

# Librarians Assembly Bylaws

## College of William and Mary

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### **Article I Name**

The name of the organization shall be the College of William and Mary Librarians Assembly.

### **Article II Purpose**

The purpose of the Assembly shall be to promote the interests and participation of its members in the affairs of the libraries, the university, and the profession at large. Further, it shall make recommendations concerning planning, policies, and procedures to library and university officials.

### **Article III Membership**

The membership of the Assembly shall consist of all persons appointed to professional librarian positions at the College of William and Mary.

### **Article IV Officers, Duties, Terms of Office and Elections**

#### Section 1

The officers shall be a President, Vice-President/President-Elect, and Secretary. There shall be an Executive Committee consisting of the officers and two elected members-at-large. At least two members of the Executive Committee shall be from libraries other than those considered to be a part of Swem Library.

#### Section 2

The duties of the President shall be to preside at all meetings of the Assembly, set the agenda for meetings, preside over the Executive Committee and call special meetings.

The Vice-President/President-Elect shall assume the duties of the President in the absence of the President.

The Secretary shall record and publish the minutes of the Assembly and of the Executive Committee, keep an accurate list of members, and announce the date, place, time and agenda of Assembly meetings.

The Executive Committee shall direct and coordinate the work of the Assembly, conduct the affairs of the Assembly between meetings, make appointments to positions that are vacant for all or part of an expired term, and appoint committees as necessary.

#### Section 3

The term of office shall be for one year from the date of election.

#### Section 4

The immediate past president shall chair the nominating committee, which will consist of three persons, two of whom shall be appointed by the Executive Committee. Elections shall be held in May.

### **Article V Meetings**

The Assembly shall meet at least twice a year, with one meeting being held each May. Additional meetings may be called at the discretion of the President. A quorum to enact business shall be forty per cent of the members.

### **Article VI Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

### **Article VII Amendment of Bylaws**

These Bylaws may be amended at a regular meeting of the Assembly by two-thirds vote of the members present, provided that such amendments are first submitted in writing to each member at least one month prior to the meeting. Any member may propose amendments.