

TEXAS LIBRARY ASSOCIATION

District 7

Operating Procedures

revised & adopted July 11, 2018

SECTION I – NAME

The name of this organization shall be District 7 of the Texas Library Association.

SECTION II – OBJECTIVES

The objectives of District 7 shall be to promote library service in Texas as well as in the District, and to promote and support the programs of TLA by means of planned programs in the District.

SECTION III – MEMBERSHIP

Any member of the Texas Library Association may select membership in District 7.

Officers must be current members of TLA.

SECTION IV – ADMINISTRATION

A. Officers

1. The Officers of District shall be:
 - Chair
 - Chair-Elect
 - Secretary-Treasurer
 - Councilor
 - Alternate Councilor
 - Past Chair
 - Webmaster
2. Officers shall assume office immediately following the Texas Library Association Annual Conference and shall serve a term of one year or until a successor is elected. The Councilor and Alternate Councilor shall serve terms of three years or until a successor is elected.
3. The officers of District 7 shall perform those duties usually attached to their offices and all duties as prescribed in the TLA Bylaws and Standing Rules.
 - a. Chair
 - The Chair shall:
 - Attend all District Executive Committee meetings, the District Fall meeting, District Planning Committee meetings, TLA Annual Conference and Annual Assembly;
 - Preside at District meetings;
 - Supervise District Committee activities;
 - Plan and direct preparations (programming) of the District Fall meeting;
 - Participate as a member of the TLA District Planning Committee;
 - Assume the office of Immediate Past Chair upon completion of term.
 - b. Vice-Chair/Chair-Elect
 - The Vice-Chair/Chair-Elect shall:
 - Attend all District Executive Committee meetings, the District Fall meeting, TLA Annual Conference and Annual Assembly;
 - Perform the duties of the Chair in absence of the officer;
 - Participate as a member of the TLA District Planning Committee;
 - Assist the Chair in planning and preparing for the District Fall Meeting;
 - Assume the office of Chair should that office be vacated before the expiration of elected term.
 - c. Secretary-Treasurer
 - The Secretary-Treasurer shall:
 - Attend all District Executive Committee meetings, the District Fall meeting, TLA Annual Conference and Annual Assembly;

- Record the minutes of the Executive Committee meetings and the District Fall meeting, sending file copies to the TLA office;
 - File instant minutes and record and disseminate the follow-up official minutes of the District Caucus at Annual Conference and Annual Assembly;
 - Report and maintain records and correspondence as deemed necessary by the Chair, Executive Committee and/or TLA;
 - Take attendance at each meeting, reporting to the Executive Committee when an officer has missed two meetings during tenure of office without due cause.
- d. Councilor
The Councilor shall:
- Attend all District Executive Committee meetings, the District Fall meeting, TLA Annual Conference and Annual Assembly;
 - Represent the district and vote at all TLA Council meetings held during TLA Annual Conference and Annual Assembly;
 - Serve as liaison between the district and TLA and report on Council activities at the District business meetings held at TLA Annual Conference and Annual Assembly;
 - Notify the District Chair and the Alternate Councilor should it be necessary to be absent from any meeting of TLA Council.
- e. Alternate Councilor
The Alternate Councilor shall:
- Attend all District Executive Committee meetings, the District Fall meeting, TLA Annual Conference and Annual Assembly;
 - Assume duties and responsibilities of TLA Councilor in the absence/vacancy of the officer.
- f. Immediate Past Chair
The Immediate Past Chair shall:
- Attend all District Executive Committee meetings, the District Fall meeting, TLA Annual Conference and Annual Assembly if possible;
 - Serve on the District Executive Committee;
 - Serve as Chair of the Nominating Committee;
 - Offer additional measure of continuity to planning process.
- g. Webmaster
- Attend all District Executive Committee meetings, the District Fall meeting, TLA Annual Conference and Annual Assembly if possible;
 - Serve on the District Executive Committee;
 - Update the District 7 website as needed and as requested by the Chair

B. Elections

1. A Nominating Committee appointed by the Executive Committee, with the exception of the Chair, shall present a slate of candidates for all offices. There shall be at least two candidates for the office of Councilor. Nominations may be made from the floor.
2. Officers shall be elected by electronic means prior to TLA Annual Conference by a plurality of members voting.
3. 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 TLA Annual Conference, TLA Annual Assembly, and as needed in person, by conference call, or virtually (e.g. at District Fall meeting). Other meetings may be held as deemed necessary by the Chair or a majority of the Committee.
3. The Executive Committee, with the exception of the Chair, shall appoint a Nominating Committee to be chaired by the Past Chair each year.

D. Vacancies

1. If a vacancy occurs in the office of the Chair, the Vice Chair/Chair-elect shall become Chair for the remainder of that term and also serve the term to which the Chair-elect had been elected.
2. If a vacancy occurs in the office of Councilor, the Alternate Councilor 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 Committee, shall fill the vacancy by appointment until the next general election.
4. If a vacancy occurs in both the Chair and Vice Chair/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 annually in conjunction with the TLA Annual Conference and TLA Annual Assembly. The District shall also hold an annual District meeting. Members present shall constitute a quorum. A registration fee may be charged to defray the cost of the annual District 7 meeting.

SECTION VI – COMMITTEES

Committees shall be created as needed by the Executive Committee or 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 notice has been previously given 30 days-in advance and such changes are consistent with the Bylaws and Standing Rules of TLA.