SECTION I - NAME

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

SECTION II - OBJECTIVES

The purpose of this organization shall be to promote library service in Texas as well as in the District, to promote and support the programs of TLA, and to promote professional development and networking opportunities of the District 2 membership.

SECTION III - MEMBERSHIP

Any person, organization, or institution that is a member of the Texas Library Association is a member of District 2 of TLA who chooses to join District 2. Officers must be current members of TLA. Every member has the right to vote.

SECTION IV - ADMINISTRATION

A. Officers

1. The officers of District 2 will be
   • The elected officers of District 2 shall be Chair, Vice Chair/Chair Elect, Councilor and Alternate Councilor.
   • The Chair will preside at District meetings and direct the work of the District. The Chair shall appoint all committee chairs. 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 Board. The Chair will notify the TLA office of any substitutions for voting representatives in the absence of both Councilor and Councilor Alternate.
   • The Vice Chair/Chair Elect will be responsible for performing duties of the Chair in the absence of that officer. The Vice Chair / Chair Elect will act as Treasurer in assisting the Chair with financial matters. The Vice Chair/Chair Elect will serve as chair of the Nominating Committee.
   • The Councilor and 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.
   • The chair will appoint a District 2 member to act as Webmaster to assist the chair in all web activities.
   • The chair will appoint a member in attendance to take minutes at official meetings for the chair to provide a copy to TLA and the Webmaster for posting.

2. 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 Alternate Councilor serve for three years or until a successor is elected.

3. The officers of District 2 shall perform those duties as described within these Operating Procedures.

Adopted September 25, 2012
B. Elections
1. A Nominating Committee shall present a slate of candidates for all offices. The Nominating Committee will be elected by the Executive Board of the unit. There shall be at least two candidates for the office of Councilor. According to Roberts Rules of Order Newly Revised, the Chair may not be involved in the appointment of the Nominating Committee and may not serve on the committee as ex officio or otherwise.
2. Ballots shall be available to the total membership either in manual or electronic form. Officers shall be determined by a plurality of the members. 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.
3. If that vote results in a tie, then the tie will be broken by a plurality of votes of members present at the annual District 2 meeting. Officers shall be announced at the annual meeting and on the District 2 Webpage.

C. Executive committee
1. The elected officers shall constitute the Executive Committee, including past chair if available, and shall administer the business of the unit when it is not in session.
2. The executive committee shall meet at least once between TLA Annual Conference and TLA Annual Assembly. 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 Vice-Chair/Chair-Elect shall become Chair for the remainder of the term and also serve the term to which the Vice Chair/Chair-Elect had been elected.
2. A vacancy in the office of Councilor shall be filled by the Alternate 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 for the remainder of the term.
4. If a simultaneous vacancy occurs in multiple offices, such as Chair, Vice-Chair/Chair Elect, Councilor, and Alternate Councilor, the nominating committee will solicit volunteers to finish all terms upon approval of the membership.

SECTION V - MEETINGS

District 2 shall hold an annual meeting. Other meetings may be held as deemed necessary. The program should reflect the current interests and concerns of TLA as well as special interests of the District. A registration fee in the amount agreed upon by the Executive Committee shall be charged to defray the cost of each meeting. A quorum shall consist of members present, assuming at least 10 members.

Adopted September 25, 2012
SECTION VI - COMMITTEES

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.

A. Annual Assembly Stipend Award Committee

1. An Annual Assembly Stipend Award of $300 to $350, to cover the cost of travel to Annual Assembly, will be awarded each year, to up to 3 Executive Board members who apply for the stipend. Stipend awards are dependent on sufficient funds in the District 2 account as determined by the Chair Elect.

2. The recipients must submit a completed application form by June 15th and should be sent to the chair of the Stipend Award Committee.

3. Recipients must attend the District Planning Meeting as well as all other sessions pertinent to the operation of District 2.

4. If there are 3 Executive Board members who plan to attend, the stipend per person will be $300. If there are only 2 members, the stipend could be $350. The stipend shall not exceed the actual cost.

If no Executive Board member applies for the stipend, any member of District 2 may apply.

5. The Committee will have final approval. Vacancies on the committee will be filled by the Chair when deemed necessary.

SECTION VII - PARLIAMENTARY AUTHORITY

The latest edition of Robert’s Rules of Order, Newly Revised shall govern the conduct at the meetings of District 2 unless they are inconsistent with the Bylaws and Standing Rules of TLA.

SECTION VIII - AMENDMENTS

These procedures may be amended by District 2 by electronic vote or at any regular meeting of the District by a majority vote of the members voting, provided 30 days notice has been previously given, and such changes are consistent with the Bylaws and Standing Rules of TLA. A copy of the operating procedures shall be on file with TLA. Operating procedures will be posted on the District 2 Webpage.