

TEXAS LIBRARY ASSOCIATION
District 1
Operating Procedures

SECTION I – NAME

The name of this organization shall be **District 1** of the Texas Library Association (TLA).

SECTION II – OBJECTIVES

The objective of District 1 shall be to promote cooperative efforts and understanding among librarians of District 1.

SECTION III – Membership

Any member of the Texas Library Association may select membership in District 1. Officers must be current members of TLA.

SECTION IV – ADMINISTRATION

A. Officers

1. The officers of District 1 shall be:
 - Chair
 - Chair-Elect
 - Secretary-Treasurer
 - Councilor
 - Alternate Councilor
2. All officers must be members in good standing of TLA.
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 Alternate Councilor serve for two years or until a successor is elected.
4. The officers of District 1 shall perform those duties usually attached to their offices and all duties as prescribed in the TLA Bylaws and Standing Rules.

B. Duties of Officers

1. The Chair shall preside at the meetings and direct the affairs of the district.
2. The Chair-Elect shall act as an aide to the Chair, shall perform the duties of Chair in the absence of that officer, shall be responsible for preparing the program for the annual district meeting, and serve as Chair at the end of the current Chair's term.
3. The Secretary-Treasurer shall keep an accurate record of all meetings of the District and of the Executive Board and shall perform duties as delegated, including maintaining records of District activities and library developments in the District.
4. The Councilor and Alternate Councilor shall represent the District at all TLA Council meetings, submit all resolutions from the district that require Council action and serve as liaison between TLA Council, TLA, and the district.

C. Elections

1. Members in attendance at the District 1 meeting at Annual Assembly will elect a District Nominating Committee and designate a chair. The Chair of District 1 may not be involved in the election and may not serve on the Nominating Committee. If possible, members of the Nominating Committee should not also be members of the Executive Committee.
2. The District Nominating Committee shall present a slate of candidates for all offices. Nominations may be made from the floor.
3. Officers shall be elected at the Annual Fall District Meeting of the district by a plurality of the members present. 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, resolution of the tie requires a decision from the Executive Committee.

D. *Executive Committee*

1. The elected officers and the immediate past-Chair 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 Assembly or at other times as deemed necessary by the Chair or a majority of the Executive Committee.

E. *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 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 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 at the TLA Annual Conference and at other times as determined by the Chair. 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 district by a majority vote of the members present and voting, provided notice has been previously given and such changes are consistent with the Bylaws and Standing Rules of TLA.

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