

# Libraries Professional 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 Libraries Professional Assembly (LPA).

### **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 positions in the libraries at the College of William and Mary.

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

#### Section 1: Officers

To promote maximum flexibility and responsiveness to issues that may arise, the organization shall be led by two co-chairs, who shall serve staggered two-year terms. When needed to create staggered terms, one co-chair will assume a one-year term. In addition, a secretary shall serve a two-year term. There shall also be an Executive Committee comprised of the officers and two elected Members-at-large, who shall serve staggered two-year terms. At least one member of the Executive Committee shall be from a library other than Swem Library.

#### Section 2: Duties

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

The Secretary shall record and post the minutes of meetings of the Assembly and of the Executive Committee to the website, 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 unexpired term, and appoint committees as necessary pursuant to Article 6.

### Section 3: Elections

Elections shall be held at the May meeting unless there is no quorum at the meeting.

### Section 4: Electronic Elections

If there is no quorum at the May meeting, the Secretary shall send an e-mail to all members of the Assembly within 7 days of the close of the annual May meeting with instructions for voting through an electronic survey. This e-mail shall list the slate of candidates received from the Nominating Committee and will instruct members to complete the electronic survey within 14 days, which shall constitute the election period. The electronic survey shall be designed in such a way as to limit participation to members, allow each member to vote only once, allow members to vote for write-in candidates, allow members to abstain from voting on any or all positions, and protect the anonymity of the votes. At the close of the election period, the Secretary shall tally the results and announce the results of the election. A candidate shall be elected if he or she receives more votes than any other candidate for that position. In the case of elections for Co-Chairs, the two candidates receiving the highest number of votes shall be elected.

### Section 5: Terms of Office

If officers are elected at the May meeting, the term of office shall be for two years from the close of the annual May meeting at which they are elected until the close of the annual May meeting two years later or until the subsequent officers are elected, whichever occurs later. If officers are elected electronically following the close of the May meeting, the term of office for the officers shall be for two years from the close of the election period until the close of the May meeting two years later or until the subsequent officers are elected, whichever occurs later.

### Section 6: Terms of Office: Members-at-Large

Members-at-large shall serve staggered two-year terms such that one member-at-large is elected each year. In order to facilitate the transition from one-year terms to staggered two-year terms for Members-at-large, the Executive Committee may extend the term of a current Member-at-large for an additional year. Subsequent Members-at-large shall be elected by the membership for two-year terms.

If both Members-at-large are slated to be elected in the same year, then one Member-at-large position shall be for a term of one year, and the other shall be for a term of two years in order to preserve the intended effect of staggering the Member-at-large terms of office.

## **Article V Meetings**

### Section 1: Occurrence of Meetings

The Assembly shall meet at least twice a year, with one meeting being held each May and one in the fall. Additional meetings may be called at the discretion of the Executive Committee.

### Section 2: Voting Procedures

Prior to a vote at a meeting, any member may require that votes be tallied by secret ballot instead of a voice vote. Any member not able to attend a meeting may authorize another member to cast his or her vote by proxy; proxy authorizations must be submitted to the Executive Committee by email (TBD) no later than 24 hours prior to the meeting.

### Section 3: Quorums and Meetings Lacking Quorum

A quorum to enact business shall be forty per cent of the members.

If there is no quorum at an Assembly meeting, the members present may propose motions, but such motions shall not become effective unless they are ratified through electronic voting as follows:

(a) The Secretary shall send an e-mail, with instructions for electronic voting, to all members of the Assembly stating the motions proposed at the meeting. The Secretary shall not include any arguments for or against a motion in the voting information, but any member, including the Secretary, may make such arguments in separate e-mails.

(b) Members are to provide a response of yea, nay, or abstain to each motion within two weeks after instructions are sent by completing an electronic survey developed by the Executive Committee. The electronic survey shall be designed in such a way as to limit participation to members, allow each member to vote only once, and protect the anonymity of the votes.

(c) After said deadline has passed, the Secretary shall tally the votes for each motion. A proposal shall pass it if receives (i) a response from at least forty percent of all the members and (ii) a vote of yea from the majority of those voting.

## **Article VI: Committees**

### Section 1: Nominating Committee

In addition to the Executive Committee, which is governed by Article IV, there shall be a Nominating Committee and any additional committees that the Executive Committee may create.

### Section 2: Types of Committees

There shall be two types of committees: standing committees, which shall operate indefinitely, and ad hoc committees, which shall dissolve after accomplishing a specific task. The Nominating Committee shall be a standing committee whose purpose is to nominate candidates for the May elections. The Executive Committee shall define the purpose of each committee it creates and shall designate each such committee as a standing committee or an ad hoc committee.

### Section 3: Leadership of Committees

The immediate past President shall chair the Nominating Committee, which shall consist of the chair and two other persons appointed by the Executive Committee. For each other committee, the Executive Committee shall appoint a chair who shall serve at the discretion of the Executive Committee, and the Executive Committee or the committee chair may appoint members who shall serve at the discretion of the Executive Committee or committee chair. Each committee chair may also invite additional non-voting persons to act as consultants to the committee.

### Section 4: Relationship of Committees to Executive Committee

The committee chairs shall report to the Executive Committee.

### Section 5: Termination of Committees

The Executive Committee may dissolve any committee, other than the Nominating Committee, at any time.

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

### **Section 1**

These Bylaws may be amended at a regular meeting of the Assembly where there is a quorum 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.

### **Section 2**

When there is no quorum, the Secretary shall send an e-mail, with instructions for electronic voting, to all members of the Assembly. The Secretary shall not include any arguments for or against an amendment in the voting information, but any member, may send arguments in separate e-mails. Members are to provide a response of yea, nay or abstain to each amendment within two weeks after instructions are sent by completing an electronic survey developed by the Executive Committee. The electronic survey shall be designed in such a way as to limit participation to members, allow each member to vote only once, and protect the anonymity of the votes. A proposed amendment shall pass if it receives (i) a response from at least forty percent of all the members (i.e., a quorum) and (ii) a vote of yea from at least two-thirds of those voting electronically.

Bylaws amended and approved November 7, 2006; May 17, 2007; May 30, 2017.

[W&M Libraries Professionals Assembly](#)