

# 120: Bylaws

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### ARTICLE I: Name

The name of this organization shall be the New Mexico Library Association.

### ARTICLE II: Membership

**Section 1.** Individuals or institutions interested in the mission of the Association may become members upon payment of appropriate dues or upon receipt of an honorary membership.

**Section 2.** Personal members. Library personnel, trustees, retired librarians, honorary members, and other individuals who become members shall be entitled to a vote at all meetings, to hold office, to affiliate with Special Interest Groups, and to receive the official periodical of the Association.

**Section 3.** Institutional members. Libraries and non-profit organizations who become members shall be entitled to affiliate with Special Interest Groups, and to receive the official periodical of the Association. Institutional membership is not issued in the name of an individual and does not convey rights to vote or hold office. The Board shall determine the benefits of institutional membership.

**Section 4.** Commercial members. Individuals or for-profit organizations who become commercial members shall be entitled to affiliate with Special Interest Groups, and to receive the official periodical of the Association. Commercial memberships do not convey rights to vote or hold office. The Board shall determine the benefits of commercial membership.

**Section 5.** The Executive Board shall recommend to the membership the categories of members and dues structures. Categories of members and dues structures shall become effective for the next fiscal year on the majority vote of the members present and voting at a business meeting.

**Section 6.** Membership dues shall be for one year from the date of application. Application for membership shall be made to the Treasurer.

### **ARTICLE III: Meetings**

An annual conference shall be held which shall include at least one business meeting of the full membership. Special meetings of the Association may be called by the President with the approval of the Executive Board at such times and places as may be selected by the majority of the Board.

### **ARTICLE IV: Officers**

The officers of the Association shall be a President, a Vice-President who is president-elect, a Secretary, and a Treasurer.

### **ARTICLE V: Officer Terms and Duties Section**

#### **Section 1. President.**

The President shall serve for one year. It shall be the duty of the President to preside at all meetings of the Association and of the Executive Board, and to sign all contracts ordered by the Board. The President shall appoint such committee members as shall be necessary and shall serve as an ex-officio member of all committees except the Nominations and Elections Committee. Before each business meeting, the President shall appoint as parliamentarian the chair of the Bylaws and Procedures Committee or a designated alternate.

#### **Section 2. Vice President.**

The Vice-President shall serve for one year and shall become President the following year. The Vice-President shall act for the President in the President's absence. The Vice-President shall be program chair for the annual conference that coincides with his/her vice-presidency.

#### **Section 3. Secretary.**

The Secretary shall serve for two years, with the term beginning at the second Executive Board meeting following the election of officers. It shall be the duty of the Secretary to keep the minutes of all Association and Executive Board meetings and to have custody of all electronic files, books and papers relative to the transaction of meetings. The Secretary shall turn over to the Archivist for storage all records of permanent value not needed for current use. The Secretary shall provide copies of the Bylaws as requested.

#### **Section 4. Treasurer.**

The Treasurer shall serve for two years with the term beginning January 1 following election. It shall be the duty of the Treasurer to collect all dues, to keep all accounts and financial documents, and to report on these at the annual conference and Executive Board meetings.

The Treasurer shall present the Association's annual budget to the Executive Board, and shall be responsible for all funds and pay all bills approved by the Executive Board. The Treasurer's books will be ready to hand over to the certified public accountant no later than 60 days after the end of the fiscal year. The Treasurer will suggest a certified public accountant, and, when the Executive Board agrees to the certified public accountant suggested, the financial review will proceed. The fiscal year shall be from July 1 to June 30.

### **Article VI: Relations with the New Mexico Library Foundation, Inc.**

**Section 1.** The Association shall receive financial distributions from the New Mexico Library Foundation to promote libraries and librarianship through scholarships, seminars, research, and library projects.

**Section 2.** No more than three (3) members of the Executive Board shall serve on the Board of Trustees while they are also members of the current Executive Board. If, for any reason, more than three members of the Board of Trustees are simultaneously members of the Executive Board then the person or persons most recently becoming a member or members of the Executive Board shall terminate their positions on the Board of Trustees.

#### **ARTICLE VII. Relations with the New Mexico Chapter of REFORMA**

**Section 1.** The New Mexico Chapter of REFORMA shall be an affiliate organization of the New Mexico Library Association.

**Section 2.** The Association shall cooperate with the New Mexico Chapter of REFORMA in the joint goal of improving library service in New Mexico.

#### **ARTICLE VIII. Relations with the American Library Association-Allied Professional Association**

**Section 1.** The Association shall maintain chapter membership in the American Library Association-Allied Professional Association (ALA-APA).

**Section 2.** The Association is represented by an ALA-APA Councilor elected every three years from among nominees presented by the Nominations and Elections Committee. Election procedures are set by ALA-APA and use a written ballot.

**Section 3.** The ALA-APA Councilor shall serve a term of three years and shall take office and attend the ALA-APA Mid-winter Conference following his/her election. The Councilor must be a member of the New Mexico Library Association and of the American Library Association. The ALA-APA Councilor represents the Association and shall be certified and have powers and duties as prescribed by the Bylaws of the American Library Association (Article IV).

#### **ARTICLE IX: Representatives to Other Organizations**

**Section 1.** The Executive Board may make temporary arrangements to cooperate with other organized groups to promote joint interests. Any permanent commitments for cooperation or affiliation between the New Mexico Library Association and other organizations must be approved by the Executive Board and must be voted upon by two-thirds of the members present and voting at a business meeting.

**Section 2.** Cooperation with other library associations in the state and region shall be encouraged.

**Section 3.** The President may appoint Association representatives to other organizations.

#### **ARTICLE X: Executive Board**

**Section 1.** The business of the Association shall be entrusted to the Executive Board. The President shall be chair of the Executive Board.

**Section 2.** The voting members of the Executive Board will include the four officers, the four Members-at-Large, and the ALA-APA Councilor.

**Section 3.** Two-thirds of the voting members of the Executive Board (6 members) shall constitute a quorum.

**Section 4.** Members-at-Large will represent a type of library, information center or clientele and shall serve for two years, staggered terms. Members-at-Large shall attend and vote at meetings of the Executive Board and shall perform such duties as may be required to represent their constituencies.

**Section 5.** The Editor of the official periodical of the Association and the chairs of the committees shall serve as non-voting, ex-officio members of the Executive Board except when they may be officers of the Association, in which case they shall have the right to vote.

**Section 6.** Members of the Executive Board shall be members in good standing in the Association. To remain a Board member in good standing, a member must renew membership within two months of the expiration of their current membership. Vacancies resulting from failure of a Board member to maintain current membership status shall be filled by the President in accordance with Article XIII of the Bylaws. Failure to maintain current membership by a committee chair or committee member shall result in a vacancy to be filled by the President.

**Section 7.** All voting members of the Executive Board shall attend, either in person or through electronic means, and vote at a minimum of three (3) meetings of the Executive Board each year. Members failing to meet these requirements shall be removed from office and their vacancy filled as per Article XII of the Bylaws.

**Section 8.** In addition to the members of the Executive Board, the President or Board may wish to invite other persons as resource persons from time to time. These persons shall not have voting privileges.

**Section 9.** The President shall order that minutes of each Executive Board meeting be reproduced and distributed to the members of the Executive Board, and copies made available to the membership. A summary of the action shall be reported in the Association's official periodical.

Section 10. All Executive Board votes made electronically shall be reported at the next physical meeting of the Board, so such actions made be officially recorded in the minutes.

#### **ARTICLE XI: Executive Board Duties**

**Section 1.** The Executive Board, including current members and new members who will take office at the end of the annual conference, shall convene at the beginning of the annual conference. At least three other sessions will be called at the discretion of the President. Special meetings of the Executive Board may be called by the President, or upon request of a majority of the Board, at such time and place as may be designated.

**Section 2.** The Executive Board shall determine registration fees and other charges for attending Association events.

**Section 3.** The Executive Board shall approve the Association budget and all other Association expenditures.

**Section 4.** The Executive Board shall set the time and place of all Association conferences.

**Section 5.** The Executive Board shall determine the constituencies from which the candidates for Members-at-Large shall be selected.

**Section 6.** The Executive Board shall approve the formation or continuation of Special Interest Groups affiliated with the Association

#### **ARTICLE XII: Executive Board Nomination, Election and Vacancy**

**Section 1.** A special committee on Nominations and Elections shall be appointed annually to nominate candidates for Association offices to be filled in the upcoming year. This Committee shall consist of three members, two to be appointed by the President, with the immediate Past-President serving as the third member. The work of the committee shall be completed by July 1. The report of the Committee shall be published in the issue of the Association's official periodical and/or distributed to each member of the Association in July.

**Section 2.** Nominations may also be made by the membership, provided the candidate has agreed, and one or more petitions for that candidate signed by a total of at least 20 current members of the Association have been submitted. Petition forms and instructions shall be provided to members through the Association's official publication and/or included with the Nominations and Elections Committee report. Such petitions must be received by the Chair of the Nominations and Elections Committee no later than May 31. The Nominations and Elections Committee shall validate such petitions by June 15. Members of the Nominations and Elections Committee are not eligible to be nominated for Association-level offices.

**Section 3.** The officers shall be elected by a plurality vote of ballots cast by members through a mail and/or electronic election conducted by the Nominations and Elections Committee. Ballots and candidate information shall be distributed on August 15th to current members of record as of July 31. The Nominations and Elections Committee shall establish procedures for the fair and orderly conduct of the election. Members shall cast and return ballots to an address designated by the Nominations and Elections Committee by September 15. The Nominations and Elections Committee shall validate and count the ballots, and tabulate the results. Election results shall be reported to the membership on September 30.

**Section 4.** All newly-elected Executive Board members shall assume office at the close of the NMLA annual conference business meeting at which their election is announced, unless otherwise provided for in the Bylaws.

**Section 5.** In the event of vacancy in the office of President, the Vice-President/President-Elect shall serve as President for the remainder of the unexpired term, and may continue in office for the full succeeding term for which he/she was elected.

**Section 6.** In the event of vacancy in the office of the Vice-President, the President, with the Approval of the Executive Board, shall fill the vacancy by appointment from not more than two names submitted by the Nominations and Elections Committee, and the person so appointed shall serve until the next regular election or until a special election, if such a special election is deemed advisable by the Executive Board. If there is to be a special election, the Nominations and Elections Committee will present not more than two names for an electronic or mail ballot, with prior notice for names to be added to the ballot by petition.

**Section 7.** In the event of vacancy in the office of Secretary or Treasurer, the President, with the approval of the Executive Board, shall fill the vacancy. The person so appointed shall serve until the end of the term in which appointed.

**Section 8.** In the event of an ALA-APA Councilor vacancy, the President, with the approval of the Executive Board, shall fill the vacancy by appointment from not more than two names submitted by the Nominations and Elections Committee, and the person so appointed shall serve until the next regular election or until a special election. If there remains more than one year of the ALA-APA Councilor's term, a special election will be held to fill the remainder of the term. If there is to be a special election, the Nominations and Elections Committee will present not more than two names for an electronic or mail ballot, with prior notice for names to be added to the ballot by petition.

**Section 9.** In the event of a Member-at-Large vacancy, the President, with the approval of the Executive Board, shall fill the vacancy by appointment from not more than two names submitted by the Nominations and Elections Committee, and the person so appointed shall serve until the next regular election or until a special election, if such a special election is deemed advisable by the Executive Board. If there is to be a special election, the Nominations and Elections Committee will present not more than two names for mail ballot, with prior notice for names to be added to the ballot by petition.

#### **ARTICLE XIII: Local Arrangements Committee**

**Section 1.** A special committee on Local Arrangements shall be appointed annually to assist in organizing all aspects of the annual conference.

#### **ARTICLE XIV: Publications**

**Section 1.** The official periodical shall be the New Mexico Library Association Newsletter, which shall be issued on a schedule determined by the Executive Board and distributed regularly to members of the Association.

**Section 2.** Other official publications of the Association may be created with the consent of the Executive Board.

#### **ARTICLE XV: Special Interest Groups**

**Section 1.** A Special Interest Group may be formed by members whose common interests reflect the Goals of the Association. Members wanting to form a Special Interest group submit a proposal to the Executive Board at the June meeting for recognition. The proposal will include the name of the member who will serve as the Executive Board liaison, a statement of purpose, a budget and objective(s) related to the current Goals of the Association.

**Section 2.** Once formed, a Special Interest Group will annually submit a proposal for recognition. The Executive Board shall authorize continued recognition of existing Special Interest Groups annually in June.

**Section 3.** Each Special Interest Group will be assigned a Member at Large liaison who shall represent the group and submit the group's objectives, proposed activities, and budget requests to the June Executive Board meeting.

**Section 4.** Special Interest Groups may request a program or meeting time during the Association's annual conference, mini-conference, when scheduled, or other general meetings.

**Section 5.** Each Special Interest Group chair shall submit written reports to the Board as requested.

**Section 6.** Special Interest Group liaisons to the Executive Board may not speak for the Association nor commit it to any policy, action or expense on behalf of the Association without prior approval of the Executive Board.

#### **ARTICLE XVI: Committees**

**Section 1.** The President shall appoint such committee members as shall be necessary and shall serve as an ex-officio member of all committees except the Nominations and Elections Committee. The President shall designate the chair of each committee and shall make such appointments as necessary to complete the term when vacancies occur. Unless otherwise indicated, the President shall determine the number of members on a committee.

**Section 2.** The chair of each committee shall submit a written report on committee activities at each Executive Board meeting.

**Section 3.** The chair of each committee shall submit a program plan and budget request for the upcoming year to the Executive Board.

**Section 4.** Standing committees shall be created by the Executive Board with majority approval of the membership present and voting at a business meeting or upon written request of 20 members and majority approval of the membership present and voting at a business meeting. Such motions shall include provision to update the list of Standing Committees in the Bylaws in addition to creating the standing committee.

**Section 5.** The term of appointment to a standing committee shall be for three years. Membership shall be rotated to preserve continuity of membership on the committee with the President reserving the privilege of replacing inactive members.

**Section 6.** The Executive Board may recommend the discontinuance of a standing committee when, in its opinion, the usefulness of that committee has ceased. The Board shall submit such a recommendation to the next business meeting of the Association and, if the recommendation is adopted by a majority of the

members present and voting, such standing committee shall thereupon be dissolved. Such motions shall include provision to update the list of Standing Committees in the Bylaws in addition to dissolving the standing committee.

**Section 7.** Special committees may be created by the Executive Board or the President. A special committee shall be dissolved at the conclusion of its assigned function or by action of the Executive Board or President. Its existence shall not exceed five years.

## **ARTICLE XVII: Standing Committees**

### **Section 1. Archivist.**

The Archivist shall provide for the preservation of records, documents and all materials pertinent to the history of the New Mexico Library Association; see that the archives of the Association are safely and carefully stored and maintained; and make these records and archival materials accessible to any person with a serious need to use them.

### **Section 2. Awards Committee.**

The Awards Committee shall receive recommendations for awards and honorary memberships and recommend to the Executive Board recipients of awards and honorary memberships.

### **Section 3. Bylaws and Procedures Committee.**

**A.** The Bylaws and Procedures Committee shall propose revisions of or amendments to the Bylaws and keep the procedural handbook up to date.

1. There shall be three members of the committee, of which two members shall have served as voting members of the Executive Board.

### **Section 4. Conference Site Committee.**

The Conference Site Committee shall locate sites for the annual conference and the mini-conference, when scheduled, and select appropriate dates for the conferences; both the sites and dates shall be subject to the approval of the Executive Board.

### **Section 5. Education Committee.**

**A.** The Education Committee shall publicize available scholarships and grants and select the recipients of any scholarships and grants offered by the Association; coordinate, sponsor, co-sponsor or participate with the many diverse groups that engage in continuing education in New Mexico; create and maintain any awareness and sense of need for continuing education of library staff members on the part of individuals, employers and professional associations; and sponsor and carry out a recruiting program in New Mexico.

1. Committee membership shall, by both type and geography, represent libraries and library service in New Mexico.

### **Section 6. Intellectual Freedom Committee.**

**A.** The Intellectual Freedom Committee shall raise awareness of and provide access to resources on Intellectual Freedom for the New Mexico Library Community.

### **Section 7. Land of Enchantment Committee.**

1. The Land of Enchantment Committee shall encourage the youth of New Mexico to read current books of good quality by promoting participation in the Land of Enchantment Book Award, a children's choice award.
2. The committee shall annually select and publish reading lists of high quality books that appeal to the interests of children in grades K-12.
3. The committee is responsible for directing the annual balloting; collecting and tabulating the votes for each nominee list; and publicizing the award winners. The committee may also invite authors of the winning books to come to New Mexico to receive their award.

### **Section 8. Legislation Committee.**

**A.** The Legislation Committee shall keep the membership and public informed about state and national library legislation and encourage the enactment of beneficial library legislation.

1. One member of the committee shall be the Federal Relations Coordinator.

### **Section 9. Membership Committee.**

**A.** The Membership Committee shall develop and conduct on a continuing basis an information program for present and potential members to acquaint them with past achievements and present activities of the Association that affect their own professional lives, and to provide information on the structure and operation of the Association, on how to work within that structure and on how to get the maximum benefit from it.

1. **The Membership Committee is** responsible for sending out each year notices of annual dues for the coming membership year, keep membership records, report membership totals, and prepare membership lists for use of the Association.
2. The Chair of the Committee shall collect Special Interest Group membership numbers and report these to the Executive Board at the second Executive Board meeting each year.

### **Section 10. Program Committee**

The Program Committee shall search on a continuing basis for speakers and programs appropriate for the mini-conference, when scheduled, the annual conference and other general meetings subject to the approval of the Executive Board.

### **Section 11. Communications Committee**

**A.** The Communications Committee shall publicize library activities, especially New Mexico Library Association activities.

**B.** The Communications Committee shall make recommendations to the Executive Board on the format and frequency of the official periodical, its content, and the method of publishing.

**C.** The Communications Committee will recommend a candidate for Editor of the official periodical of the New Mexico Library Association to the Executive Board for approval. The Editor shall be an ex-officio, non-voting member of the Communications Committee and of the Executive Board.

**D.** The Communications Committee is responsible for managing the association's website, newsletter, social media presence, and maintaining the email accounts for NMLA Board Members, Committee & SIG Chairs.

**E.** Members of the committee include Web Administrators who may include but are not limited to NMLA Administrative Assistant, Treasurer, Membership Chair, and Newsletter Editor. Other members will be accepted by request.

### **ARTICLE XVIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

### **ARTICLE XIX: Amendments**

The Bylaws may be amended by a two-thirds vote of the members present and voting at any Association business meeting; or they may be amended by two-thirds of the members responding to an electronic ballot authorized by the Executive Board, provided that copies of the amendment are sent to members one month prior to the voting.