

Appendix I. Public Library Division – Bylaws

BYLAWS PUBLIC LIBRARY DIVISION (PLD) ALABAMA LIBRARY ASSOCIATION

ARTICLE I. NAME

The organization shall be known as the Public Library Division of the Alabama Library Association.

ARTICLE II. PURPOSE

The purpose of the Public Library Division of the Alabama Library Association is to promote public library service and development by:

- Supporting increased cooperation among all types of libraries,
- Representing the interests and concerns of public libraries in relation to the Alabama Library Association and the Alabama Public Library Service,
- Developing legislative priorities for the public libraries and other issues as may be pertinent to the Division, and
- Providing and encouraging continuing education, networking and mentoring opportunities among libraries to keep our public libraries a dynamic, relevant force within their communities.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Any person associated with a public library, or interested in the promotion of such libraries is eligible for membership in the Public Library Division upon payment of dues to the Alabama Library Association. All paid-up members shall be eligible to vote in person or by electronic mail (email).

Section 2. Dues

A separate dues rate will be assessed for membership in the Division at the time members join or renew their membership in the Alabama Library Association. This rate will be subject to approval by the Association's Executive Council. All dues and extra fees or other monies assessed by the Division for special programs must be deposited in the Association's general fund after collection.

ARTICLE IV. OFFICERS

Section 1. Designated Officers

There shall be three officers of the Public Library Division, consisting of a Chair, Chair-Elect, and Secretary. These officers shall serve for one year or until their

successors are elected. They may not succeed themselves. The Chair shall automatically be succeeded by the Chair-Elect.

Section 2. Election

Elections shall be held annually by electronic voting and/or email ballot through the Alabama Library Association's office.

Section 3. Duties of Elected Officers

- a. Chair: It shall be the duty of the chair to preside at the meetings of the Division, to appoint all non-elected committee chairs, to represent the Division on the Executive Council of the Alabama Library Association, and to perform all other duties usually associated with the office of Chair.
- b. Chair-Elect: In the absence of the Chair, the Chair-Elect shall perform the duties of the office and will be required to succeed the Chair to that office. In addition, the Chair-Elect will serve as the program chairman for the Public Library Division, thereby assuming responsibility for planning all PLD programs at the annual Alabama Library Association conference.
- c. Secretary: The Secretary shall act as recording secretary and as corresponding secretary when so directed by the Chair. The Secretary shall keep a record of the minutes and proceedings of the meetings. Corresponding duties of the secretary shall be the usual ones of that job.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

The Division holds its regular meetings at the same time and place as the Alabama Library Association. General meetings are open to all interested persons, though only current members in good standing may vote.

Section 2. Called Meetings

The Chair or a quorum of the Executive Committee shall have the authority to call meetings of the Division. Such meetings shall be announced to the membership three weeks prior to the meeting date.

Section 3. Quorum

A majority of those members present, in person or online, shall constitute a quorum.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall consist of the officers of the Division, the retiring chair and the chairs of the standing committees.

Section 2. Duties and Authority

The Executive Committee shall have general Direction of the affairs of the Division. It shall plan and arrange programs for the Division meetings and shall

carry out any necessary business between meetings. It shall decide upon the budget to be requested for the Division and receive an accounting of expenditures . It shall receive all committee reports.

Section 3. Quorum

A majority of the members serving on the Executive Committee will constitute a quorum.

Section 4. Vacancies

When a vacancy occurs among the officers of the Public Library Division, other than Chair, the Chair shall appoint a PLD member to serve the remainder of the term. In the event the office of Chair becomes vacant, the Chair-Elect will assume the office of Chair. The appointed officer will serve only the remainder of the unexpired term. In the case of a vacancy in the office of Chair-Elect, the appointed Chair-Elect cannot succeed to the office of Chair the following year unless duly nominated and elected by the Division.

ARTICLE VII. COMMITTEES

Section 1. Nominating Committee

A nominating committee of not less than three members shall be appointed by the Chair. The immediate past Chair shall be the chairman of this committee. The committee shall choose a slate of candidates consisting of at least two nominees for the offices of Chair-Elect and Secretary. The office of Chair shall be filled by the current Chair-Elect. The slate of candidates shall be presented to the membership in a manner and time consistent with the policies of the Alabama Library Association.

Section 2. Program Committee

This committee shall plan and execute all programs for the annual meeting of the division, pre-conferences, or workshops held on behalf of the division and its members. Convention programs shall be arranged in cooperation with the Convention Chair of the Alabama Library Association. The Chair-Elect shall serve as the chair of this committee.

Section 3. Standards Review Committee

This committee has a twofold duty:

The committee shall conduct an annual review of the Standards for Alabama Public Libraries to determine if revisions are necessary. If so determined, this committee shall recommend necessary changes to the Division Executive Committee. Revisions must be approved by a majority vote of PLD members. Suggested revisions will be provided to the membership of the Division at least two weeks prior to the vote. Voting will be carried out electronically.

The committee is also responsible for reviewing applications submitted by libraries in Alabama seeking a Standards Award (including site visits as

required), and awarding of Standards Awards to libraries in the state of Alabama that meet the requirements and that submit proper applications for such awards.

The chair of this committee shall have served as a member of the committee during a previous year.

Section 4. Public Relations and Publicity Committee

This committee shall have the responsibility for dissemination of all publicity and public relations efforts pertaining to division activities.

Section 5. Membership Committee

This committee shall encourage one hundred percent annual renewal of membership in the Division, recruit new members, and maintain a membership file. The chair shall represent the Division on the Association's Membership Committee.

Section 6. Bylaws Committee

This committee shall conduct an annual review of the bylaws of the Division to determine if revisions are necessary. If it is so determined, the committee shall recommend necessary changes to the PLD Executive Committee. The chair shall represent the Division on the Association's Bylaws Committee.

Section 7. Legislative Development Committee

This committee shall coordinate activities of the Division with regard to federal and state legislative activities designated to promote the goals and objectives of Alabama's public libraries and shall recommend legislative policies and programs to the PLD Executive Committee. The chair of this committee shall represent the Division on the Association's Legislative Development Committee.

Section 8. Ad Hoc Committees

Ad Hoc and special committees shall be appointed by the PLD Chair to address specific needs of the Division.

ARTICLE VIII. RULES AND AMENDMENTS

Section 1. Rules of Order

The business of the Division shall be conducted in accordance with Robert's Rules of Order, latest edition. The Secretary shall serve as Parliamentarian during any regular or called meeting of the Division or Executive Committee.

Section 2. Amendments

These bylaws may be amended by a majority vote of the membership provided that notice of the proposed changes have been distributed to the membership no less than two weeks prior to the vote. Vote may be held at the annual business meeting or electronically.