

# **BYLAWS OF THE PUBLIC LIBRARIES SECTION OF THE CONNECTICUT LIBRARY ASSOCIATION**

## **ARTICLE I**

### **Name.**

The name of this group shall be the Public Libraries Section of the Connecticut Library Association (hereinafter referred to as the Section.)

## **ARTICLE II**

### **Object.**

The object of the Section shall be to keep its members informed of developments in the area of public library service and to provide a forum for the exchange of ideas related to public library service.

## **ARTICLE III**

### **Members.**

Any member of the Connecticut Library Association who is interested in public library service may become a member of this section. The section shall include at least one representative from each county in Connecticut consisting of Windham, Tolland, Hartford, Litchfield, New London, Middlesex, New Haven and Fairfield.

Section 1. Representatives shall be elected to two-year terms at the annual meeting and shall assume their duties on July 1 following the elections.

Section 2. In the event of a vacancy, the Executive Committee shall appoint a member to serve the remainder of the unexpired term

## **ARTICLE IV**

### **Officers.**

Section 1. The officers of the Section shall be a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer. These officers shall perform the duties prescribed by these by-laws.

Section 2. The Past-Chairperson shall convene a Nominating Committee to propose candidates for each office of the Section. Additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected to two-year terms at the annual meeting and shall assume their duties on July 1 following the elections.

Section 4. In the event of a vacancy in any office, the Executive Committee shall appoint a member of the section to serve the remainder of the unexpired term.

Section 5. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

## **ARTICLE V**

### Meetings.

Section 1. There shall be an annual meeting of the Section held in the spring, usually in conjunction with the annual meeting of the Connecticut Library Association.

Section 2. A schedule of regular meetings will be set annually by the Executive Committee.

Section 3. Special meetings may be called by the Chairperson with the approval of the Executive Committee.

Section 4. Each representative of the section shall be notified in writing and/or by e-mail at least two weeks prior to a regular or special meeting.

Section 5. A quorum for the transaction of business shall consist of those members present and voting at a regular meeting.

## **ARTICLE VI**

### Committees.

Section 1. Executive Committee. The Chairperson, Vice-Chairperson, Secretary-Treasurer, and Past-Chairperson shall constitute the Executive Committee. The Committee shall meet when called by the Chairperson at such intervals as he/she deems necessary. The Executive Committee shall have general supervision of the affairs of the Section and be subject to the orders of the meeting.

Section 2. Program Committee. The Executive Committee and other persons appointed by the Chairperson shall constitute the Program Committee, whose duty it shall be to plan the details of the Section's activities.

Section 3. Excellence in Public Library Awards Committee. The committee is responsible for presenting annual awards for Excellence in Public Library Service or Architecture. The Executive Committee and other persons appointed by the Chairperson shall constitute the Excellence in Public Library Awards Committee, whose duty it shall be to plan the details of the award program.

Section 4. Other Committees. The Chairperson, with the approval of the Executive Committee, shall appoint the chairperson of each committee established to carry out the purposes of the Section. The chairperson shall be ex officio a member of all committees except the Nominating Committee.

Section 5. Committee Reports. All committees shall submit an annual report to the Section Chairperson no later than two weeks before the Annual meeting.

## **ARTICLE VII**

### Finance.

Section 1. Fiscal year. The fiscal year coincides with the fiscal year of the Connecticut Library Association.

Section 2. Budget. A budget for the Section's operating expenses shall be submitted to the Executive Board of the Connecticut Library Association not later than October 1<sup>st</sup> of the current fiscal year.

## **ARTICLE VIII**

### Affiliation.

Section 1. Connecticut Library Association. This Section will be affiliated with the Connecticut Library Association in accordance with the provisions of that association's bylaws.

- a) Reports. Copies of the annual report of the Section shall be sent to the President of the Association. Further, all documents, minutes, and papers shall be deposited with the Association's Archivist.
- b) Representative. The Chairperson shall be the Section's voting representative to the Association's Executive Board.

## **ARTICLE IX**

### Amendments.

These bylaws may be amended at any regular meeting by a two-thirds majority of the members present and voting, provided the membership has been notified of the proposed amendments one month in advance of the meeting.