

William & Mary Libraries Professionals Assembly

Handbook

Introduction

The purpose of the handbook is to offer guidelines to the officers and members of the William & Mary Libraries Professionals Assembly (LPA).

The Executive Committee consists of two Co-Chairs, a Secretary, and two Members-at-Large. 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. The following pages contain the responsibilities of the elected officials and committee chairs.

Elected Officers

Co-Chairs

To promote maximum flexibility and responsiveness to issues that may arise, the organization shall be led by two co-chairs. The Co-Chairs will serve for staggered two-year terms with one being elected on an annual basis. When needed to create staggered terms, one co-chair will assume a one-year term.

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 second-year co-chair shall Chair the Professional Development (standing) Committee.

Secretary

The secretary shall serve a two-year term.

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 Secretary will also put out an annual call for nominations and coordinate the elections each spring. The Secretary is not excluded from being on the ballot, and in that event, the first year Member-at-Large will coordinate the election.

Members-at-Large

Members-at-Large will serve for staggered two-year terms with one being elected on an annual basis. When needed to create staggered terms, one Member-at-Large will assume a one-year term.

Members-at-Large are responsible for maintaining the currency of the handbook. Suggestions from the general membership should be given/sent to these two individuals who will then take them to the Executive Committee for discussion. Likewise, the two Members-at-Large should review the handbook during their term and notify the Executive Committee if changes are needed.

If the Secretary is on the ballot for the spring meeting, or unable to run the election, the Member-at-Large completing their 1st year will coordinate the election during the spring meeting.

Meetings

The assembly will meet biannually with meetings held in the spring and fall. The preferred month for holding the spring meeting is in May, while the fall meeting should take into consideration the beginning of the semester and the holidays. Elections will be held during the spring meeting, or shortly thereafter if quorum is not met. Additional meetings may be held throughout the year at the discretion of the Executive Committee.

The Executive Committee shall meet prior to the fall and spring meetings to plan the agenda for each meeting. Additional meetings will be held as deemed necessary to accomplish LPA business.

Nominations

At least a month prior to the spring meeting, the Secretary shall put out a call for nominations to the general membership of the LPA. There should be at least one candidate for each open position. The candidates on the ballot should be shared with the general membership at least one week prior to the meeting. At least one member of the Executive Committee shall be from a library other than Swem Library.

Elections

Elections will be held during the May meeting unless quorum is not met. In that event, the Secretary will coordinate an electronic election as outlined in the Electronic Voting section of the LPA Handbook. 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 both Co-Chairs or Members-at-Large, the two candidates receiving the highest number of votes shall be elected.

Bylaws Amendments

Amendments to the bylaws must be shared with the general membership one month prior to the vote. Voting on bylaws amendments may take place during either the spring or fall meeting of the LPA. Bylaws amendments require quorum plus a 2/3 vote in the affirmative to pass. Any members may propose an amendment. If quorum is not met, the Secretary shall coordinate an electronic election as outlined in the Electronic Voting section of the LPA Handbook.

Electronic Voting

When quorum is not met for a vote, the Secretary shall send an e-mail with instructions for electronic voting to all members of the Assembly. 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 abstain from voting on any or all items, and protect the anonymity of the votes.

For election votes, the survey shall list the slate of nominated candidates and also allow members to vote for write-in candidates.

For votes on bylaws amendments, members are to provide a response of yea, nay or abstain to each amendment listed on the survey. The Secretary shall not include any arguments for or against an amendment in the voting information, but any member may send arguments in separate emails to the Assembly listserv.

The electronic voting period will be 14 days. A reminder should be sent to all members halfway through the voting period. At the close of the voting period, the Secretary shall tally and announce the results.

Handbook Updates

Updates to the handbook will be coordinated by the two Members-at-Large. The Members-at-Large should review the handbook during their term and bring any suggested changes to the Executive Committee for discussion and potential approval. Any member may propose a change to the handbook and should submit the suggested change to one of the Members-at-Large to take before the Executive Committee.

Changes to the handbook are approved by the Executive Committee and will be shared with the membership upon approval.

Committees

There shall be two types of committees: standing committees and ad hoc committees. Committees will be approved by the Executive Committee and may be dissolved at any time. The Executive Committee should create a charge for each committee when it is created and append those to this handbook.

Standing Committees

Standing committees shall operate indefinitely and be created by the Executive Committee. Standing committees will be chaired by a member of the Executive Committee who will report back about the work of the committee.

Ad Hoc Committee

Ad hoc committees will be designated a specific task and shall dissolve after accomplishing this task. A chair will be appointed from the general membership of the LPA and will report back to the Executive Committee prior to the spring and/or fall general membership meetings.

Related Documents

Bylaws (approved October 30, 2018)

Rules of Order (approved October 30, 2018)

Professional Development Committee Charge (approved by the Executive Committee July 26, 2018)

Professional Development Committee

(Approved July 26, 2018)

Charge:

The LPA Professional Development Committee is charged with creating, managing, and sponsoring programs related to professional development that support the interests of its members and that are open to all members of the W&M libraries.

Composition:

The committee will be comprised of 5-7 people, and will include a Committee Chair, Secretary, and Members-at-Large. The committee will be chaired by the LPA Executive Committee Co-chair who is in their second year of service. The Members-at-Large and the Secretary will be selected from volunteers among the ranks of the LPA, with consideration given to creating a committee that is representative of the professionals at W&M libraries.

The Committee Chair will be responsible for reporting to the LPA Executive Committee on the work done by the Professional Development Committee. The primary role of the Chair is as a facilitator; they will guide the committee in proposing new activities and services that will further the mission and goals of the assembly.

The Secretary will be responsible for taking notes at all meetings and providing formal write-ups of meetings and all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation. These will be posted in a centralized location and accessible to all members of the LPA. The secretary will also be responsible for setting up meetings, including putting out a call for agenda items, circulating an agenda to committee members prior to any meeting, and booking a room.

The Secretary and the Members-at-Large will serve for one year terms. A call for volunteers will be sent out following the May LPA meeting for selection of new members of the LPA Executive Committee. The new 2nd Year LPA Executive Committee Co-chair will assume the role of Committee Chair. The outgoing Co-chair has the option to volunteer as a committee member and members may volunteer for multiple consecutive terms.