

# TEXAS LIBRARY ASSOCIATION DISTRICT 8 OPERATING PROCEDURES

## ARTICLE I. NAME

The name of this organization shall be District 8 of the Texas Library Association (TLA).

## ARTICLE II. OBJECTIVES

The objective of District 8 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 within the District.

## ARTICLE III. MEMBERSHIP

Any person who is a member in good standing of TLA is eligible for membership in District 8. District boundaries shall be set by TLA Executive Council. Officers must be current members of TLA and District 8.

## ARTICLE IV. ADMINISTRATION

### Section 1. Officers

- a. The Officers of District 8 shall be the Chair, Chair-Elect, Secretary, Treasurer, Councilor, Alternate Councilor, Webmaster and Immediate Past Chair.
- b. These officers shall comprise the Executive Committee whose responsibility it is to plan the annual District meeting and its programs and to conduct the business of the District between meetings.
- c. Each officer must be a member in good standing of District 8 of TLA.
- d. 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 shall be elected tri-annually and serve a term of three years or until a successor is elected.
- e. The person elected Chair-Elect shall serve one year in that capacity, immediately followed by one year as Chair, and one year as Past Chair.

### Section 2. Duties of Officers

- a. The **Chair** serves in this capacity for one year and shall:
  - Preside at all District meetings, including the District Fall Meeting, Annual Assembly meeting, and Annual Conference meeting.

- Appoint committees as necessary.
  - Direct the work of the District.
  - Plan and direct preparations for 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. The **Chair-Elect** serves in this capacity for one year and shall:
- Attend all District Executive Committee meetings, including the District Fall Meeting, Annual Assembly, and Annual Conference.
  - Act as an aide and alternate for the Chair, performing the duties of Chair in the absence of that officer.
  - Assist the Chair in planning and preparing for the District Fall Meeting including overseeing and organizing the Breakout Sessions for the meeting.
  - Participate as a member of the TLA District Planning Committee.
  - Assume the office of Chair the following year.
- c. The **Secretary** serves for one year and shall:
- Attend all meetings of the District and the Executive Committee.
  - Record the minutes of all District meetings and upload copies to the District's Shared Drive.
  - File Instant Minutes and record and disseminate the follow-up official minutes to the District membership.
  - Report and maintain records and correspondence as deemed necessary by the Chair, Executive Committee and/or TLA.
  - Attend TLA Annual Conference and Annual Assembly.
- d. The **Treasurer** serves for one year and shall:
- Attend all meetings of the District and the Executive Committee.
  - Reconcile onsite registrations and monies collected and send to TLA for deposit into District funds.
  - Review financial records maintained by the TLA office and report any questions or discrepancies to TLA office.
  - Work with the Chair to prepare the annual budget and submit to the TLA office.
  - Attend TLA Annual Conference and Annual Assembly.
- e. The **Councilor** serves for three years and shall:
- Attend all meetings of the District and the Executive Committee.
  - Represent the District and vote at all TLA Council meetings.
  - Submit all Resolutions from the District that require Council action.
  - Serve as a liaison between Council and District 8.
  - Attend 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.

- f. The **Alternate Councilor** serves for three years and shall:
  - Attend all meetings of the District and the Executive Committee.
  - In the absence of the Councilor, represent the District and vote at TLA Council meetings.
  - Attend TLA Annual Conference and Annual Assembly.
  
- g. The **Immediate Past Chair** serves for one year and shall:
  - Attend all meetings of the District and the Executive Committee.
  - Work with the Chair and the Treasurer to prepare the annual budget and submit to the TLA office.
  - Serve as Chair of the Nominating Committee.
  - Act as an aide to the Chair and assist the Executive Committee.
  - Attend TLA Annual Conference and Annual Assembly, if possible.
  
- h. The **Webmaster** serves for one year and shall:
  - Attend all meetings of the District and the Executive Committee.
  - Update the District 8 webpage as needed and as requested by the Chair.
  - Update District 8 social media as needed and requested by the Chair.
  - Assist in marketing and graphic design as needed and requested by the Chair.

### **Section 3. Elections**

- a. The Nominating Committee shall present a slate of candidates for all offices. There shall be at least two candidates for the office of Councilor.
- b. Officers shall be elected by electronic ballot to coincide with the TLA general elections.
- c. For the office of Councilor, the candidate with the highest number of votes shall be elected as Councilor, and the candidate with the next highest vote shall be elected as Alternate Councilor
- d. In case of a tie vote, the Executive Committee will hold a special meeting to select officers by lot.
- e. Except for Councilor, elections are not required for candidates running unopposed.

### **Section 4. Executive Committee**

- a. The elected officers and the Immediate Past Chair shall constitute the Executive Committee and shall administer the business of the District when it is not in session.
- b. The Executive Committee shall meet at TLA Annual Conference and TLA Annual Assembly. Other meetings may be held as deemed necessary by the Chair or by a majority of the Committee.

### **Section 5. Vacancies**

- a. The Chair-Elect shall become Chair if a vacancy occurs in the office of Chair. The Chair-

Elect shall serve out the remainder of that term and then serve the term as Chair for which she/he was elected.

- b. If both of these become vacant simultaneously, the President of TLA shall appoint a new Chair, who shall serve the unexpired term of office.
- c. A Councilor who misses two consecutive meetings shall be replaced by the Alternate Councilor and a new Alternate Councilor shall be appointed by the Executive Committee to serve the remainder of the unexpired term.
- d. The Chair, with the approval of the Executive Committee, shall appoint someone to fill any other vacancy on the Executive Committee until the next election.

#### **ARTICLE V. MEETINGS**

1. District 8 shall hold an annual fall meeting within the District, open to all District Members and invited guests. A registration fee in the amount agreed upon by the Executive Committee may be charged to defray the cost of the meeting. The programming at the meeting should reflect the current interests and concerns of TLA as well as special interests of the District.
2. In addition, the District will meet in conjunction with TLA Annual Conference as a caucus and at TLA Annual Assembly as a working group to perform the business of the District.
3. Members present at meetings shall constitute a quorum.
4. The Executive Committee shall meet as needed to conduct District business.
5. Meetings may be conducted virtually as necessary.

#### **ARTICLE VI. COMMITTEES**

Committees may be created as needed by the Executive Committee or the Chair. The Chair shall appoint the chairs of each committee, with the exception of the Nominating Committee. The Executive Committee shall appoint all other members. The committees shall serve until their charges have been completed and reports have been accepted, or until such time as the Executive Committee designates.

#### **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order, Revised, shall govern the conduct of the meetings of District 8 unless suspended by a two-thirds vote of the members in attendance at any regular meeting.

#### **ARTICLE VII. AMENDMENTS**

These Operating Procedures may be revised or amended by District 8 at any regular meeting of the District by a two-thirds vote of the members present, provided notice of the proposed amendment has been given to the members in the call for the meeting and provided that such changes are consistent with the Bylaws and Standing Rules of TLA.

A copy of the amended Operating Procedures shall be filed with the Executive Director of TLA and with the Bylaws and Resolutions Committee of TLA.

***Proposed Revision: March 2020***

Revised: March 2004

Proposed Revision: July 2003

Revised: August 1986