

BYLAWS

of the
Public Libraries Division
of the
Minnesota Library Association

Updated October 2016
Frances Veit, PLD Chair
Stacey Hendren, PLD Chair-Elect

[ARTICLE I. AUTHORITY](#)

[ARTICLE II. NAME](#)

[ARTICLE III. PURPOSE](#)

[ARTICLE IV. MEMBERSHIP](#)

[ARTICLE V. OFFICERS](#)

[Article VI. REMOVAL FROM OFFICE](#)

[ARTICLE VII. EXECUTIVE COMMITTEE](#)

[ARTICLE VIII. MEETINGS](#)

[ARTICLE IX. COMMITTEES AND ACTION GROUPS](#)

[ARTICLE X. NOMINATIONS AND ELECTIONS](#)

[ARTICLE XI. AMENDMENTS](#)

[ARTICLE XII. PARLIAMENTARY AUTHORITY](#)

[ARTICLE XIII. FINANCES](#)

ARTICLE I. AUTHORITY

This Division shall be organized in accordance with the Articles of Incorporation and Bylaws of the Minnesota Library Association.

ARTICLE II. NAME

This Division shall be the Public Libraries Division of the Minnesota Library Association.

ARTICLE III. PURPOSE

The purpose of this Division shall be to promote the development of public library services and to provide a clearinghouse for the interests and problems of the members of the Division.

ARTICLE IV. MEMBERSHIP

Membership in this Division is open to all personal members of the Minnesota Library Association.

ARTICLE V. OFFICERS

Section 1. The elected officers of the Division shall be a Chair, a Chair-Elect, a Past Chair, a Secretary, and two Members-at-Large, all of whom shall be Division members in good standing. Any member of the Public Libraries Division is eligible to be an officer. The elected officers of PLD shall constitute the Executive Committee.

Section 2. Officers of the Division shall be selected according to the provisions of Article X. Nominations and Elections.

Section 3. Following their election, new officers shall take office on January 1st.

Section 4. The position of Chair-elect, Chair and Past Chair form a trilogy of sequential offices, each held for one year, and cannot be elected for two consecutive terms. The Secretary and Members-at-Large shall hold office for two years and cannot be elected for two consecutive terms. One Member-at-Large shall be elected each year.

Section 5. **CHAIR.** It shall be the duty of the Chair to preside at all meetings of the Division, to enforce all the laws and regulations relating to the administration of the Division, to appoint committees, to lead the nomination and election process, to fill permanent vacancies on the Executive Committee by appointment and to perform any other duties pertaining to this office. The Chair shall call meetings of the Executive Committee as deemed necessary. The chair shall attend meetings of the MLA Board of Directors and fulfill duties as a MLA Board member (see MLA Board Member job description).

Section 6. **CHAIR-ELECT.** In the absence of the Chair, it shall be the duty of the Chair-Elect to perform all duties of the Chair. The Chair-Elect shall serve one year, assuming the position of Chair the following year. The Chair-Elect shall coordinate PLD's participation in the Minnesota Library Association's Annual Conference.

In the event of the permanent loss of the Chair, the Chair-Elect shall assume the office of the Chair for the remainder of the current year, while maintaining the duties of the Chair-Elect, with assistance of the board, and continue serving as Chair for the following year.

In the event of permanent loss of the Chair-Elect either:

- A special election will be held to replace the Chair-Elect
- Or, if within two months prior to the annual elections, the position will be filled during the regular election cycle

Section 7. **PAST CHAIR.** The Past Chair remains on the Executive Committee for one year, and serves as the chair of the PLD Day planning workgroup.

In the event of permanent loss of the Past Chair, the Past Chair duties & responsibilities will be covered by one of the following options:

- If the loss is due to the current Chair resigning or being removed from office, the current Past Chair may choose to remain Past Chair until replaced by succession.
- A former member of the Executive Committee may be asked by the current Executive Committee to serve in this position.
- The Board will work collaboratively to fulfill the duties of the Past Chair.

Section 8. **SECRETARY.** It shall be the duty of the Secretary to record all the minutes of all business meetings of the Division; to prepare such correspondence as the Chair shall direct; to maintain files of the minutes and correspondence; to distribute announcements of the meetings to membership; and to send approved minutes of the Division's meeting to the Executive Director of the Minnesota Library Association or their designate for inclusion on the PLD website.

Section 9. **MEMBERS-AT-LARGE.** It shall be the duty of the two Members-at-Large to attend Executive Committee meetings; and to perform such duties as the Chair shall direct.

Section 10. **VACANCIES IN NON-CHAIR POSITIONS.** In the event of the permanent loss of the Secretary or a Member-at-Large, the Executive Committee will appoint someone to temporarily fill the position until the next election cycle.

Article VI. REMOVAL FROM OFFICE

Section 1. An officer or member of the Board may be removed, by a majority vote by the board, for not fulfilling the duties required of the position. This includes, but is not limited to:

- Ceasing to communicate with the board
- Missing meetings without excuse
 - The current Chair may be removed after missing one meeting without excuse
 - All other members/officers may be removed after missing two meetings without excuse.

Section 2. Removed members will be notified of the decision by email.

Section 3. Before removal from office, members have the right to appeal at the Executive Committee meeting following the removal notification.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the Division and the immediate Past Chair of the Division. A representative from each committee and action group may sit with the Executive Committee, but have no vote.

Section 2. Officers of the Division shall serve on the Executive Committee for their fully elected terms. Representatives shall sit with the Executive Committee for the duration of the committee or action group.

Section 3. The presiding officer shall be the Chair of the Division; the Chair-Elect shall serve in the absence of the Chair.

Section 4. The duties of the Executive Committee shall include the following:

- Except as otherwise provided in these bylaws, it shall appoint the Chair of any standing and special committees.
- It shall appoint non-voting members of the Executive Committee.
- It shall fulfill the work of the Division in the intervals between meetings.
- Except as otherwise provided in these bylaws, it shall fill vacancies in office until successors can be chosen through the normal procedure.

ARTICLE VIII. MEETINGS

Section 1. The Division shall hold at least one business meeting each year. This meeting shall take place during the annual conference of the Minnesota Library Association.

Section 2. The Executive Committee shall meet when deemed necessary by the Chair or by at least two members of the Executive Committee.

Section 3. Ten (10) days notice of a meeting of the Executive Committee shall be given to each member and to a representative of each committee and each action group.

Section 4. Quorum

Three (3) members shall constitute a quorum of the Executive Committee.

ARTICLE IX. COMMITTEES AND ACTION GROUPS

Section 1. The Chair shall appoint such committees as the Chair deems necessary to carry on Division business.

Section 2. Upon written petition of ten members of the Division, the Chair shall appoint a committee for the purpose stated in that petition.

Section 3. The Chair shall be an ex-officio member of all committees.

Section 4. **Action Groups.** Personal members of the Division, at their own will or by volunteering to projects proposed by the Executive Committee, may choose to form action groups for specific projects. A short statement of membership, purpose, goals, and duration of operation shall be submitted by the group to the Chair to establish the action group. Summary communications on progress of the group shall be made in writing for the duration of the project; these summary communications shall be sent to the Chair for consideration and/or for endorsement of the Executive Committee and for dissemination to the Division membership. These action groups may meet as frequently as necessary for their stated duration.

ARTICLE X. NOMINATIONS AND ELECTIONS

Section 1. It shall be the duty of the Chair to lead the election and nomination process. The Executive Committee shall submit to the membership a slate of candidates for the offices of Chair-Elect, Secretary, and one Member-at-Large at the annual election. Secretary is elected in alternate years. There shall be one or more candidates for each office of the slate.

Section 2. Officers shall assume office concurrently with MLA officers. Notice of annual election shall be printed in the MLA Newsletter.

ARTICLE XI. AMENDMENTS

These Bylaws may be amended by a simple majority of those members present and voting at any business meeting, provided notice of the proposed change has been given in the call for the meeting.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall be the parliamentary authority on all matters not governed by the Articles of Incorporation and Bylaws of the Minnesota Library Association or the Bylaws of this Division.

ARTICLE XIII. FINANCES

Section 1. The Minnesota Library Association shall be the Fiscal Agent for the receipt and disbursement of Division funds.

Section 2. No committee, officer, or member of the Division shall incur any expenses in its name unless properly authorized by the MLA Board and the PLD Executive Committee.

Section 3. The Executive Committee shall work with the MLA Board to establish procedures for the receipt and disbursal of Division funds for each PLD-sponsored activity.

Section 4. Division funds shall be expended only upon authorization by the Executive Committee. A budget shall be prepared in consultation with the MLA Board. The budget, subject to revision, constitutes Executive Committee recommendations to the MLA Board in the amounts and for the purposes specified. The MLA Board will be the final authority for approval of the budget.