

PUBLIC LIBRARIES SECTION

Bylaws

Article I. Name

The name of this Roundtable shall be the Public Libraries Roundtable of the Tennessee Library Association (TLA).

Article II. Purpose

The objectives of this Roundtable shall be those of TLA. Namely: to encourage the establishment, maintenance, and support of adequate library service for all people of the State and to cooperate with public and private agencies with related interests.

Article III. Members

Section 1.

Any person, institution, organization, or agency engaged in or interested in library service who has paid current dues to TLA shall be eligible for membership in this Roundtable.

Section 2.

No dues shall be required for members of this Roundtable.

Article IV. Meetings

Section 1.

The meetings of this Roundtable shall be held during the TLA Annual Conference, but prior to any formal business session of TLA, unless otherwise ordered by the TLA.

Section 2.

Special meetings may be called by the Executive Committee of the Roundtable. The purpose of the meeting shall be stated in the call, and at least 30 days notice shall be given prior to the meeting.

Section 3.

A special meeting may be held when ten percent (10%) of the membership petitions the Chair in writing.

Section 4.

Fifty-one percent (51%) of the members registered at the TLA Annual Conference shall constitute a quorum at all meetings.

Article V. Officers

Section 1.

The officers of the Public Libraries Roundtable of TLA shall be a Chair, a Vice-Chair, and a Secretary-Reporter. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by TLA. At no time shall these Bylaws be in conflict with those of TLA.

Section 2.

At the annual business meeting, a Nominating Committee of not fewer than three nor more than five members – representing the three divisions of the State – shall be appointed or elected by this Roundtable. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the next annual business meeting. The slate of nominees from the Nominating Committee shall be published in the winter issue of the official publication of TLA. Additional nominations from the floor shall be permitted at the time of election.

Section 3.

The officers shall be elected by a majority of members present,

to serve for one year or until their successors are elected and their term of office shall begin on July 1 and end on June 30.

Section 4.

No members shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Article VI. Duties of Officers

Section 1.

The Chair of the Public Libraries Roundtable is a member of the TLA Advisory Council, with these duties:

- Plan program of activity for the year;
- Charge Roundtable Nominating Committee to present a slate of officers for election at the annual business meeting;
- Plan program for Roundtable meeting at the TLA Annual Conference
 - Secure from the Conference Planning Committee Chair(s) whether there is a theme for the meeting, and the budget for the Roundtable's conference session;
 - Send program to the Vice President as soon as they are confirmed.
 - If an outstanding speaker is on the program, secure a picture and biographical data for publication in *Tennessee Libraries* and the Conference program. Also, secure a copy of the speech for the files and one copy for publication, if desired by the editor of *Tennessee Libraries*;
 - If a meal meeting is planned, secure approval from the Local Arrangements Chair. Notify Chair of plans, time, and estimated number expected. Plan seating arrangements at speaker's table.
 - Notify the Local Arrangements Chair about visiting speakers so that arrangements can be made for housing and extending hospitality.
 - Notify the Local Arrangements Chair of estimated attendance at meetings and of any special arrangements or equipment needed.
 - Submit requests for additional funds to the Executive Committee and the Finance Committee.

Section 2.

The Vice-Chair shall be, in effect, Chair-Elect and shall assume the duties of the Chair at the expiration of his/her term of office as Vice-Chair with these duties:

- Act in the absence of the Chair and perform the duties of the Chair, as requested;
- Assist the Chair in his/her duties of office in whatever manner required, thereby gaining both knowledge of and experience in the office to which he/she is to succeed;
- Act as liaison between the Chair and the Secretary-Reporter, the Chairs of Committees, Standing or Special, and other members of the Roundtable;
- In the event the office of Chair becomes vacant, Vice-Chair shall become Chair for the unexpired term. A new Vice-Chair shall be elected by written ballot from a slate proposed by the Nominating Committee.

Section 3.

The Secretary-Report shall perform the following duties:

- Gather news of the Roundtable for publication in *Tennessee Libraries* and send to the Editor before the announced deadline.

- Write a report of all Roundtable meetings, giving two copies to the TLA Executive Director, one copy for TLA files and one copy for publication in the *Tennessee Libraries*.

Article VII. Executive Committee

Section 1.

The officers of the Roundtable shall constitute the Executive Committee, with the Immediate Past Chair serving ex-officio.

Section 2.

The Executive Committee shall have general supervision of the affairs of the Roundtable between its meetings, fix the hour and place of the meetings, make recommendations to the Roundtable, and shall perform such other duties as are specified by these Bylaws. The Committee shall be subject to the orders of the Section, and none of its acts shall conflict with action taken by the Roundtable.

Section 3.

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

Article VIII. Committees

Section 1.

A Nominating Committee of not fewer than three nor more than five members, representing the three divisions of the State, shall be appointed or elected by this Section. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the next annual meeting.

Section 2.

A Program Committee may be appointed by the Chair.

Section 3.

Other committees may be appointed as deemed in the best interest of the Roundtable or to meet a specific charge.

Article IX. Parliamentary Authority

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

Article X. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Roundtable by a two-thirds vote, provided that the amendment has been submitted in writing to the members at least 30 days before the meeting. If an amendment is submitted from the floor, it must be presented to the membership in writing at least twenty-four hours before a vote may be taken.