

ACCESS AND PATRON SERVICES ROUNDTABLE

Bylaws

Article I. Name

Section 1.

The name of this organization shall be the Access and Patron Services Roundtable.

Section 2.

The Bylaws of this Roundtable should not be in conflict with the *Bylaws* of the Tennessee Library Association (TLA).

Article II. Purpose

The purpose of the Roundtable shall be to promote the improvement of reference, library use instruction, and communication between various areas within the library to provide more effective use of library resources.

Article III. Membership

Section 1.

Membership shall be open to all members of TLA with an in interest access and patron services.

Section 2.

No additional dues shall be required for members of this Roundtable.

Article IV. Officers

Section 1.

The officers of the Roundtable shall be the Chair, Chair-Elect, and Secretary. These officers shall perform the duties prescribed in the *Bylaws* and outlined in the *TLA Manual of Procedures*.

Section 2.

The officers shall serve for one-year-terms which shall coincide with the terms of office of TLA. In the event the Chair is unable to complete the term of office, the Chair-Elect shall succeed to the office of Chair. In the event that any other officer is unable to complete a term of office, the Chair may appoint a replacement for the remainder of the term of office.

Section 3.

All officers of the Roundtable shall be members of TLA.

Section 4.

No member shall hold more than one office concurrently in this Round Table, and no officer shall be eligible for election to two consecutive terms.

Article V. Duties of Officers

Section 1.

The duties of the Chair include the following:

- Preside at all meetings of the Roundtable
- Plan the program activity for the Roundtable, including any programs at the TLA Annual Conference.
- Appoint all committees of the Roundtable.
- Appoint and charge a Nominating Committee to present a slate of officers for election at the annual business meeting.
- Post quarterly report about activities of the Roundtable to the TLA website.

- Represent the Roundtable:
 - As Roundtable Representative at TLA Advisory Council when chosen by all Roundtable Chairs (see *TLA Bylaws, Article XV*)
 - At the TLA Advisory Council when required to present an action item.
 - At the TLA Executive Board when required to present an action item
- Oversee activities of the Roundtable between meetings, and perform any other duties which may be outlined in the *TLA Manual of Procedures*.

Section 2.

The Chair-Elect shall assume the duties of the Chair at the expiration of his/her term of office. Duties of the Chair-Elect are as follows:

- Act in the absence of the Chair.
- In the event the office of Chair becomes vacant, the Chair-Elect shall become Chair for the unexpired term.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

Section 3.

The duties of the Secretary are as follows:

- Collect news of the Roundtable for publication in the *TLA Newsletter* or elsewhere and send to the Editor before announced deadline.
- Record minutes of all Roundtable meetings wherever appropriate.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

Article VI. Nominations and Elections

Section 1.

A committee to nominate candidates for Chair-Elect and Secretary shall be appointed by the Chair. This committee shall select at least one candidate for each office for presentation at the business meeting of the Roundtable during the TLA Annual Conference. Consent of the nominees must be obtained prior to nomination.

Section 2.

Officers shall be elected during the Roundtable's business meeting during the TLA Annual Conference or by mail and/or electronic voting. Additional nominations may be made during the business meeting, provided consent of the nominee is obtained. All members of TLA affiliated with the Roundtable are eligible to vote. The officers shall be elected by a majority vote of the members present or voting. Terms of office shall run from July 1 – June 30. (See *TLA Bylaws, Article V, Section 2*)

Section 3.

Each eligible TLA member shall be offered the choice of ballot: online or paper.

- All eligible TLA members with recorded email addresses in the TLA website database shall receive an email notice of the forthcoming election.
 - This is an email address checkpoint. Any message returned as non-deliverable shall result in an automatic paper ballot sent to the member.
- This email shall offer each member the option of receiving a paper ballot. Those who do not opt for a paper ballot shall receive an online ballot.
- All eligible TLA members with recorded email addresses in the TLA website database, who did not opt for a paper ballot, shall receive an email notice with voting instructions. A link to the candidates' biographical information posted on the TLA website shall be included in this email.
- All eligible TLA members who opted for a paper ballot or those for whom the initial electronic notice bounced back or those with no recorded email address shall receive a paper ballot addressed to the member's recorded address in the TLA website database. Paper ballot shall be sent via USPS.

Article VII. Executive Council

Section 1.

The three elected officers of the Roundtable shall constitute the Executive Council. The Chair of the Roundtable shall serve as Chair of the Executive Council.

Section 2.

The Executive Council shall have general supervision of the affairs of the Roundtable in the intervals between meetings.

Section 3.

Unless otherwise ordered by the Council, regular meetings of the Executive Council shall be held only when specifically called by the Chair or by the President of TLA.

Article VIII. Committees

Section 1.

Committees of the Roundtable shall include the Nominating Committee, Program Committee, and others deemed to be in the best interest of the Roundtable or needed to meet a specific charge.

Section 2.

The Chair of the Roundtable shall appoint the committee chairs and other committee members. Committee chairs shall serve the same term of office as other Roundtable officers.

Article IX. Meetings

Section 1.

Meetings of the Roundtable, including the business meetings, shall be held during the TLA Annual Conference and at any other time approved by the Executive Council of the Roundtable.

Section 2.

A special meeting may be called by the Executive Council of the Roundtable. The purpose, time, and place of the meeting shall be stated in the call, and the members shall be given at least 30 days notice prior to the meeting.

Article X. Affiliation With Other Organizations

The Roundtable may affiliate with other organizations, provided there is no conflict with the *Bylaws* of the Roundtable or with the *Bylaws* of TLA.

Article XI. Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Roundtable in all cases where they are applicable and in which they are not inconsistent with the *Bylaws* of TLA or any special rules of order the Roundtable may adopt.

Article XII. Amendment of *Bylaws*

These *Bylaws* may be amended by a majority of members at an on-site meeting or by a mail and/or online ballot, as described in the *TLA Bylaws, Article XXI, Section 2*.

Approved by Roundtable membership: 8/18/2018