITART) serves to foster awareness, knowledge, and a spirit of cooperation regarding the development of, and access to, electronic resources and information technology in libraries throughout Nebraska. It aims to promote communication, and the exchange of expertise among experienced and novice users of information technology, and to provide a forum for discussion and problem-solving among all those working to integrate electronic information access into the practice of librarianship.

Article IV – Membership

Section 1. Membership

Membership is open to any member in good standing of NLA.

Section 2. Dues

Membership dues shall be set by vote of the Round Table membership. Payment of ITART dues shall constitute membership in ITART.

Section 3. Membership Year

Membership shall correspond with the NLA fiscal year, and shall be subject to renewal on an annual basis. Membership commences upon payment of dues. Dues paid at NLA Annual Conference shall be for the following fiscal year.

Section 4. Voting Rights

Any member in good standing of the Round Table shall be entitled to one vote on each matter submitted to a vote of the members.

Article V – Meetings

Section 1. Annual Meeting

The Annual meeting of this Round Table shall be held during the annual conference of NLA.

Section 2. Special Meetings

Special meetings may be called by the Chair. Special meetings must be announced to all members of the Round Table no later than two weeks prior to the scheduled meeting date. Matters to be considered on the agenda at a special meeting must be included with the meeting announcement.

Section 3. Quorum

A quorum for any regular or special meeting of the Round Table, convened in accordance with requirements of the Bylaws, shall consist of no fewer than 10% of the current membership.

Article VI – Officers and Duties

Section 1. Number and Terms of Office

Each officer will begin their term at the conclusion of the business meeting at the annual conference following their election. Each officer shall hold office until a successor is elected and has assumed the office. The officers of the Round Table and their terms of office shall be:

Chair – One year and then succeeding to the office of Past Chair.

Vice Chair/Chair Elect – One year and then succeeding to the office of Chair.

Past-Chair – One year, from the end of the term as Chair through the following year.

Secretary –Two years. The Secretary shall be elected in odd-numbered years.

Section 2. Reimbursement for Expenses

No member in his/her role as a member of the organization shall receive a salary, wage or fee for personal services relating to activities of the Round Table. The Board may authorize reimbursement for actual expenses incurred as a result of work performed.

Section 3. Chair-Duties

1. Calls and presides at all meetings of the Round Table and of its Executive Board.
2. With the advice and consent of the Executive Board, establishes any standing or special committees, including program planning committees.
3. Serves as an ex-officio member of all Round Table committees.
4. Serves as chair of all program planning committees, or appoints, with the advice and consent of the Executive Board, another to serve in his or her stead.
5. Represents the Round Table in official capacities.

Section 4. Vice-Chair/Chair-Elect – Duties

1. Presides at meetings in the absence of the Chair.

2. Assumes the office of Chair at the end of the Chair's term of office, or upon the resignation, death, or permanent incapacitation of the Chair.
3. Serves as a member of all program planning committees.
4. Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

Section 5. Secretary – Duties

1. Records minutes of all meetings of the Executive Board and Membership meetings of the Round Table.
2. Maintains and preserves a written record of all Round Tables activities, including programs sponsored, committee reports, and financial transactions.
3. Monitors the funds of the Round Table in conjunction with the NLA Treasurer.
4. Reports the financial transactions of the year at the Annual Meeting.

Section 6. Past Chair – Duties

1. Shall advise the Chair as requested.
2. Shall serve as the Nominations Coordinator. In this capacity the Past Chair will secure a slate of individuals to run for ITART offices in accordance with NLA rules and procedures

Article VII – Executive Board

Section 1. Membership

The Chair, Vice-Chair/Chair-Elect, Secretary, and Past Chair shall constitute the Executive Board of the Round Table. The ITART web master shall be an ex-officio member of the Executive Board.

Section 2. Duties

The Executive Board is responsible for:

1. Establishing policies of the Round Table and directs its activities.
2. Providing advice to the Chair on all committees established and committee or liaison appointments made.
3. Cooperating with the NLA board in all matters of mutual concern.
4. Appoints an ITART web master.
5. Filling vacancies on the Executive Board by a majority vote of remaining members.
6. Serving, at the Chair's discretion, as the program planning committee for the Annual Convention, or other functions sponsored by the Round Table.

Section 3. Meetings

1. The Executive Board shall be called into session by the Chair, or at the request of any member of the Executive Board. Meeting time and place shall be set in consultation with members of the Executive Board, and announced no later than two weeks prior to the meeting.
2. At least one regular meeting of the Executive Board shall be held each calendar year.
3. A minimum of three board members shall be required to constitute a quorum at any meeting of the Executive Board.

Article VIII – Amendment of the Bylaws

1. Amendments to these bylaws may be introduced at any meetings of the Round Table at which there is a quorum present. In the intervals between meetings, proposed amendments may be submitted to the Executive Board who may authorize introduction of the proposed amendment(s) to the membership.
2. Amendments introduced to the membership in accordance with these bylaws shall be voted on by secret ballot at the next regular or special meeting of the Round Table at which a quorum is present.

6.4 INTELLECTUAL FREEDOM

Intellectual Freedom Bylaws Approved April 15, 2016

Article I – Name

The name of this organization shall be “Intellectual Freedom” (IF), a round table of the Nebraska Library Association.

Article II – Affiliation

This organization shall be a round table of the Nebraska Library Association (NLA). All elections and bylaws and policies adopted by IF shall be in accordance with the bylaws and policies in force for NLA. IF shall hold meetings, sponsor programs and provide representatives to NLA committees as needed.

Article III – Mission

Intellectual Freedom (IF) develops awareness, knowledge, and action regarding intellectual freedom in libraries throughout Nebraska. The round table fosters communication and the exchange of expertise regarding the ongoing threats to intellectual freedom. The round table provides a forum for discussion and problem-solving for challenges to intellectual freedom and working with NLA affiliates, such as the Academic Freedom Coalition of Nebraska and the American Library Association and its Intellectual Freedom Foundation.

Article IV – Membership

- A. Membership is open to any member in good standing in the Nebraska Library Association.
- B. Membership dues shall be set by vote of the round table membership.
- C. Payment of IF dues shall constitute membership in IF.
- D. The membership year shall correspond with the Nebraska Library Association fiscal year and shall be subject to renewal on an annual basis. Dues paid at NLA Annual Conference shall be for the following fiscal year.
- E. Any member in good standing of the round table shall be entitled to one vote on each matter submitted to a vote of the members.
- F. Any member whose dues are currently paid may resign by filing a written statement with the Chair. Dues are not refundable.

G. Membership in the round table will not be transferable or assignable.

Article V – Meetings

- A. The Annual meeting of this round table shall be held during the annual conference of NLA.
- B. Special meetings may be called by the Chair. Special meetings must be announced to all members of the round table no later than two weeks prior to the scheduled meeting date.
- C. Matters to be considered on the agenda at a special meeting must be included with the meeting announcement.
- D. A quorum for any regular or special meeting of the round table, convened in accordance with requirements of the bylaws, shall consist of those present at a properly called meeting.

Article VI – Officers and Duties

- A. Term Officers shall assume office at the Annual meetings, and serve a term of one year, or until their successors are elected.
- B. Reimbursement for Expenses
No member in his/her role as a member of the organization shall receive a salary, wage or fee for personal services relating to activities of the round table. The Board may authorize reimbursement for actual expenses incurred as a result of work performed.

C. Chair – Duties

- 1. Calls and presides at all meetings of the round table and of its Executive Board.
- 2. With the advice and consent of the Executive Board, establishes any standing or special committees, including program planning committees.
- 3. Serves as an ex-officio member of all round table committees.
- 4. Represents the round table in official capacities.
- 5. Serves as a voting member of the Board of Directors of the Nebraska Library Association.
- 6. Prepares and causes to be sent to each member of the Executive Board an agenda for Executive Board meetings.
- 7. Prepares an annual report as well as other reports describing the activities and accomplishments of the round table as requested by the Nebraska Library Association.

D. Vice-Chair/Chair-Elect – Duties

- 1. Presides at meetings in the absence of the Chair.

2. Assumes the office of Chair at the end of the Chair's term of office, or upon the resignation, death, or permanent incapacitation of the Chair.
3. Serves as chair of all program planning committees, or appoints, with the advice and consent of the Executive Board, another to serve in his or her stead.
4. Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.
5. Represents the round table on the Continuing Education Committee of the Nebraska Library Association.

E. Secretary – Duties

1. Records minutes of all meetings of the Executive Board, and Membership meetings of the round table.
2. Maintains and preserves a written record of all round tables activities, including programs sponsored, committee reports, and financial transactions.
3. Prepares an annual financial report for the Membership meeting.
4. Prepares and submits quarterly and annual financial reports to the treasurer of NLA.
5. Handles routine correspondence for the round table, and other correspondence as requested by the Chair.

F. Past Chair – Duties

1. Assists the Chair to provide advice and continuity to the organization.
2. Serves as the Nominations Coordinator. In this capacity the Past Chair will secure a slate of individuals to run for IF office in accordance with NLA rules and procedures. (NLA Handbook 6.5)

G. Election of Officers

Election of officers shall be conducted with a ballot which shall have provision for write-in votes. The election will be held in conjunction with the Nebraska Library Association election of officers.

Article VII – Executive Board

A. Membership

The Chair, Vice-Chair/Chair-elect, Secretary and Past Chair shall constitute the Executive Board of the round table. The IF web master shall be an ex-officio member of

the Executive Board.

B. Duties

1. Establishes policies of the round table and directs its activities.
2. Provides advice to the Chair on all committees established and committee or liaison appointments made.
3. Cooperates with the NLA board in matters of mutual concern.
4. Appoints an IF web master.
5. Fills vacancies on the Executive Board by a majority vote of remaining members.
6. Serve, at the Chair's discretion, as the program planning committee for the Annual Convention, or other function sponsored by the round table.

C. Meetings

1. The Executive Board shall be called into session by the Chair, or at the request of any member of the Executive Board. Meeting time and place shall be set in consultation with members of the Executive Board.
2. A minimum of three board members shall be required to constitute a quorum at any meeting of the Executive Board.

Article VIII – Amendment of the Bylaws

- A. Amendments to these bylaws may be introduced at any meeting of the round table at which there is a quorum present. In the intervals between meetings, proposed amendments may be submitted to the Executive Board who may authorize submission of the proposed amendment(s) to the membership.
- B. Amendments introduced to the membership in accordance with these bylaws shall be voted on by secret ballot at the next regular or special meeting of the round table at which a quorum is present.

Article IX – Standing Committees

- A. Standing committees may be created or discontinued only by amending the by-laws. The Standing Committees of the round table are as follows:
By-Laws
Web Coordinator
Liaison
- B. Standing Committee Membership
All committee members shall be members in good standing of Intellectual Freedom.

Committee Chairs shall be appointed by the Intellectual Freedom Chair, with additional committee members being mutually selected, as needed.

C. Terms of Office

Committee members may be re-appointed to, or serve on, or chair more than one committee, as determined by the Intellectual Freedom Chair, with the approval of the Executive Board. Each committee chair shall hold office until a successor is appointed. Each committee chair serves a two year term. Members may serve consecutive terms as committee chair.

D. Duties of Standing Committees

The responsibilities of the standing committees are as follows:

By-Laws. The By-Laws committee will maintain an accurate copy of the round table by-laws, preparing and proposing necessary changes as suggested by the Executive Board.

Web Coordinator. The Web Coordinator shall, under the direction of the Board, keep the IF web site up-to-date, and shall enhance it as opportunities to do so arise.

Liaison. The Liaison committee is responsible for monitoring information from organizations supporting intellectual freedom, such as the Intellectual Freedom Foundation and the Academic Freedom Coalition of Nebraska.

E. Special Committees

Special committees may be created or discontinued by the Chair upon the approval of the Executive Board. Members of special committees shall serve at the discretion of the Chair and the Executive Board.

F. Vacancies

Vacancies in membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Article X — Parliamentary Authority and Procedure

A. Legal Requirements

The affairs of the round table shall be conducted in accord with the requirements of the Nebraska Library Association.

B. Rules of Order

The rules of parliamentary procedure governing the Association shall be those of the latest edition of Robert's Rules of Order, Newly Revised.

C. Parliamentarian

The Chair may appoint an official Parliamentarian for the Round Table, if needed.

Article XI — Dissolution

A. Dissolution

The round table may be dissolved by a majority vote of its membership at an annual meeting. Alternatively, it may be dissolved by a majority vote of the Nebraska Library Association Board after two years of inactivity or

noncompliance with NLA bylaws.

B. Disposal of Assets

Upon dissolution of the round table, all assets shall revert to the Nebraska Library Association.

6.5 NEBRASKA NEW MEMBERS ROUND TABLE

NEBRASKA NEW MEMBERS ROUND TABLE BY-LAWS

May 2010

Article I – NAME

- This organization shall be known as the Nebraska New Members Round Table (NE/NMRT).

Article II – AFFILIATION

- A. NE/NMRT is a Round Table of the Nebraska Library Association (NLA).
 1. NE/NMRT shall elect officers and adopt By-laws. No provision of the NE/NMRT By-laws shall be contrary to the By-laws of NLA.
 2. NE/NMRT shall hold meetings, sponsor programs, and provide representatives to serve on standing committees of NLA as needed.
- B. NE/NMRT is also affiliated with the American Library Association New Members Round Table (ALA/NMRT). The Chair shall appoint a member as Liaison to ALA/NMRT. This member shall be the NE/NMRT representative to ALA/NMRT.

Article III – PURPOSE

The purpose of this organization shall be

- A. To provide orientation to the library profession for new members of NLA and to encourage membership and participation in national, state, and local library organizations.
- B. To promote a greater feeling of responsibility for the development of library service and librarianship.
- C. To actively assist the NLA in its work.
- D. To promote professional growth through the exchange of ideas and information.
- E. To provide an entry point for new members into the decision- and policy-making processes of the NLA.

Article IV – MEMBERSHIP

- A. Payment of NLA and NE/NMRT dues shall constitute membership in this organization.
- B. Membership shall coincide with the NLA fiscal year (January-December).
- C. Membership commences upon payment of dues.
- D. Each member shall be entitled to one vote.

Article V – DUES

- A. Annual dues shall be set by NE/NMRT.
- B. Dues may be paid at any time during the fiscal year.

Article VI – MEETINGS

- A. The Annual Meeting of the NE/NMRT shall take place at the annual convention of the NLA.
- B. Additional meeting shall be convened at the discretion of the Chair.

Article VII – OFFICERS

A. Term

- Officers shall assume office immediately following the NE/NMRT Annual Meeting and shall serve until the close of the following Annual Meeting.

B. Chair – Duties

- Calls, and presides at, all meetings of the Round Table and of its Executive Board.
- With the advice and consent of the Executive Board, establishes any standing or special committees and liaison positions.
- With the advice and consent of the Executive Board, appoints chairs for all committees, liaisons, and the Webmaster.
- With the advice and consent of the Executive Board, fills vacancies.
- Serves as an ex-officio member of all committees.
- Represents the Round Table in official capacities.
- Submits an annual report for publication in NLAQ.

C. Vice-Chair/Chair-elect – Duties

- Presides at meetings in the absence of the Chair.
- Assumes the office of the Chair at the end of the Chair's term of office or whenever the Chair is unable to complete the term of office.
- Shall serve as the Nominating Coordinator.
- With a planning committee appointed by the Chair, shall be in charge of the program for the Annual Meeting.
- Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

D. Past Chair – Duties

- Shall advise the Executive Committee on NE/NMRT matters.
- Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

E. Secretary/Treasurer – Duties

- Records proceedings of the Round Table.
- Preserves all records, reports, and documents of the Round Table.
- Handles routine correspondence.
- Maintains financial records of the Round Table.
- Presents an annual financial report to the membership at the Annual Meeting.
- Submits quarterly and annual reports to the NLA Treasurer.
- Assumes other duties and responsibilities at the direction of the Chair or the Executive Board.

F. Reimbursement for Expenses

- No member in her/his role as a member of the organization shall receive a salary, wage or fee for personal services relating to activities of the Round Table. The Board may authorize reimbursement for actual expenses incurred as a result of work performed.

Article VIII – EXECUTIVE BOARD

A. Term

- Executive Board members serve for the terms of their office.

B. Composition

- The Board is composed of the Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, Treasurer, Awards Coordinator, Representative to ALA/NMRT, and the Webmaster.

C. Duties

- Establishes policies of the Round Table and directs its activities.
- Approves the establishment of standing and special committees and liaison positions.
- Advises the Chair in the selection of committee chairs and liaisons, and approves all such appointments.
- Cooperates with other national, state, and regional organizations on matters of mutual concern.
- By a majority vote, appoints a member to fill the unexpired term when a vacancy occurs on the Executive Board.
- May serve as the program planning committee for the NLA Annual Meeting.

D. Quorum

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

E. Termination of Office

- Any officer failing, without notice, to attend three regularly scheduled meetings of the Executive Board shall, by a majority vote of the membership, be considered resigned, and a replacement shall be named by the Executive Board.

F. Meetings

- The Executive Board shall meet as necessary at a time, place, and date determined by the
- Chair. Executive Board meetings shall be open to all Round Table members.

Article IX – REPRESENTATIVE TO THE ALA/NMRT AFFILIATES COUNCIL

- The representative to the ALA/NMRT Affiliates Council shall be appointed for a term of one year by the Chair and shall carry out the duties listed in the current version of the ALA/NMRT document Responsibilities of Affiliates Council Representatives.

Article X – AWARDS COORDINATOR

- An Awards Coordinator shall be selected by the Chair. The Coordinator shall assume office immediately following the Annual Meeting and shall serve a one-year term. The Awards Coordinator shall be responsible for the administration of awards conferred by NE/NMRT, including the NMRT Beginning Professional Award and the Mentor of the Year Award (and the Houchen Mentor of the Year Award). The Awards Coordinator may solicit the aid of an Assistant Awards Coordinator as needed. The Awards Coordinator's responsibilities shall include:

- Provides publicity for the awards conferred by NE/NMRT and maintains current information on other awards and grants available to NE/NMRT members through ALA/NMRT.
- Solicits nominations for the awards conferred by NE/NMRT and conducts the initial screening of candidates.
- Presents the credentials of qualified awards candidates to the Executive Board, which makes the final decision.

Article XI – WEBSITE

A. NE/NMRT shall maintain a website as part of the NLA website. The website shall include:

- Minutes of meetings
- Current officers
- By-laws
- News of the organization

B. Webmaster

- The Webmaster shall serve a term of one year.
- The Webmaster is appointed by the Chair and serves on the Executive Board.
- The Webmaster shall maintain the NE/NMRT website.

Article XII – NOMINATING COORDINATOR

A. The Vice-Chair/Chair-Elect shall serve as the Nominating Coordinator.

B. The Nominating Coordinator is eligible to seek office.

C. Duties

- Solicits a slate of candidates for NE/NMRT elections.
- Sends candidates' names and biographical information to the NLAQ by May 1. Photographs are optional.
- May solicit the aid of an Assistant Nominating Coordinator as needed.

Article XIII – NOMINATIONS AND ELECTIONS

A. Nominees shall be members of NE/NMRT and shall consent to their nominations.

Nominees for Representative to the ALA/NMRT Affiliates Council must also be members of ALA/NMRT.

B. Elections will proceed according to NLA's By-laws.

Article XIV – AMENDMENTS

- Proposed amendments to these By-laws may be introduced at any meeting of NE/NMRT at which a quorum is present. A majority of the membership shall constitute a quorum. Proposed amendments shall be voted on at the meeting following their introduction. A vote of two-thirds of the members shall be required to adopt any proposed amendment.

Article XV – DISSOLUTION

A. NE/NMRT may be dissolved by a majority vote of its membership at an Annual Meeting. NE/NMRT may also be dissolved by a majority vote of the NLA Board after two years of inactivity or for noncompliance with NLA By-laws.

B. Upon dissolution of NE/NMRT, all assets shall revert back to the NLA.

6.6 TECHNICAL SERVICES ROUND TABLE

By-Laws of the Technical Services Round Table March 6, 2015

ARTICLE I : NAME

This organization shall be known as the Technical Services Round Table of the Nebraska Library Association.

ARTICLE II : PURPOSE

The purpose of the Technical Services Round Table is to promote the communication of ideas and interests of its members who are concerned with: acquisitions, collection development, cataloging and classification, preservation, serials control, interlibrary loan and document delivery.

ARTICLE III : MEMBERSHIP

Section 1. Membership

Any member of the Nebraska Library Association interested in the goals of this Round Table may become a member of the Round Table upon complying with the requirements set forth in these By-Laws.

Section 2. Dues

The Executive Board shall, with the consent of the majority of members present at any annual meeting, provide for the time, place, and amount of dues for this Round Table. Dues are collected annually by the Executive Director of the Nebraska Library Association, who makes them available to the Round Table according to Nebraska Library Association procedures.

Section 3. Membership Year

The membership year shall correspond with the Nebraska Library Association fiscal year. Dues paid at the NLA Annual Conference shall be effective through the next calendar year.

Section 4. Voting Rights

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

Section 5. Resignation

Any member whose dues are currently paid may resign by filing a written statement with the Chair. Dues are not refundable.

Section 6. Transfer of Membership

Membership in this Round Table will not be transferable or assignable.

ARTICLE IV : MEETINGS OF MEMBERS

Section 1. Annual Meeting

An annual meeting of the members shall be held in conjunction with the Nebraska Library Association annual meeting.

Section 2. Special Meetings

Special meetings of the members may be called by the Chair or by the Executive Board.

Section 3. Quorum

A quorum shall consist of those present at a properly called meeting.

ARTICLE V : OFFICERS

Section 1. Number, Qualification, and Terms of Office

All officers shall be members in good standing of the Technical Services Round Table. Each officer will begin their term at the conclusion of the business meeting at the annual conference following their election. Each officer shall hold office until a successor is elected and has assumed the office.

The officers of the Round Table and their terms of office shall be:

Chair. One year and then succeeding to the office of Past Chair.

Vice-Chair/Chair-Elect. One year and then succeeding to the office of Chair.

Past-Chair. One year, from the end of the term as Chair through the following year.

Secretary. Two years. The Secretary shall be elected in even-numbered years.

Section 2. Nomination of Officers

The Past Chair shall solicit candidates for each office vacancy and secure permission of at least two candidates to be voted upon for each office. The Past Chair, in consultation with the Executive Board, shall secure candidate(s) and report these names to the Nebraska Library Association Nominating Committee and the editor(s) of any publication(s) produced by NLA according to procedures and deadlines established by the Nebraska Library Association.

Section 3. Election of Officers

Election of officers shall be conducted with a ballot which shall have provision for write-in votes. The election will be conducted in conjunction with the Nebraska Library Association election of officers.

Section 4. Duties of Officers

Chair

- The Chair shall preside at general meetings of the Round Table and at all meetings of the Executive Board.
- Serve as a voting member of the Board of Directors of the Nebraska Library Association.
- Prepare an annual report as well as other reports describing the activities and accomplishments of the Round Table as requested by the Nebraska Library Association.

- Plan and facilitate programming for the Round Table particularly the Spring meeting.
- Communicate to the membership through the web site and other communication channels.
- Appoint members of Round Table committees as vacancies occur.
- Assist the NLA President in providing a pool of potential appointees to represent the Technical Services Round Table on NLA committees, as requested.
- May create or dismiss special committees, with the approval of the Executive Board, whenever conditions warrant such actions.
- Shall assist the Past-Chair in soliciting candidates for each vacant office.
- The Chair shall be responsible for communicating with its affiliated organization, the Association for Library Collections & Technical Services, a division of the American Library Association. Likewise, the Chair will be responsible for regular communication and reports to the Executive Board and membership from the affiliated organization.
- Call for and accept nominations, and, in consultation with the Executive Board, select a nominee as the recipient of the Sandra Herzinger Award for Technical Services Advocacy.

Vice-Chair/Chair-Elect

- Shall perform all the duties of the Chair in any temporary absence or disability of that officer and shall be prepared to assume any special duties assigned by the Chair and/or the Executive Board.
- Shall supervise and delegate programming responsibilities for the Round Table, including at least one program for the annual meeting
- Shall represent the Round Table on the Continuing Education Committee of the Nebraska Library Association.

Past-Chair

- Shall serve as a officer of the Round Table to provide advice and continuity to the organization.
- Shall serve as the Nominations Coordinator to secure a slate of members to run for offices in accordance with NLA rules and procedures.

Secretary

- Records minutes of all meetings of the Executive Board and general meetings of the Round Table.

- Shall have custody of records relative to the organization and maintain a historical record of the activities of the Round Table.

- Monitors the finances of the Round Table by working with the Nebraska Library Association treasurer.

ARTICLE VI : COMMITTEES

Section 1. Standing Committees

Standing committees may be created or discontinued only by amending the By-Laws. The Standing Committees of the Round Table are as follows:

By-Laws

Communication and Web Coordinator

Section 2. Standing Committee Membership

All committee members shall be members in good standing of the Technical Services Round Table. Committee Chairs shall be appointed by the Round Table Chair, with additional committee members being mutually selected, as needed.

Section 3. Terms of Office

Committee members may be re-appointed to, or serve on, or chair more than one committee, as determined by the Round Table Chair, with the approval of the Executive Board. Each committee chair shall hold office until a successor is appointed. Each committee chair serves a one year term, beginning at the conclusion of the business meeting at annual conference. Members may serve consecutive terms as committee chair.

Section 4. Duties of Standing Committees

The responsibilities of the standing committees are as follows:

By-Laws. The By-Laws committee will maintain an accurate copy of the Round Table By-Laws, preparing and proposing necessary changes as suggested by the Executive Board.

Communication and Web Coordinator. The Communication and Web Coordinator shall, under the direction of the Board, regularly update the TSRT web site and enhance it as opportunities to do so arise. The Coordinator shall also regularly inform members of new developments and activities of the Round Table via a variety of communication channels.

Section 5. Special Committees

Special committees may be created or discontinued by the Chair upon the approval of the Executive Board. Members of special committees shall serve at the discretion of the Chair and the Executive Board.

Section 6. Vacancies

Vacancies in membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 7. Quorum

Unless otherwise provided in the action creating a committee, a majority of the whole committee shall constitute a quorum and the act of a quorum shall be the act of the committee.

Section 8. Rules

Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Directors.

ARTICLE VII : EXECUTIVE BOARD

Section 1. Tenure and Qualification

Each Board member shall hold office until a successor shall have been elected or appointed. The Executive Board shall consist of the following persons:

- a. The officers of the Round Table as listed in Article V, Section 1.
 - b. The chairs of standing committees of the Round Table as listed in Article VI, Section 1.
- Committee chairs shall serve as ex officio advisory members without vote.

Section 2. Authority

The Executive Board shall have the authority to transact the business of the Round Table, and specific authority stated in these By-Laws.

Section 3. Vacancies

The Executive Board shall have the authority to temporarily fill any vacancy of elected officers on the Board, which may occur because of death, resignation, or inability to serve, until the following election of officers.

Section 4. Meetings

The Executive Board shall provide by resolution the time and place for holding its meetings. All meetings of the Executive Board shall be open to the public. All members of the Board shall receive previous notification of the time and place of the meeting, either electronically or by telephone.

Section 5. Quorum

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

Section 6. Compensation

The officers of the Round Table will not receive any salaries for their services. Within the fiscal constraints of the budget, the Executive Board may authorize payment of expenses. Nothing in these By-Laws shall preclude any officer from serving the Round Table in any other capacity and receiving compensation for that service.

ARTICLE VIII: AFFILIATION

Section 1. Relationship to the Nebraska Library Association

The Technical Services Round Table is a subordinate unit of the Nebraska Library Association. It represents areas of common interest (technical services) for librarians in differing types of libraries.

Section 2. Affiliation with Other Organizations

- a. The Technical Services Round Table, at the initiation of the Executive Board and with the approval of the membership, may choose to affiliate with other organizations whose purpose and function closely accord with that of the Round Table.
- b. The Chair of the Round Table will maintain all such links of affiliation.
- c. The Technical Services Round Table is affiliated with the Association for Library Collections & Technical Services, a division of the American Library Association.

ARTICLE IX: PARLIAMENTARY AUTHORITY AND PROCEDURE

Section 1. Legal Requirements

The affairs of the Round Table shall be conducted in accord with the requirements of the Nebraska Library Association.

Section 2. Rules of Order

The rules of parliamentary procedure governing the Association shall be those of the latest edition of Robert's Rules of Order, Newly Revised.

Section 3. Parliamentarian

The Chair may appoint an official Parliamentarian for the Round Table, if needed.

ARTICLE X: AMENDMENTS

Proposed amendments and changes to these By-Laws may be introduced at any regular meeting of the Association. In the interval between meetings, proposed amendments may be submitted to the Executive Board who may authorize introducing the proposed amendments to the membership. Proposed amendments or changes 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.

ARTICLE XI: DISSOLUTION

Section 1. Dissolution

The Round Table may be dissolved by a majority vote of its membership at an annual meeting. Alternatively, it may be dissolved by a majority vote of the Nebraska Library Association Board after two years of inactivity or noncompliance with NLA By-Laws.

Section 2. Disposal of Assets

Upon dissolution of this Round Table, all assets shall revert to the Nebraska Library Association.

ARTICLE XII: FISCAL YEAR

The fiscal year of the Round Table shall follow that of the Nebraska Library Association.