

# TEXAS LIBRARY ASSOCIATION DISTRICT 2 BYLAWS AND OPERATING PROCEDURES

## Article I. NAME

The name of this organization shall be the **District 2** of the Texas Library Association (TLA).

## Article II. OBJECTIVES

The purpose of this organization shall be:

1. To promote library service in Texas as well as in the District
2. To promote and support the programs of TLA
3. To promote professional development and networking opportunities of the District 2 membership.

## Article III. MEMBERSHIP

### Section 3.01 Membership Qualifications

Any person, organization, or institution that is a member of the Texas Library Association in good standing, who chooses to join District 2 is a member of District 2 of TLA.

### Section 3.02 Membership Privileges

Individual members shall be entitled to the following privileges unless otherwise stated by the Bylaws. They shall:

1. Have the right to vote in officer elections
2. Have the right to run for election for any upcoming vacant office
  1. An individual member cannot hold more than one elected office during a single year.
3. Have the right to propose agenda items for the Fall Meeting, the Conference Business Meeting, and the Annual Assembly Business Meeting.

## Article IV. OFFICERS

### Section 4.01 Officers

The elected officers of District 2 will be Chair, Vice Chair/Chair Elect, the Immediate Past Chair, Secretary, Councilor and Alternate Councilor.

### Section 4.02 Duties of Officers

a. Chair

- i. The Chair will preside at District meetings and direct the work of the District;
- ii. The Chair shall appoint all committee chairs;

- iii. The Chair will coordinate workings of the committees to meet necessary deadlines. Committee chairs will serve one year terms unless continuing service is approved by the Executive Committee.
- iv. The Chair will notify the TLA office of any substitutions for voting representatives in the absence of both the Councilor and Councilor Alternate
- v. The Chair will appoint a District 2 member to act as Webmaster to assist in all web activities;
  - b. Vice Chair/Chair Elect
    - i. The Vice Chair/Chair Elect will be responsible for performing duties of the Chair in the absence of that officer;
    - ii. The Vice Chair/Chair Elect will organize the District 2 Fall Meeting.
  - c. Immediate Past Chair
    - i. The Immediate Past Chair will advise the Executive Committee.
  - d. Secretary
    - i. The Secretary will take minutes at official meetings and provide copies to TLA and the Webmaster for posting.
  - e. Councilor and Alternate Councilor
    - i. The Councilor or Alternate Councilor shall represent the District at all TLA Council meetings. If neither can attend the chair must be notified so a possible substitute can be designated to the TLA state office.

### Section 4.03 Officer Qualifications

Each Officer must be a member of District 2, and a resident of Texas or an employee of a Texas library and be current in payment of dues. Applicable dues must be postmarked by January 31.

### Section 4.04 Terms of Office

1. The Chair and Vice Chair/Chair-Elect shall serve a term of one year or until their successors are elected.
2. The Secretary shall serve a term of two years or until a successor is elected.
3. The Councilor and Alternate Councilor shall serve a term of three years or until a successor is elected.
4. Officers assume office immediately upon adjournment of the TLA Annual Conference, except the Councilor and Alternate Councilor whose term begins upon adjournment of the TLA Annual Assembly.

### Section 4.05 Office Vacancies

1. If there is a vacancy in the office of Chair, the Vice Chair/Chair-Elect shall become Chair for the remainder of that term and for the term to which this officer has been elected.
2. If there is a vacancy in the office of Vice Chair/Chair-Elect, the Executive Committee shall elect one of its members to fulfill the duties of Vice Chair/Chair-Elect for the remainder of that term. A new Chair and Vice Chair/Chair-Elect will be chosen at the next election.
3. A vacancy in the office of Immediate Past Chair shall be filled by the most recent Past President who is available and willing to serve for the remainder of that term.

4. If there is a vacancy in the office of Secretary, the Chair shall appoint an interim Secretary to serve until a successor elected at the next regularly scheduled election assumes the office.
5. If there is a vacancy in the office of Councilor or Alternate Councilor, the Chair shall appoint an interim Councilor or Alternate Councilor to serve until a successor elected at the next regularly scheduled election assumes the office.
6. A vacancy shall automatically exist if any officer fails to pay dues by January 31 of the year in which the officer is serving. The vacancies shall be filled as above.
7. If a vacancy on the Executive Committee would occur, the person currently holding the position would continue in office until a successor can be chosen. The vacancies shall be filled as described above.

## Section 4.06 Officer Nominations and Elections

1. Call for Interest
  - a. Chair will contact members of District 2 to gauge interest in filling a vacant position.
2. Appointments
  - a. If no interest is found, Chair will appoint District 2 members to vacant positions.
3. Elections
  - a. If more than one member of District 2 is interested in being appointed to an office, then an election shall be held to determine who shall hold that office. Elections shall be held through mail ballot or electronic ballot by the membership; the winner shall be determined by a majority of votes. In elections where there are more than two (2) candidates and no candidate receives a majority of the vote, a run-off election will be held between the two (2) candidates with the highest number of votes. r. 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.

## Article V. EXECUTIVE COMMITTEE

### Section 5.01 Executive Committee Membership

1. Voting members of Executive Committee shall include:
  - a. Chair,
  - b. Vice Chair/Chair-Elect,
  - c. Immediate Past Chair,
  - d. Councilor
  - e. Alternate Councilor
  - f. Secretary

### Section 5.02 Executive Committee Duties

1. Determine policy and serve as the chief governing body of District 2 except where the Bylaws assign responsibility otherwise;
2. Report on its activities to District 2 membership;
3. Approve District 2 budget;
4. Act as Treasurer when needed;
5. Council shall perform as assigned in the STANDING RULES

### **Section 5.03 Qualifications for Executive Committee Members**

All members of the Executive Committee shall be TLA and District 2 members in good standing and shall be residents of Texas or an employee of a Texas library.

### **Section 5.04 Executive Committee Meetings**

1. The Executive Committee shall hold at least two meetings a year, one at the time of the TLA Annual Conference, and one at the Annual Assembly.
2. Special meetings may be called by the Chair. Upon written request of three members of the Executive Committee, a meeting must be called within forty-five (45) days. Special meetings may be virtual.
3. Executive Committee meetings shall be open to all members of District 2. The Committee shall conduct executive sessions to hear and/or vote on personnel matters and to hear reports and/or take action on matters relating to threatened or pending litigation.
4. All District 2 members are eligible to put forward motions and vote on actionable items - if there is a quorum.

## **Article VI. MEETINGS**

District 2 shall hold an annual Fall Meeting every year. Other meetings may be held as deemed necessary. The program should reflect the current interests and concerns of TLA and special interests of the District. The Executive Committee shall agree on a meeting registration fee to defray cost. Ten members must be in attendance to achieve quorum.

## **Article VII. COMMITTEES**

### **Section 7.01 Standing Committees**

There shall be the following standing committee: Budget/Stipend.

1. Members of the Budget/Stipend Committee shall serve for three years. Approximately one-third of the members of the committee shall be chosen each year for a three year term. Members who are absent from two consecutive meetings without good cause will be replaced by the Executive Committee.
2. Standing committees shall begin their official responsibilities immediately upon adjournment of the TLA Annual Conference preceding their term of service and shall conclude at the close of the Conference three years later.

### **Section 7.02 Other Committees**

Special committees (Ad Hoc) shall be appointed as necessary by the Chair.

### **Section 7.03 Committee Reports**

1. All standing committees shall report directly to the Executive Committee.
2. Standing Committees shall report items requiring Executive Committee action in the form of motions.

### **Section 7.04 Committee Membership**

All members of committees shall be current in payment of dues and be residents of Texas or an employee of a Texas library.

## **Article VIII. FINANCE**

### **Section 8.01 Fiscal Year**

The fiscal year of District 2 shall align with the fiscal year of the Texas Library Association. The membership year shall be January 1 through December 31. All members whose dues are not postmarked by January 31 shall automatically be dropped from the roll of membership.

## **Article IX. PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, Newly Revised, is the parliamentary authority governing District 2 meetings. If there are inconsistencies between District 2 Bylaws and Robert's Rules of Order, the Bylaws are final authority.

## **Article X. AMENDMENTS TO THE BYLAWS**

All proposed amendments to the Bylaws must go through this process:

1. Approval by the Executive Committee;
2. At least thirty (30) days advanced publication prior to the next regular meeting of District 2.
3. Approval by a plurality of those voting in a mail, in-person, or electronic membership referendum.

Adopted September 28, 2021