

**Massachusetts Library Association  
Technical Services Section BYLAWS**

*Revised; approved by membership on April 25, 2013*

**Article I.**

The name of this body is the Technical Services Section of the Massachusetts Library Association.

**Article II. Object**

The objectives of the Section are: to provide a forum for discussion and programs dealing with technical services, metadata, and technology; to maintain and enhance career awareness; to facilitate the exchange of information on recent developments in technical services, metadata, and technology; and to respond to the changes in accordance with the membership's interests.

**Article III. Members**

Any member in good standing of the Massachusetts Library Association interested in the objectives of the Section may become a member. The membership shall consist of those individuals who notify the Executive Secretary of MLA of their interest in the Section.

If the number of members of the Section shall fall below 25 for three consecutive years, the Section may be disbanded by majority vote of the Association at any subsequent business meeting.

**Article IV. Executive Board**

**Section 1.** The Section Executive Board shall consist of the following: Chair, Vice-Chair, Secretary, two Members-At-Large, the Chair (or a designated representative) of the Membership Committee, and the immediate past Chair.

**Section 2.** The Section Executive Board shall have full power and authority over the affairs of the Section between its meetings; shall make recommendations to the Section, and shall perform other duties as are specified in these bylaws. The Board shall be subject to the orders of the Section, and none of its acts shall conflict with action taken by the Section.

**Section 3.** The Chair shall call regular meetings of the Section Executive Board. Special meetings may be called at the discretion of the Chair or upon request of three Board members.

**Section 4.** In the case of a vacancy on the Board, the Section Executive Board may appoint a person to serve for the unexpired term of that office.

**Section 5.** The Section Executive Board is responsible for planning and implementing conference programs.

**Article V. Officers**

**Section 1.** The Officers of the Section shall be a Chair, a Vice-Chair, a Secretary, and a Past-Chair.

**Section 2.** Their duties shall include, but not be limited to the following:

a) Chair: call meetings of the Board, preside over Executive and Section meetings, appoint the Nominating Committee, appoint Committee chairs, sit on the MLA Executive Board, and prepare an annual financial statement.

- b) Vice-Chair: oversees Section programming, serve as liaison to the MLA Conference Committee, serve as Chair-elect, and perform the duties of the Chair in his/her absence.
- c) Secretary: keep minutes of the Section and Section Executive Board meetings, preserve all official records and reports of the Section, and post information for the membership on the Section's page at the MLA website. Postings would include: proposed slate of officers for the next election, proposed bylaws changes, and results of elections and bylaws votes.
- d) Past-Chair: The individual serving in this office performs such duties as the Section Executive Board may assign to the office.
- e) In addition to the duties specified above, the officers shall perform any other duties customary to their offices.

**Section 3.** In the case of a vacancy in any office, the Section Executive Board may appoint a person to serve for the unexpired term of that office.

**Section 4.** No person shall be elected to the same office for more than two consecutive terms.

## **Article VI. Elections**

**Section 1.** A Nominating Committee of three MLA members shall be appointed every year by the Chair with the approval of the Section Executive Board. Nominees should be from differing types of libraries, geographical areas, and levels of experience. Nominations are made during Section membership meetings. Nominees to the Section Executive Board must be or must become members of MLA and the Technical Services Section. Announcement of the names of the Nominating Committee members shall be published by January 31.

**Section 2.** Each year the Nominating Committee shall name one candidate for Vice-Chair/Chair-Elect/Past Chair (one-year term for each office) and one candidate for Member-At-Large (two-year term of office). Every two years, the Nominating Committee shall also name one candidate for Secretary (two-year term of office). The Committee shall report the names of all candidates to the Section Executive Board no later than 60 days prior to the TSS Annual Meeting. The slate shall be published 30 days before the MLA annual meeting in the official newsletter of the Massachusetts Library Association and on the Section's page at the MLA website.

**Section 3.** The slate shall be presented and voted on at the Annual Meeting and the terms of office shall begin at the conclusion of the Annual Meeting.

## **Article VII. Meetings**

**Section 1.** An annual membership meeting shall be held during the Annual MLA Conference.

**Section 2.** Additional membership meetings may be held at the discretion of the Section Executive Board or upon written request of ten members.

**Section 3.** The Chair shall call a minimum of two regular meetings of the Section Executive Board. Special meetings may be called at the discretion of the Chair or upon request of three Board members.

## **Article VIII. Committees**

**Section 1.** The standing committees shall be the Nominating Committee and the Membership Committee.

- a) The Nominating Committee's composition and duties are described in the preceding Article VI, Sections 1 and 2.

b) The Membership Committee shall work with the Chair and the Secretary in stimulating growth of the Section. The Membership Committee Chair (or a designated representative of that Committee) shall sit on the Section Executive Board, and may attend MLA Membership Committee meetings.

**Article IX. Affiliation With Other Associations**

The Section may affiliate with other associations by majority vote at any annual meeting and with the approval of the MLA Executive Board.

**Article X. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the Section 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 Section may adopt.

**Article XI. Amendment of Bylaws**

These bylaws can be amended at any membership meeting of the Section by a two-thirds vote of members present provided that the amendment has been submitted in writing to the Section Executive Board not later than 60 days and to the membership not later than 30 days before the meeting. Bylaw changes will be submitted in writing for recommendations to the MLA Executive Board at least 60 days prior to the Section's annual meeting, and are effective immediately upon approval by the membership.