

# BYLAWS

## of the Minnesota Library Association

### Technical Services Section (TSS)

*Ratified by TSS members*

*at the 2017 Annual Business Meeting, 6 October 2017*

#### Article I. Name

The name of this organization shall be the Minnesota Library Association Technical Services Section.

#### Article II. Purpose

The purpose of this Section shall be to provide members of the Minnesota Library Association Technical Services Section, as well as other Minnesota library workers, with opportunities to discuss current issues and future developments in library technical services; to educate; and to inform.

#### Article III. Membership

Anyone interested in the purpose of the Section may become a member, provided that person is a member of the Minnesota Library Association.

#### Article IV. Officers

**Section 1.** The officers of this Section shall be the Chair, the Chair Elect (who shall serve as Vice-Chair), and the Secretary, all of whom shall be Section members in good standing.

**Section 2.** The officers of the Section shall be selected according to the provisions of Article VII.

**Section 3.** The officers shall take office at the beginning of January.

**Section 4.** The Chair Elect shall hold office for one year and shall then succeed the Chair. The Secretary shall hold office for two years and may be re-elected. The Past Chair must wait at least a year to run for office another time as Chair Elect.

**Section 5.** In the temporary absence of the Chair, the Chair Elect shall assume the prerogatives and obligations of the Chair for a period of such absence.

**Section 6.** In the event of the permanent loss of the Chair, the Chair Elect shall assume the office of the Chair for the remainder of the fiscal year (January through December) and shall succeed as Chair for the following year.

**Section 7.** In the event of the absence of the Chair and the Chair Elect for any meetings of the Section or the Executive Committee, one of the members present shall be elected to preside at that meeting, but without the powers and prerogatives of the Chair.

## Chair

**Section 8.** Following the Chair Elect duties of the previous year (see Section 11), the Chair shall act as the representative of TSS to MLA, shall regularly report to the TSS membership as a whole, shall determine and execute a plan of action (working with the Past Chair) that supports the goals of the MLA's strategic planning process, shall participate in MLA activities (including the spring selection of sessions for the MLA annual conference) as requested by the MLA Executive Board, shall review the TSS Web site and submit edits and additions to it, shall recruit TSS members to submit breakout session proposals for the MLA Annual Conference, and shall enforce all laws and regulations relating to the administration of the Section.

**Section 9.** The Chair shall call meetings of the Executive Committee twice a year or as often as necessary -- preparing agendas for them and maintaining records -- and shall be an ex-officio member of all TSS committees, with the exception of the Nominating Committee. The Chair shall lead the TSS annual business meeting at the MLA conference, shall work with the Executive Committee to set objectives for it, and shall prepare its agenda, including presenting the previous year's Minutes to TSS members for approval at the business meeting.

**Section 10.** The Chair shall prepare and submit a budget for approval by the Executive Committee (see Article X, Section 2), if so requested by the MLA Executive Board. The Chair shall sign expense reports for disbursement of any TSS funds, and shall submit an annual report (due December 1, one month before the start of the fiscal year) to the MLA Executive Board and the MLA Executive Director.

## Chair Elect

**Section 11.** The Chair Elect shall serve as Chair of the Program Committee and representative to the MLA Program Committee, shall complete the MLA New Leaders orientation, shall assist the Chair and other members of the Executive Committee in planning the TSS annual business meeting at the MLA conference, and shall contribute to other TSS activities as planned by the Executive Committee.

## Past Chair

**Section 12** Following service as Chair Elect and as Chair (see Sections 8 through 11), the Past Chair shall serve as a member of the Executive Committee.

**Section 13.** The Past Chair shall assist the Chair by coordinating submission of TSS content on the MLA Web site and, if desired, managing the blog and other social media outreach of the Section.

## Secretary

**Section 14.** The Secretary shall record the Minutes of the meetings of the Section, shall submit approved Minutes to the Executive Director of the MLA, shall keep a file of the Section's records (online and/or in print) that can be made available to the Section's Executive Committee, shall assist the Chair in conducting outreach for TSS at the annual MLA conference and other venues, shall assist the Chair in communicating with TSS members, shall work with other members of the Executive Committee in planning the annual TSS business meeting, and shall contribute to other TSS activities as planned by the Executive Committee. If desired, the Secretary may run for re-election to a consecutive two-year term.

## Article V. Executive Committee

**Section 1.** The Executive Committee shall consist of the present officers and the Past Chair.

**Section 2.** The duties of the Executive Committee shall include the following:

- a. Authorize expenditures of all Section funds in accordance with the provisions of Article X, Finances.
- b. Appoint the members of the Nominating Committee.
- c. Act for the Section in intervals between meetings.
- d. Except as otherwise provided in these Bylaws, it shall fill vacancies in office until successors can be chosen through the normal procedures.
- e. Serve as the central managing and coordinating body of the Section, keeping in close contact with appropriate MLA committees, and providing written reports to or personal representation at Executive Committee meetings on request.

## Article VI. Committees

**Section 1.** Except as otherwise provided in these Bylaws, committee membership shall be selected by the Chair from the Section membership with the advice and consent of the Executive Committee.

**Section 2.** Committee chairs shall call regular meetings of their committees. In addition, committees shall meet at the call of the Chair of the Section or of the Executive Committee.

**Section 3.** Every committee shall keep minutes of its meetings and furnish copies to the Secretary and to all committee members.

**Section 4.** At the close of its work, and at such other times as the Executive Committee may direct, each committee shall make a report to the Section or the Executive Committee. Copies of the final reports shall be filed with the Secretary of the Section. The Secretary shall make all past committee reports available to each new Chair upon request.

## Article VII. Nominations and Elections

**Section 1.** The Executive Committee shall appoint a Nominating Committee, consisting of a Chair and at least one Section member, at least 90 days prior to the end of the fiscal year, which runs January through December. The Nominating Committee shall not include any current officers.

**Section 2.** The Nominating Committee shall prepare a slate of one or more candidates for each elective office to be filled at the next annual election and shall secure consent from each candidate to enter his or her name in nomination.

**Section 3.** The elections shall be held before the end of December. Officers shall be elected by a majority vote of section members, provided at least 10 percent of the Section membership participates.

## Article VIII. Meetings

**Section 1.** There shall be at least one Annual Conference of the Section. Other meetings of the Section may be called at any time by the Executive Committee.

**Section 2.** Ten (10) members shall constitute a quorum authorized to transact any business duly presented at any meeting of the Section. Three (3) members shall constitute a quorum of the Executive Committee. A majority of any committee shall constitute a quorum of that committee.

**Section 3.** Robert's Rules of Order (revised), in the latest edition, shall govern the Section in

all cases to which it can be applied or in which it is not inconsistent with the Articles of Incorporation, the Bylaws or special rules of the Association, or with the Bylaws or special rules of the Section.

## Article IX. Amendments

**Section 1.** These Bylaws may be amended any any regular meeting of the Section membership by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting or that notice of the amendment has been given in the call to the meeting.

**Section 2.** The Executive Committee shall include notice of a proposed amendment in the call to the meeting upon fulfillment of any of the following conditions:

- a. Recommendation of the Executive Committee;
- b. Submission of an amendment in writing at the previous regular meeting;
- c. Presentation to the Secretary of the Section, at least six weeks prior to the meeting, of an amendment petition signed by no fewer than ten Section members in good standing.

## Article X. Finances

**Section 1.** No committee, officer, or member of the Section shall incur any expenses in its name unless properly authorized.

**Section 2.** Sections funds shall be expended only upon authorization by the TSS Executive Committee. As requested by the MLA Executive Board, the Executive Committee may prepare and adopt a budget annually. The budget, subject to later revision as conditions may require, constitutes authorization in the amounts and for the purposes specified.

## Article XI. Affiliation

This Section is an affiliate of the [Affiliate Relations Committee](#), Association for Library Collections & Technical Services Division, American Library Association.