

**CALIFORNIA LIBRARY
ASSOCIATION, ACCESS,
COLLECTIONS AND TECHNICAL
SERVICES SECTION BYLAWS**

ARTICLE 1 - NAME

The name of this organization shall be the Access, Collections and Technical Services Section (hereinafter referred to as Section) of the California Library Association (hereinafter referred to as CLA). The Section shall also be affiliated with the Association for Library Collections and Technical Services of the American Library Association through the Council of Regional Groups (ALCTS/CRG).

ARTICLE 2 - MISSION

The Access, Collections and Technical Services Section of the California Library Association will further the mission of CLA and in addition will provide a forum for the exploration and discussion of interests and issues, and serve as a vehicle for action addressing the operation and management of a broad range of activities encompassed by acquiring, organizing, disseminating and preserving library collections. The goals of the Access, Collections and Technical Services Section are:

-- to provide a forum for the exchange of information, ideas, and experience on all aspects of access, collections, and technical services;

-- to support and promote excellence in library education programs with special emphasis on technical services curricula;

-- to encourage and provide continuing education opportunities;

-- to promote networking professional growth opportunities for librarians and other library staff of all types of libraries;

-- to support recruitment and mentoring of a diverse pool of outstanding individuals to

**STANDING RULES FOR THE ACCESS,
COLLECTIONS AND TECHNICAL
SERVICES SECTION**

1. The duties of the Section officers shall be as follows:

a. **PRESIDENT.** The president is the official representative of the Section and shall preside at business meetings, board meetings and at other required times. The President shall appoint standing and special committees and shall serve as an ex?officio member of such committees with the right to vote except in a tie. The President shall file an annual report with CLA and such other reports as may be requested by the CLA Executive Committee and submit an annual workplan to CLA.

b. **VICE PRESIDENT/PRESIDENT ELECT.** The Vice President shall perform the duties of the President in his/her absence, and present and justify the Section's budget requests to the Section Board of Directors and to CLA as defined by the CLA Standing Rules and budget process.

c. The Secretary shall take minutes at business meetings, board meetings, and at other required times, and shall ensure that the minutes and other official records and files of the Section are sent to the CLA office.

d. The Assembly Representative of the Section shall attend the CLA Assembly and Membership Meetings and any other meetings the Assembly may be called upon to attend. The Assembly Representative will present Section issues and policy questions to the Association on the Section's behalf and regularly report to the Section Executive Board actions and information of the Association that may be necessary for the Section to conduct its mission and business.

e. The ALCTS Council of Regional Groups Representative shall serve as liaison between the Council of Regional Groups and the Section; shall represent the Section at meetings of CRG; and shall provide information to each group as appropriate.

2. The Board of Directors shall develop and

the field of library technical services;

-- to advocate the importance of access, collections and technical services to libraries and to communicate issues from the Section membership to the library community.

ARTICLE 3 - MEMBERSHIP

Section 1. The members of this section shall be those CLA voting members who designate this Section as specified in the CLA Bylaws.

Section 2. Rights and Privileges of Membership.

a. The members of this Section are eligible for the rights and privileges of section membership as described in the CLA bylaws.

b. Members of this Section may become members of subgroups established by the Section.

Section 3. Dues.

a. Basic Section dues shall be established by the CLA in accordance with its Bylaws and Standing Rules. Supplemental section dues may be established by the Section's Board of Directors. Supplemental dues must be approved by a vote of the Section members. A majority vote is required to approve supplemental dues changes.

b. The supplemental dues schedule shall be reviewed at least every three years at the discretion of the Section Board of Directors.

ARTICLE 4 - OFFICERS AND DUTIES

Section 1. Officers of this Section shall be the Immediate Past President, the President, the Vice-President who shall be the president-elect, the Secretary, the ALCTS/CRG Representative and the Assembly Representative.

Section 2. The duties of the officers, with the exception of the Assembly

adopt an annual workplan, subject to review of the CLA Executive Committee by January 1 following the officers' assumption of duties in the preceding November. The Board of Directors shall review and approve the Section's annual budget request, and represent the Section by participating in the development and implementation of CLA's Long Range Plan.

3. Standing Committees are established to carry on the continuing work of the Section. Members shall be appointed by the President of the Section for staggered terms, not to exceed three years and may be reappointed but in no case shall a person serve on the same committee for more than six consecutive years. Appointments shall as far as possible represent the various groupings and interests of the Section, including geography, ethnicity and type and size of library.

4. Special Committees shall be appointed to perform limited specific functions.

5. The Section may establish Discussion Groups as follows:

a. Any group of fifteen or more members of the Section interested in establishing communication or discussing common problems which fall within the purpose of the Section may form a Discussion Group upon written petition to and approval of the Board of Directors.

b. A Discussion Group shall elect a Chairperson who shall keep a roster of members, be responsible for all communications, preside at meetings and make reports to the Board of Directors. A Discussion Group may incur no expenses except as authorized and it may make no declaration of policy.

c. A Discussion Group shall continue in existence until inactive and discontinued by action of the Board of Directors.

6. The Nominating Committee shall as far as possible represent the various groups and interests of the Section including geographic, ethnic, type and size of library, or specialized Interest Group characteristics, within the

Representative, shall be described in the Section's Standing Rules. The duties of the Section's Assembly Representative shall be described in the CLA Bylaws and CLA Standing Rules and may be further described in the Section's Standing Rules.

Section 3. The Executive Committee shall consist of the President, Immediate Past President, the Vice President/President Elect, the Secretary, the ALCTS/CRG Representative and the Assembly Representative. The Executive Committee shall have the authority to act for the Board of Directors between board meetings. Any three voting members of the Executive Committee shall constitute a quorum.

Section 4. Unless otherwise provided in the CLA Bylaws of these Bylaws, the officers shall assume their duties on the last day of the Annual Conference of CLA following their election and shall serve the term specified in these Bylaws or until their successors are elected and assume office.

ARTICLE 5 - BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the following, who have one vote each: the Section's elected officers, the chair from each of the Section's Standing Committees, the ALCTS/CRG Representative and one representative from each Interest Group established by the Section.

Section 2. The Board of Directors shall manage the affairs of the Section under the policies adopted by the Section, which shall be consistent with CLA Bylaws, Standing Rules, and other policies.

ARTICLE 6 - TERMS OF OFFICE

Section 1. The President and Vice President, who shall serve as President Elect, and the Secretary shall be elected for one year terms. The Assembly Representative shall serve the term as described in the CLA Bylaws. The ALCTS/CRG Representative shall be appointed by the President for a one-year term with two subsequent reappointments.

Section in its list of candidates for officers. Two candidates for Secretary will be solicited annually, although only one candidate is required.

7. The Section may affiliate with other associations as follows:

a. AUTHORIZATION The Section may affiliate with national, state, multi-state and regional library and other associations related to its purpose with prior approval of the CLA Executive Committee. Such affiliation shall be with the organization and implies or confers no affiliate membership status for individual members of either organization. Such affiliation shall not entitle the affiliate organization to any special considerations regarding participation in the annual conference or other CLA activities.

b. RESPONSIBILITIES: With prior approval of the CLA Executive Committee, the Section may be authorized to represent CLA in relationships with other organizations. Such representation shall not be in conflict with the CLA Bylaws or policies adopted by the Executive Committee and/or CLA Assembly.

The representatives from each Interest Group of the Section shall serve a one year term and may serve a one year term and may serve a total of three consecutive one year terms.

a. No member shall hold more than one office in this Section at a time except as provided in Article 6, Section 2 below. No member shall be eligible to serve more than two consecutive full terms in the same office.

Section 2. If an elected officer with the exception of the Secretary is unable to serve the full term of office for which he/she was elected, the Section Board of Directors may elect from among the members of the Board, a person to fill the vacancy. A person selected by the Board to fill out an unexpired term may serve the balance of the unexpired term as well as the balance of the term of the office to which he/she was originally elected simultaneously. The office of Secretary may be filled by appointment by the President from among the members of the Section subject to the approval of the Board of Directors. Such appointees shall serve the balance of the unexpired term, except as provided below for the Assembly Representative. If the balance of the unexpired term of the Assembly Representative is more than twelve months, the appointed Assembly Representative shall serve until the next CLA election, at which time a slate of candidates to complete the balance of the unexpired term shall be submitted to the Section membership for a vote.

Section 3. Officers who fail to attend more than half of the regularly scheduled meetings of the Board of Directors in any calendar year may be removed for cause by an affirmative vote of two-thirds of the Board. The member shall have the right to be informed of the action and shall be given the opportunity to appear to show cause why he/she should not be removed.

ARTICLE 7 - INTEREST GROUPS

Section 1. Establishment. The Board of Directors may establish Interest Groups

when the need for such Interest Groups arises.

Section 2. Responsibility. Each Interest Group shall be responsible to the Section Board of Directors. Each Interest Group may determine its own officers and structure.

Section 3. Interest Group Meetings. An Interest Group may schedule meetings upon call of the officers of the Interest Group.

Section 4. Mergers/Discontinuance. Interest Groups may be merged by joint action with the approval of the Section's Board of Directors. An Interest Group may be discontinued, preferably by its own initiative, with the approval of the Section Board of Directors.

Section 5. Section Board Representative. Each Interest Group shall have one representative on the Section's Board of Directors. This representative shall be selected from among the Interest Group members in a manner determined by the Interest Group.

Section 6. Non-Performance of an Interest Group Officer. In the event that an elected officer or appointed officer of an Interest Group does not fulfill the responsibilities of the office, the Section Board of Directors shall have the authority to remove the officer from the office.

ARTICLE 8 - MEETINGS

Section 1. General Meetings. There shall be an annual business meeting in conjunction with the Annual Conference of the CLA. Other meetings may be called at the discretion of the Board of Directors provided not less than 35 days written notice is given to all Section members. Only the business mentioned in the notice required for other meetings shall be transacted at such meetings. Twice the membership of the Board of Directors plus one shall constitute a quorum.

Section 2. Board of Directors Meetings.

Meetings of the Board of Directors shall be held in conjunction with the Annual Conference of the CLA and at other times on call of the President. A majority of the officers and members of the Board of Directors shall constitute a quorum.

ARTICLE 9 - COMMITTEES

Standing and special committees may be authorized by the Board of Directors. Special committees may also be authorized by the President to meet emergency needs. All committees shall report to the Board of Directors.

ARTICLE 10 - NOMINATIONS AND ELECTIONS

Section 1. The President shall appoint a Nominating Committee (which may include a representative of each Interest Group) to nominate candidates for Section Officers.

Section 2. Nominations. The Nominating Committee shall present the names of at least two candidates for Vice President/President Elect annually and for Assembly Representative in the appropriate years and at least one candidate for Secretary annually. The Nominating Committee shall file its report with the Section's President.

Section 3. Additional Nominations. Additional nominations may be made by petition signed by not fewer than twenty members of the Section. These petitions must be filed with the President of the Section not less than one month before the deadline established by the CLA election process. No person may be nominated by the Section Nominating Committee or by petition who is not a member of the Section and whose written consent has not been filed with the Nominating Committee.

Section 4. Election. The election shall be held by mail vote in accordance with CLA procedure. All policies and procedures for voting and elections shall be in accordance with the CLA Bylaws and Standing Rules.

ARTICLE 11 - AMENDMENTS

Section 1. All proposals for amending these Bylaws shall be submitted to the Board of Directors which shall establish procedures for consideration of each proposal.

Section 2. Notice of proposed amendments shall be mailed to all voting members at least thirty days prior to the vote or deadline for return of ballots and all elections for such amendments must be held in accordance with policies and procedures of the CLA Bylaws and Standing Rules. The required notice may be mailed separately or may be included in any CLA or Section newsletter which is mailed to all voting members of the Section at the discretion of the Board of Directors and in accordance with CLA editorial and financial policies.

Section 3. These Bylaws may be amended at a membership meeting by the affirmative vote of two thirds of the Section members present and voting or in a mail vote by two thirds of the Section members responding, provided that at least ten percent of the Section members return their ballots.

ARTICLE 12 - RULES OF ORDER OR PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with the CLA Bylaws and Standing Rules and any statutes applicable to CLA.