

**Chapter 13A Public Library Division Bylaws
Section 13.01 to 13.091, Revisions June 2017**

13.01 NAME

13.011 The name of this division shall be the Public Library Division of the Oregon Library Association.

13.02 PURPOSE

13.021 The purpose of the Public Library Division shall be to promote public library service and development, to promote the potential for increasing cooperation among public libraries, to represent the interests and concerns of public libraries in relation to the Oregon Library Association and the Oregon State Library, and to develop legislative priorities for public libraries and other issues as may be pertinent to the Division.

13.03 MEMBERSHIP

13.031 Membership shall be open to members of the Oregon Library Association who support the purposes of this Division. A list of Division members shall be revised annually.

13.032 The Division may charge dues as a condition of membership.

13.04 MEETINGS

13.041 The annual Division general membership business meeting shall be held during the annual conference of the Oregon Library Association. Other meetings may be called by the chairperson or upon written request of at least ten members of the Division. Except in cases of emergency, at least thirty days' written notice including time, place and purpose shall be provided to each member.

13.042 Fifteen voting Division members shall constitute a quorum.

13.05 OFFICERS

13.051 The elected officers shall be known as the Executive Committee and shall be the chair, the vice-chair/chair-elect (each to serve a 1 year term), and the secretary (2 year term) plus 4 directors-at-large (each to serve a 2 year term, with 2 elected each year). In addition, the immediate past chair shall serve on the Executive Committee in the year following his/her term as chair. Terms of office shall begin with the Oregon Library Association year. The chair shall be a voting member of the Executive Board of the Oregon Library Association.

13.052 Nominations and Elections of Officers

13.0521 The vice-chair/chair-elect and 2 directors-at-large shall be elected annually. The secretary shall be elected in odd years. Election is by a ballot mailed, e-mailed, or made available by other electronic means to all Division members. The time element for this election shall generally conform with that for election of officers for the Oregon Library Association.

13.0522 A list of members who may receive a ballot shall be the annually revised list of Division members. One third of the ballots must be returned to have a valid election.

13.0523 Procedures for conducting elections, including qualifications for candidacy, nominated candidates, and deadlines for the ballot shall be governed by Bylaw 2 of the Oregon Library Association.

13.0524 Director-at-large positions 1 and 2 shall be nominated and take office in odd-numbered years. Director-at-large positions 3 and 4 shall be nominated in and take office in even-numbered years.

13.053 Duties of the Chair

13.0531 Chairs all meetings of the Division and the Executive Committee.

13.0532 Assumes responsibility for the general direction and program planning of the Division. Is a voting member of the Executive Board of the Oregon Library Association.

13.0533 Manages expenditure of budgeted funds. Submits all bills and receipts to the Oregon Library Association treasurer as appropriate.

13.0534 Is responsible for Division input to various Oregon Library Association committees as appropriate.

13.0535 Produces the annual ballot, together with a nominating committee, for election of the vice-chair/chair-elect, a secretary (in odd years), and 2 directors-at-large.

13.0536 Reports on Division activities at meetings of the Executive Board of the Oregon Library Association and represents the Division in Executive Board activities. Reports to Division members at all meetings of the Division.

13.0537 Leads and manages projects. Establishes committees as needed, appoints their members, and keeps records of committee activities.

13.0538 Works with the vice-chair/chair-elect in preparation for assuming the responsibility as chair.

13.0539 Maintains the Division membership list, revised annually. Provides information to members, to the OLA Hotline editor, and to other media as appropriate.

13.05310 Maintains complete records of past and present Division activities. Provides materials of historical value to the Oregon Library Association archives.

13.05311 Ensures annual review of PLD standards.

13.054 Duties of the Vice-Chair/Chair-elect

13.0541 Assumes the office of chair after one year as vice-chair.

13.0542 Attends all meetings of the Division and Executive Committee and chairs meetings of the Division and Executive Committee in the absence of the chair.

13.0543 Becomes familiar with the constitution, bylaws, policies, and procedures of the Division and the Oregon Library Association.

13.0544 Assists the chair. Serves on committees as appointed by the chair. Is responsible for tasks and duties as determined by the chair. Leads and manages projects as assigned.

13.055 Duties of the Secretary

13.0551 Attends all meetings of the Division and Executive Committee and takes minutes. Submits minutes to the chair for inclusion in records of the Division.

13.0552 Assumes other related duties as assigned by the chair. Leads and manages projects as assigned.

13.056 Duties of the Directors-at-Large

13.0561 Attends all meetings of the Division

13.0562 Attends all Executive Committee meetings of the Division to provide assistance in setting goals and doing program planning for the Division. Leads and manages projects as assigned.

13.057 Vacancies

13.0571 If the office of chair is vacated by resignation, death, or incapacity, the vice-chair/chair-elect shall fill out the remainder of the term and his/her own term.

13.0572 If both offices of chair and vice-chair/chair-elect are vacated by resignation, death, or incapacity, a chair shall be appointed by the president of the Oregon Library Association, and the new chair shall hold a ballot to elect a new vice-chair/chair-elect.

13.0573 If the office of secretary is vacated by resignation, death, or incapacity, the chair shall hold a ballot to elect a new officer.

13.0574 If the office of director-at-large is vacated by resignation, death, or incapacity, the chair shall hold a ballot to elect a new director.

13.06 EXECUTIVE COMMITTEE

13.061 The chair, vice-chair/chair-elect, the secretary and 4 directors-at-large shall be voting members of the Executive Committee.

13.062 The outgoing chair shall be a non-voting member of the Executive Committee for one year.

13.063 The Executive Committee shall have the authority to act for the Public Library Division between its business meetings, to set goals and do program planning, to

schedule meetings and to make recommendations to the Public Library Division and to the Oregon Library Association.

13.064 The Executive Committee shall meet during the annual conference of the Oregon Library Association and at least one other time during the year. Additional meetings may be called by the chair.

13.07 COMMITTEES

13.071 The Executive Committee as a whole shall serve as the Nominating Committee, the Conference Committee, and the Workshop Planning Committee.

13.072 Special committees may be appointed by the chair as needed.

13.08 AMENDMENTS

13.081 Amendments to these bylaws may be proposed by officers or members of the Division.

13.082 Proposed changes to these bylaws shall be presented in writing for the purpose of discussion at least two weeks prior to a vote.

13.083 Bylaws may be amended by a simple majority vote of members present at the annual Division general membership business meeting provided there is a quorum present of 15 voting Division members.

13.084 Bylaws may also be amended by a majority of members responding to a mail or an e-mail ballot if ten percent of the membership submits ballots. Copies of existing bylaws and any proposed new bylaws or amendments must be available to the membership at least two weeks prior to the vote. Voting shall close three weeks after the distribution of ballots.

13.085 Approved bylaws, revisions, and amendments shall be submitted to the OLA Executive Board and Parliamentarian for acceptance and inclusion in the OLA Procedure Manual.

13.09 DIVISION PROCEDURES

13.091 The rules contained in Robert's Rules of Order, Revised shall govern the Division in all cases not specifically detailed in these bylaws.

Note: Bylaws were revised in June 2017 with 18% of PLD membership voting: 31 yes, 0 no. A summary of the changes follows.

Formatting changes

1. Change chairperson to chair
2. Change vice-chairperson/chairperson-elect to vice-chair/chair-elect
3. Change by-laws to bylaws (to sync with OLA)

Policy/procedure changes

1. Change term of secretary from one year to two (election in odd years)
2. Remove need to get signatures of 5 members to support a bylaw amendment before it is distributed to membership for review and discussion

Clarification

1. To each officer position add "leads and manages projects as assigned"
2. To chair duties add "ensures annual review of PLD standards"