

SPECIAL LIBRARIES DIVISION /TEXAS LIBRARY ASSOCIATION

OPERATING PROCEDURES

SECTION I – NAME

The name of this organization shall be the Special Libraries Division of the Texas Library Association.

SECTION II – OBJECTIVES

The purpose of this Division is to promote special librarianship in Texas and to cooperate with the Texas Library Association.

SECTION III – MEMBERSHIP

Any member of the Texas Library Association may designate the Special Libraries Division as his/her type-of-library divisional membership or may become a member upon payment of the additional membership fee as provided in the Texas Library Association Bylaws.

SECTION IV – ADMINISTRATION

Officers

The officers of the Division shall be a Chair, a Vice-Chair, who shall be Chair-elect, Secretary-Treasurer, and Councilor.

Officers shall be elected at a regular meeting of the Division by a majority vote of the Members present and voting. At least two candidates will be nominated for the office of Councilor. The candidate with the highest number of votes shall be elected Councilor, and the candidate with the next highest vote shall be elected Alternate to serve in the absence of the Councilor.

The officers shall take office immediately after Annual Conference following their election and, except for the Councilor, shall serve for one year or until their successors are elected. The Councilor shall serve a three-year term.

Board of Directors

The officers and immediate Past-Chair shall constitute a Board of Directors who shall administer the affairs of the Division when it is not in session.

With the exception of the office of Chair, vacancies on the Board of directors shall be filled by appointment of the Chair, the persons so appointed to serve only until the end of the term. A former Chair must be appointed to fill a past-Chair vacancy. A vacancy in

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the office of Chair shall be filled by the Vice-Chair/ Chair-Elect, who shall serve until the end of the elected term as Chair. Should the office of Chair and Vice-Chair both be vacated, the President of the Texas Library Association shall appoint a new Chair to serve until the end of the term.

Duties

1. The Chair shall
 - a. Serve as the official representative of the Division
 - b. Preside at Division meetings
 - c. Appoint committees and designate committee chairs
 - d. Prepare and submit the Divisions annual budget for approval
 - e. Schedule Board meeting at Annual Assembly and set agenda
 - f. Schedule Membership Meeting at Annual Conference and set agenda
2. The Vice-Chair/Chair Elect shall
 - a. Serve as Program Chair for the Annual Meeting
 - b. Preside at meetings in the absence of the Chair
 - c. Assume the office of Chair if it is vacated
 - d. Other duties as assigned or needed
3. The Immediate Past-Chair shall
 - a. Serve on Board of Directors
 - b. Serve in advisory capacity
 - c. Prepare ballot for elections
4. The Secretary-Treasurer shall
 - a. Record all minutes of the Division meetings
 - b. Submit draft to Board of Directors within two weeks

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- c. Provide minutes from previous meetings at Divisional meetings
 - d. Maintain financial reports
 - e. Other duties as assigned or needed
5. The Councilor shall
- a. Attend all meetings of the Texas Library Association Council
 - b. Submit Division resolutions that require Council action
 - c. Serve as liaison between Division and TLA Council
6. The Councilor Alternate shall
- a. Assume duties in the absence of the Councilor.
7. The Webmaster shall
- a. Maintain documents on the TLA website and edit content using the content management system.

SECTION V – MEETINGS

Regular Meetings of the Division shall be held annually in conjunction with the Annual Conference of the Texas Library Association. Special meetings of the Division may be called by a majority vote of the Board of Directors.

SECTION VI – COMMITTEES

Ad hoc committees shall be appointed by the Chair.

SECTION VII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly revised, latest edition, shall govern the conduct of the meetings of the Division unless suspended by two-thirds of the members in attendance at any regular meeting.

SECTION VIII – AMENDMENTS TO THE OPERATING PROCEDURES

The Division may at any Meeting by a two-thirds vote of the membership present, adopt, suspend, or amend these Procedures in a manner consistent with the Standing Rules of the Texas Library Association.

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Adopted by the Special Libraries Division membership on April 18, 2012.