

Librarians Assembly Bylaws

College of William and Mary

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Article I Name

The name of the organization shall be the College of William and Mary Librarians Assembly.

Article II Purpose

The purpose of the Assembly shall be to promote the interests and participation of its members in the affairs of the libraries, the university, and the profession at large. Further, it shall make recommendations concerning planning, policies, and procedures to library and university officials.

Article III Membership

The membership of the Assembly shall consist of all persons appointed to professional librarian positions at the College of William and Mary.

Article IV Officers, Duties, Terms of Office and Elections

Section 1

The officers shall be a President, Vice-President/President-Elect, and Secretary. There shall be an Executive Committee consisting of the officers and two elected members-at-large. At least two members of the Executive Committee shall be from libraries other than those considered to be a part of Swem Library.

Section 2

The duties of the President shall be to preside at all meetings of the Assembly, set the agenda for meetings, preside over the Executive Committee and call special meetings.

The Vice-President/President-Elect shall assume the duties of the President in the absence of the President.

The Secretary shall record and publish the minutes of the Assembly and of the Executive Committee, keep an accurate list of members, and announce the date, place, time and agenda of Assembly meetings.

The Executive Committee shall direct and coordinate the work of the Assembly, conduct the affairs of the Assembly between meetings, make appointments to positions that are vacant for all or part of an expired term, and appoint committees as necessary.

Section 3

The term of office shall be for one year from the date of election.

Section 4

The immediate past president shall chair the nominating committee, which will consist of three

persons, two of whom shall be appointed by the Executive Committee. Elections shall be held in May.

Article V Meetings

The Assembly shall meet at least twice a year, with one meeting being held each May and one in the Fall. Additional meetings may be called at the discretion of the President. A quorum to enact business shall be forty per cent of the members.

Article VI Committees

Section 1

In addition to the Executive Committee, which is governed by Article IV, there shall be a Nominating Committee and any committees that the Executive Committee may create.

Section 2

There shall be two types of committee: standing committees, which shall operate indefinitely, and ad hoc committees, which shall dissolve after accomplishing a specific task. The Nominating Committee shall be a standing committee whose purpose is to nominate candidates for the annual May elections. The Executive Committee shall define the purpose of each committee it creates and shall designate each such committee as a standing committee or an ad hoc committee.

Section 3

The immediate past President shall chair the Nominating Committee, which shall consist of the chair and two other persons appointed by the Executive Committee. For each other committee, the Executive Committee shall appoint a chair who shall serve at the discretion of the Executive Committee, and the Executive Committee or the committee chair may appoint members who shall serve at the discretion of the Executive Committee or committee chair. Each committee chair may also invite additional non-voting persons to act as consultants to the committee.

Section 4

The committee chairs shall report to the Executive Committee.

Section 5

The Executive Committee may dissolve any committee, other than the Nominating Committee, at any time.

Article VII Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article VIII Amendment of Bylaws

These Bylaws may be amended at a regular meeting of the Assembly by two-thirds vote of the members present, provided that such amendments are first submitted in writing to each member at least one month prior to the meeting. Any member may propose amendments.

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