

## **Paralibrarian Bylaws**

### **ARTICLE I - NAME**

The name of this body shall be the Paralibrarian Division of the Colorado Association of Libraries, herein referred to as the Division.

### **ARTICLE II - PURPOSE**

The purpose of the Division shall be to foster the professional growth and development of its members and to promote activities related to Paralibrarian interests.

### **ARTICLE III - RELATIONSHIP TO THE COLORADO ASSOCIATION OF LIBRARIES**

This body shall be a Division of the Colorado Association of Libraries. The Constitution and Bylaws of that association, to the extent to which they are applicable, take precedence over these bylaws.

### **ARTICLE IV - MEMBERSHIP**

#### **Section 1.**

Any individual member of the Colorado Association of Libraries who elects membership in the Division shall belong to the Division and herein be referred to as a member.

#### **Section 2.**

The annual membership, fiscal and conference years shall be the same as those of the Colorado Association of Libraries.

#### **Section 3.**

All members shall have the right to vote and hold office.

### **ARTICLE V - MEETINGS OF MEMBERS**

#### **Section 1.**

The annual meeting shall be held during the annual conference of the Colorado Association of Libraries.

#### **Section 2.**

The Annual Workshop shall be held each year at a time and location determined by the Division's Executive Board.

#### **Section 3.**

Special meetings may be called by the Division's Executive Board with thirty days written notification to members.

#### **Section 4.**

A quorum shall consist of members in attendance. An affirmative vote of the majority of members present shall be necessary to approve any action by the Division that is not specifically mentioned in the bylaws.

### **ARTICLE VI - OFFICERS**

#### **Section 1. Elected Officers.**

The elected officers of the Division shall be the Chair, the Chair-Elect, and the Secretary.

**Section 2. Eligibility.**

The elected officers of the Division must be individual members of the Division in good standing and residents of the State of Colorado.

**Section 3. Terms of Office.**

The terms of office shall coincide with the terms of office of the officers of the Colorado Association of Libraries.

**Section 4. Chair.**

The Chair shall be the chief executive officer of the Division and, subject to the Executive Board, shall have general supervision and control over its programs and affairs. The Chair shall preside at all meetings of the membership and the Division's Executive Board, recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Division, represent the Division at Colorado Association of Libraries Executive Board Meetings, establish committees and appoint committee members, prepare budget requests for the Division, appoint a Reporter, submit the annual report to the CAL Executive Director, and maintain a record of the Division activities to be transferred to the next incoming Chair.

**Section 5. Chair-Elect.**

The Chair-Elect shall assist the Chair in the performance of the duties of that office, serve on the Division's Nominating Committee, assume all the duties and obligations of the Chair in the event of absence or withdrawal of the Chair, represent the Division at CAL Executive Board meetings in the absence of the Chair, and become Chair following his/her term in office as Chair-Elect.

**Section 6. Secretary.**

The Secretary shall record minutes of all meetings of the general membership and the Division's Executive Board, and submit the minutes to all Board members, the CAL President and CAL Executive Director.

**Section 7. Reporter.**

The Reporter shall submit articles to Colorado Libraries. He/she shall submit news items to appropriate newsletters and other publications. Items submitted are subject to approval by the Division Chair. He/she shall serve as a member of the CAL Publication's Committee.

**Section 8. Immediate Past-Chair.**

The Immediate Past-Chair shall serve as a member of the Division's Executive Board for one year succeeding his/her term as Chair, appoint and chair the Division's Nominating Committee, and carry out such duties as the Chair may assign.

**Section 9. Vacancies.**

In case of a vacancy in any office except that of Chair, the Executive Board of the Division may appoint some Division Member to fulfill the duties of that office for the remainder of the term.

**Section 10. Removal from Office**

An officer may be removed from office by a majority vote of the Executive Board for failure to adequately perform his/her duties. Written notice shall be provided to the officer in question.

**ARTICLE VII - EXECUTIVE BOARD****Section 1.**

The Executive Board shall consist of the elected officers, the Reporter, the Immediate Past-Chair and any other Chair appointed positions.

**Section 2.**

The Board shall determine policies and changes within the limits of the bylaws of both the Colorado Association of Libraries and the Division. It shall take such actions as it considers necessary to carry out the objectives of the Division and shall perform other functions as the membership may direct.

**ARTICLE VIII - COMMITTEES****Section 1.**

The Chair, subject to the approval of the Board, shall appoint all standing or special committees except the Nominating Committee. These committees will report to the Board.

**Section 2.**

The Nominating Committee shall be formed as the Spring Workshop each year. It shall consist of the Division Chair-Elect, the Immediate Past-Chair, who will chair the committee, and two volunteer Division members.

**ARTICLE IX - NOMINATION AND ELECTIONS****Section 1.**

The Nominating Committee shall present candidates for the office of Chair-Elect and Secretary to the CAL Executive Director in accordance with the CAL election deadlines. The committee shall obtain the written acceptance of each nominee prior to submission of its report, and shall forward these to the CAL Executive Director.

**Section 2.**

Before a nominee's name is placed on the ballot he/she must provide a short biographical sketch and a statement of philosophy to appear on the ballot.

**Section 3.**

The report of the Nominating Committee shall be read at the annual meeting of the Division.

**Section 4.**

Ballots shall be sent to all members prior to the annual business meeting in compliance with CAL guidelines.

**Section 5.**

The ballots shall be tallied by the CAL Nominating Committee. The candidates receiving the highest number of votes cast shall be elected. A tie shall be resolved by vote of members present at the annual business meeting.

**Section 6.**

Official written notification of election shall be provided by the Committee Chair to new officers, and their supervisors, directors or trustees immediately following the election.

**ARTICLE X - FISCAL AFFAIRS****Section 1.**

No expense shall be incurred on behalf of the Division by an officer, committee, or member except upon authorization of the Division's Executive Board.

**Section 2.**

The Division shall develop an Annual Budget in keeping with its operational programs and activities. This budget will be submitted to the CAL Executive Board for approval.

## **ARTICLE XI - AMENDMENTS**

The Bylaws may be amended by a majority vote of the members present and voting at a business meeting of the Division, providing that specific notice shall have been given at least ten days in advance.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The Division shall conduct business in accordance with the current edition of Sturgis Standard Code of Parliamentary Procedure, when not in conflict with these bylaws.