

REFERENCE AND ADULT SERVICES SECTION

September 17, 2015

Article I. Name

The name for this section shall be the Reference and Adult Services Section of the Minnesota Library Association (MLA).

Article II. Purpose and Vision

The purpose of the Reference and Adult Services Section is to promote and develop library service to adults and encourage collaboration between library professionals who serve adults in the state of Minnesota.

The vision of the Reference and Adult Services Section is to share best practices, to encourage research, and to promote programming related to reference and adult services across all libraries in the state of Minnesota.

Article III: Membership

Members of this Section shall be those members of the Minnesota Library Association who designate the Reference and Adult Services Section on their membership application..

Article IV. Officers

Section 1.

The officers of this Section shall be two Chairpersons, or Co-chairs, who are members of the Section.

Section 2.

Chairpersons shall serve a term of two years, elected on alternating years. Chairpersons shall take office at the beginning of the MLA fiscal year following their election.

Article V. Duties Of Officers

Chairpersons duties are to represent the subunit to the MLA Board of Directors and to chair the Division.

Chairpersons determine and execute a year-long plan of action for the Subunit, and cooperate with other MLA subunits, MLA committees, and the MLA Office in accomplishing goals and objectives in the plan.

Chairpersons schedule, prepare agendas, and preside at all meetings of the Section. Chairpersons record and distribute the minutes of all business meetings of the Section. Copies of the minutes and an annual report shall be submitted to the board and executive director by December 1.

Chairpersons may appoint committees to carry on Section business and perform other duties such as preparation of budget requests to the MLA Office.

Annual Conference duties: A chairperson represents the Section at the Conference Committee meeting to select programs for the Annual Conference. Chairpersons are responsible for a hosting a business meeting and scheduling program content during the Subunit Meeting at Annual Conference. Chairpersons should recruit and encourage membership to submit breakout session proposals for the Annual Conference.

Chairpersons prepare Section correspondence, including submits highlights of all programs to the MLA Communications Committee for distribution among MLA channels. This also includes maintaining the unit's website for inclusiveness and currency, and submitting edits and additions to the MLA Office.

Refer to Chair, Subunit job description as approved by MLA Board for further information.

Article VI. Nominations, Elections, Resignations, Removals and Vacancies.

Section 1.

Chairpersons shall call for nominations for the office of Chairperson via the Section's email list. They shall submit to the Section candidates for the office of Chairperson via email prior to the annual business meeting. New officers will be elected at the annual business meeting.

Section 2.

A Chairperson may resign from office. A formal letter of resignation is required. A Chairperson may be removed from office in accordance with MLA bylaws.

Section 3.

The Chairpersons shall be authorized to appoint a successor to fill the term of a Chairperson of this Section after resignation or removal from office until the next annual election.