

# GOVERNMENT DOCUMENTS ROUNDTABLE

## BYLAWS

### Article I. Name

The name of the Roundtable shall be the Tennessee Library Association / Government Documents Roundtable, hereinafter referred to as TLA/GODORT.

### Article II. Purpose

#### Section 1.

To promote statewide cooperation among people working with all types of government documents, i.e., Federal, State, and Local.

#### Section 2.

To provide a forum for those people to discuss their problems and share their ideas concerning government documents.

#### Section 3.

To sponsor projects for increasing the use of documents and to improve bibliographic control of them.

#### Section 4.

To contribute to the education and training of documents personnel.

#### Section 5.

To encourage all levels of government to make their public documents readily available to all types of libraries.

#### Section 6.

To continually review the laws, rules, and guidelines that affect the governance of our collections, and to actively support lobbying efforts to change these laws and rules when the need for change is necessitated.

### Article III. Membership

#### Section 1.

Membership shall be open to all members of TLA who express an interest in government documents.

#### Section 2.

The Roundtable shall maintain an annual membership of at least twenty-five (25) members to remain an active roundtable of TLA.

#### Section 3.

Dues shall be in accordance with TLA guidelines.

### Article IV. Elected and appointed Officers and Their Duties

#### Section 1.

The officers of TLA/GODORT shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, and a liaison to both ALA/GODORT and SELA/ GODORT.

#### Section 2.

Duties of elected officers:

- Chair: The Chair shall automatically succeed to this position upon fulfilling the duties of the office of Vice-Chair/Chair-Elect. The Chair shall be the chief executive officer of the Roundtable, having the authority to appoint special/ad hoc committees as deemed necessary, and shall preside over the annual meeting and other special meetings or workshops.
- Vice-Chair/Chair-Elect: The Vice Chair shall assume the duties of the chief executive officer in the event that the Chair is unable to serve or fulfill the duties of that office. The Vice-Chair also serves as Program Chair for the annual GODORT meeting at the TLA Annual Conference, having the authority to appoint committee(s) to assist in the planning and promotion of the meeting.

- Secretary/Treasurer: The Secretary/Treasurer shall serve for a term of two years and shall keep minutes of the annual meeting and other special meetings; shall be responsible for the maintenance of all Roundtable documents, the handling of all financial accounts and requests of the Roundtable, and other duties as required. The Secretary/Treasurer shall also serve as Membership Chair of the Roundtable.
- Past Chair: The Past Chair shall remain on the TLA?GODORT Executive Committee and Board as official advisor and to insure the transition of duties is smooth.

**Section 3.**

Duties of appointed officers:

- Liaison to ALA/GODORT: The Liaison to ALA/GODORT shall be appointed by the Executive Committee of the Roundtable and shall (1) introduce, coordinate, and negotiate matters of concern to the TLA/GODORT members through the national organization; (2) publish results of such actions in the Roundtable's newsletter; and (3) follow up actions as necessary at subsequent ALA/GODORT meetings.
- Liaison to SELA/GODORT: The Liaison to SELA/GODORT shall be appointed by the Executive Committee of the Roundtable and shall (1) introduce, coordinate, and negotiate matters of concern to TLA/GODORT members through the regional organization; (2) publish results of such actions in the Roundtable's newsletter; and (3) follow up actions as necessary at subsequent SELA/GODORT meetings.

**Section 4.**

Nomination and election of officers:

- The Executive Committee of the Roundtable, serving as the Nominating Committee, shall present the names of candidates for each elected position to the membership for a vote. The consent of each nominee shall be required.
- The election of officers shall take place at the annual meeting.
- Nominations may be made from the floor with the consent of the nominee.
- A majority vote of the members present at the annual meeting shall constitute election.

**Section 5.**

Vacancies in office:

- In case of the death or resignation of an elected officer, the Executive Board shall have the power to fill any vacancy that may occur, with the exception that in the case of a vacancy in the office of Chair, the Vice-Chair shall fill the remaining unexpired term, plus the year originally scheduled.

**Article V. Executive Committee**

The Executive Committee shall be composed of the Chair, Vice-Chair/Chair- Elect, Secretary/Treasurer, and the immediate Past Chair. Duties of the Executive Committee shall include: (1) ratification of appointments to standing, special/ad hoc committees; (2) the appointment of the liaisons to both ALA/GODORT and SELA/GODORT; and (3) the appointment of the editor(s) of the Roundtable's newsletter.

**Article VI. Executive Board**

The Executive Board shall be composed of the Executive Committee, the liaisons to both ALA/GODORT and SELA/GODORT, all committee chairs, and the editor(s) of the Roundtable's newsletter. The Executive Board shall act as an advisory body of the Roundtable on such matters as: (1) making recommendations to the Executive Committee concerning committee appointments; (2) recommending policies and procedures for the Roundtable; (3) reviewing proposed amendments to the *Bylaws* presented to the Executive

Committee; and (4) other duties deemed necessary in order to transact business of the Roundtable.

**Article VII. Meetings**

TLA/GODORT shall have an annual program and business meeting in conjunction with the TLA Annual Conference. The Vice-Chair, serving as Program Chair, shall coordinate the annual program. A simple majority of those members present shall constitute a quorum at the business meeting and *Robert's Rules of Order* shall be used as the guidelines for parliamentary procedure. The Executive Committee shall have the power to call special meetings of the Roundtable, upon the recommendation of the Executive Board. The Chair shall have the power to call special meetings of the Executive Committee and the Executive Board as frequently as needed to transact the business of the Roundtable. Other meetings and/or workshops shall be organized with the consent of the Executive Board.

**Article VIII. Committees**

**Section 1.**

All committees shall be composed of members in good standing of the Round Table and TLA, who shall serve until their successors have been appointed or until the committee is dissolved.

**Section 2.**

Reports of the committees shall be submitted to the Chair of TLA/GODORT concerning the actions and/or recommendations of the committee(s) for approval by the Executive Committee. Copies of all reports shall be filed with the Secretary of TLA/GODORT for the Roundtable's permanent files.

**Section 3.**

Standing committees: Standing committees shall be appointed by the Chair of the Roundtable to fulfill the purpose(s) of the Roundtable on a continuing basis.

- The Standing Committee(s) is (are):
  - GODORT/Advisory Committee on State Documents. The Committee is charged with the on-going review of the state depository law, the drafting of amendments / changes in the laws, the evaluation of state documents, and other duties as deemed necessary by the Committee upon approval of the Executive Board of GODORT. Final approval of all laws and recommendation shall be considered by the Executive Committee of TLA.

**Section 4.**

Special / Ad Hoc Committees. Special / Ad hoc committees shall be appointed at the discretion of the Chair, or upon request to the Chair by the Executive Board. These committees shall implement short-term projects or needs of the Roundtable on a one-time basis. If the need(s) of the committee(s) becomes a major purpose of the Roundtable, its status shall be evaluated by the Executive Board and may be raised to a standing committee status.

- The Special Committees are:
  - Bylaws Revision Committee
  - Committee on Law Libraries
  - Steering Committee for Tennessee State Plan for Federal Depository Libraries

**Article IX. Publications**

**Section 1.**

*TLA/GODORT Newsletter.* The newsletter shall be published four times a year: June, September, December, and March. The June issue shall be devoted to TLA Annual Conference news and any other news of interest.

The March issue shall be devoted to the pre-conference information for the TLA Annual Conference and should include (1) the GODORT program; (2) reminder of membership renewal; (3) minutes of the Roundtable meeting

at the TLA Annual Conference in the previous year; and (4) the Treasurer's report. The remaining two issues, September and December, shall contain items of interest to members concerning documents, reports of committees, notices of upcoming meetings, or reports of meetings attended by GODORT officers and/or members.

**Section 2.**

Special Publications. Special publications may be compiled and produced under the auspices of the Roundtable with the cooperation of the editor(s) of the Roundtable's newsletter.

**Section 3.**

Editor(s). The Executive Committee shall appoint an editor or editors for the Roundtable's newsletter, who shall serve for a unspecified term. The editor(s) shall serve as ex-officio members of the Executive Board.

**Article X. Affiliations**

The Roundtable shall affiliate annually with the Government Documents Roundtable (GODORT) of the American Library Association and the Southeastern Library Association, and shall appoint liaisons to both associations.

**Article XI. Amendments**

**Section 1.**

Amendments to the Bylaws shall be proposed in writing by any member of the Roundtable, and shall be submitted to the Executive Board for consideration and approval.

**Section 2.**

Notice of the proposed revision shall be sent to the members at least 30 days prior to the annual meeting.

**Section 3.**

A majority vote of the members attending the annual business meeting is required for passage of the revision.