



# District 4 Operating Procedures

Adopted November 2, 2012

These Operating Procedures replace the District Bylaws, first adopted October 20, 1995 and amended in 1997, 1998, 2006, and 2007.

## **Section I. - NAME**

The name of this organization shall be the District 4 of the Texas Library Association (TLA).

## **Section II. - OBJECTIVES**

The objective of District 4 is to promote library service and librarianship in both Texas and the District, and to promote and support District 4 members by providing District programs.

## **Section III. – MEMBERSHIP**

District 4 Members shall be any member of the Texas Library Association residing or working within the boundaries of District 4, as established by the Association's Council. Any member of the Texas Library Association may select membership in District 4. Officers must be current members of TLA.

## **Section IV. – ADMINISTRATION**

### **A. Officers**

- 1 The officers of District 4 shall be:
- 2 Chair, Chair-Elect, Secretary/Treasurer, Councilor and Councilor-alternate.
- 3 Officers shall assume office immediately following the TLA Annual Conference, and shall serve a term of one year or until a successor is elected. The Councilor and Councilor-alternate shall serve for three years or until a successor is elected.
- 4 The officers of District 4 shall perform those duties usually attached to their offices and duties as prescribed in the TLA Bylaws and Standing Rules.
  - i The Chair shall preside at District meetings, appoint committees as necessary, and direct the work of the District.

- ii The Chair-Elect shall act as an aide and alternate to the Chair and, during the Chair's absence, perform the duties of the Chair. The Chair-Elect shall chair the District Conference Planning Committee and be responsible for the annual District meeting.
- iii The Secretary/Treasurer shall record the minutes at all District meetings and shall submit reports as required, and maintain the District's financial records, deposit all District funds with the TLA executive office, and shall submit reports as required. The Treasurer shall collect fees for District programs and issue receipts to members.
- iv The Councilor shall attend all meetings of the TLA Council, submit all resolutions from the District that require Council actions, and shall serve as liaison between TLA Council, and District 4.
- v The Alternate Councilor shall, during the Councilor's absence, perform the duties of Councilor.

#### **B. Elections**

- 1 Members in attendance at the District 4 meeting at Annual Assembly will elect the Nominating Committee and designate a chair. The Chair of District 4 may not be involved in the election and may not serve on the Committee. If possible, members of the Nominating Committee should not also be members of the Executive Committee.
- 2 This Committee shall present a slate of candidates for all offices. There shall be at least two candidates for the office of Councilor.
- 3 Officers shall be elected at the Annual Meeting of the District by a plurality of the members present, OR officers shall be elected by electronic means prior to the TLA Annual Conference by a plurality of members voting. The Councilor candidate with the highest number of votes shall be elected Councilor. The candidate with the second highest number of votes shall become the Alternate Councilor.
- 4 In case of a tie vote, the officer shall be selected by lot.

#### **C. Executive Committee**

- 1 The elected officers shall constitute the Executive Committee and shall administer the business of the unit when it is not in session.
- 2 The Executive Committee shall meet at the TLA Annual Conference, in conjunction with the District 4 meeting. Other meetings may be held as deemed necessary by the Chair or a majority of the Executive Committee.

#### **D. Vacancies**

- 1 If a vacancy occurs in the office of the Chair, the Chair-Elect shall become Chair for the remainder of that term and also serve the term to which the Chair-Elect has been elected.

- 2 If a vacancy occurs in the office of Councilor, the Councilor-alternate shall become Councilor for the remainder of the term.
- 3 If a vacancy occurs in any of the other elected offices, the Chair, with the approval of the Executive Board, shall fill the vacancy by appointment until the next general election.
- 4 If a vacancy occurs in both the Chair and Chair-Elect positions, the President of the Texas Library Association shall appoint a new Chair, who shall proceed as outlined above.

#### **Section V. –MEETINGS**

Regular meetings shall be held at least annually, in conjunction with the TLA Annual Conference. Members present shall constitute a quorum.

#### **Section VI. – COMMITTEES**

Other committees may be created as needed by the Executive Committee or the Chair. The Chair shall appoint the members and designate the chair of each committee. The committees shall serve until their charges have been completed and reports have been accepted or until such time as the Executive Committee designates.

#### **Section VII. – PARLIAMENTARY AUTHORITY**

The rules of procedure as stated in the current edition of Robert's Rules of Order, Newly Revised shall govern this unit in all cases in which they are applicable and in which they are not inconsistent with the Bylaws and Standing Rules of TLA.

#### **Section VIII. – AMENDMENTS TO THE OPERATING PROCEDURES**

Operating Procedures may be adopted or amended at any general membership meeting of the unit by a majority vote of the members present and voting, provided 30 days' notice has been previously given to the membership and such changes are consistent with the Bylaws and Standing Rules of TLA.