



# Section 2

# Bylaws



# Florida Library Association Manual

## Bylaws

### **Article I. Membership**

#### Section 1. Dues and Membership Categories

1. Annual dues are set by the Executive Board and voted on by the membership.
2. Membership categories are established by the Executive Board.
3. Membership categories include Honorary and Lifetime memberships. These two categories of membership are awarded at the discretion of the Executive Board to individuals as described below.
  - a. Honorary Membership may be presented to a layperson whose work on behalf of Florida libraries has made an impact on a state or national scale. The FLA membership recommends persons for Honorary Membership to the Executive Board. This class of membership carries with it the privileges of free registration for FLA conferences and participation on committees or in workshops. Honorary members may not vote or hold office unless they choose to pay dues and become personal members. Nominees for Honorary Membership should be presented to the Executive Board before the Winter Executive Board Meeting each year so the nomination can be announced at the Annual Meeting.
  - b. Lifetime membership may be presented to a member of the Association whose long-term professional involvement has served both libraries within the state and the Association itself. Such involvement includes service on committees, in workshops and conferences, on the Executive Board and in other library service and image-enhancement areas of library development. The award is presented by the Executive Board and carries with it all rights and privileges of personal membership. Lifetime members do not pay dues or conference registration fees.
4. Annual dues are payable to the Association and submitted to the Association's office.

#### Section 2. Membership Year

1. The membership year is from January 1 through December 31.
2. Members joining in the last quarter of a year also receive membership for the full year following.

#### Section 3. Membership Renewal

1. Membership renewal is due by February 20 of each year. Failure to renew by this date results in the member being dropped from the membership roll. A dropped member can renew at any time after being dropped by payment of dues required of new members.



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2. The Association sends membership renewal notices to current members by December 1<sup>st</sup> of the previous year.

### Section 4. Voting and Office Holding Privileges

1. Personal, organizational and business members are voting members. Organizational or Business member votes are made by the contact person named on the organizational or business member's application or, in the case of the original contact no longer being available to vote, the person occupying the position held by the original contact. Members whose dues have not been paid as of February 20<sup>th</sup> for the current year may not vote.
2. Personal members whose dues have not been paid as of February 20<sup>th</sup> for the current year may not hold office.

## Article II. Meetings

Section 1. The Association will meet annually.

Section 2. Special meetings of the Association may be called by the Executive Board on its own initiative or at the request of ten percent of the members of the Association, providing at least three weeks' notice is given to members, and only business mentioned in the notice is transacted

Section 3. Ten percent of the active current membership representing at least five organizational members constitutes a quorum for the transaction of business at any annual or called meeting of the Association.

Section 4. A quorum of the Executive Board shall be a majority of its members. For electronic voting, the Secretary shall notify the Executive Board members and verify their participation before sending the official item(s) and specific timetable for the voting procedure.

Section 5. The Executive Board has the authority to plan and conduct district meetings in the State.

## Article III. Executive Board

### Section 1. Officers

1. The Officers of the Association are President, Vice-President/President-Elect, Secretary and Treasurer. Terms of office begin at the end of the Annual Conference.
2. Upon election the Vice President/President Elect agrees to serve for three years as follows:  
Year One – Vice President/President Elect  
Year Two – President  
Year Three – Past President  
All three positions include voting on Executive Board issues, attendance at Board Meetings, serving on or chairing committees.



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3. The Secretary and Treasurer are elected for two-year terms. The Secretary is elected in even-numbered years and the Treasurer is elected in odd-numbered years.
4. The Immediate Past-President serves as a voting member of the Executive Board.

### Section 2. Directors

1. There are six directors on the Executive Board who each serve two-year terms, three being elected each year. The directors each represent one of six geographic areas of the state\* and must live and/or work in the area represented.  
\*See addendum for list of current areas
2. Terms of office for Directors begin at the end of the Annual Conference.

### Section 3. *Ex-officio*, Non-voting Members

1. The Executive Director serves as a non-voting member of the Executive Board.
2. The Parliamentarian serves as a non-voting member of the Executive Board.
3. The Chair of the Planning Committee serves as a non-voting member of the Executive Board.
4. The State Librarian or designee serves as a non-voting member of the Executive Board.
5. Representatives of Florida higher education institutions offering American Library Association accredited Master's degrees in library and information services will serve as non-voting members of the Executive Board.
6. Interns and Fellows serve as non-voting members of the Executive Board.

### **Article IV. Election Procedures**

1. A Nominating Committee is appointed by the immediate Past President and approved by the Executive Board. Whenever possible, the immediate Past President serves as Chairperson of the Nominating Committee. The Committee proposes the names of at least two candidates for each office.
2. The Nominating Committee makes its report to the Executive Board by the summer Executive Board meeting. The names of the nominees are announced to the membership following that meeting by direct communication to the members and/or by release in an official publication of the Association.
3. Additional candidates for each office may be nominated upon petition of at least twenty-five (25) members of the Association using a standard form developed for that purpose, providing the petitioners have secured the consent of each nominee in advance. Any such



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petitions must be provided to the Chair of the Nominating Committee within thirty (30) days after the official announcement of the Nominating Committee's slate.

4. All nominees provide a statement listing their qualifications for office, a biographical sketch and photograph for publication with the ballot.
5. Election of officers, directors, and the ALA and SELA representatives by member balloting occurs at least 60 days prior to the annual meeting.
6. Members are afforded the opportunity to vote on paper or electronic ballots. When an electronic method is used a secure software system will be used that ensures that members can only vote once and ensures that voting is anonymous. Paper ballots are numbered.
7. The President appoints a committee of three Tellers who shall confer and verify the results of electronic voting. In the event there are paper ballots, one teller shall meet with the Executive Director to witness and verify the opening and counting of the ballots. Upon completion of the vote tally, the Executive Director shall notify the President, Vice-President/President-Elect, and the FLA Office of election results. The Vice-President/President Elect notifies the nominees of election results by telephone and sends follow-up letters to all candidates and the Executive Board.

### **Article V. Vacancy in Elected Office**

1. Vice President, President and Past-President vacancies are filled as follows:  
If President – the Vice President/President Elect steps into the office as President until the next election.  
If Vice President/President Elect – the position remains vacant pending a special election within the next thirty (30) days unless the voting cycle for the next election has begun.  
If Past President – the immediate preceding Past President assumes the role until the next election.
2. In the case of any other vacancies of the Executive Board, the President may appoint with the approval of the Executive Board. The appointee serves for the remaining part of the term. Director appointees must live or work in the designated area.

### **Article VI. Duties of Officers and Executive Board Members**

#### **Section 1. Executive Board.**

1. The Executive Board manages the business affairs of the Association and may contract with an Executive Director and/or an association management company to assist in managing the Association. The Executive Board shall fix and approve any compensation to be paid.
2. The Executive Board contracts for such services as deemed necessary to support member communications and Association publications. The Executive Board shall fix and approve any compensation to be paid.



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3. The Executive Board contracts for legislative advocacy and lobbying based on a recommendation of the Legislative Committee and fixes compensation for such services.
4. The Executive Board conducts business by telephone and electronic communications in accordance with established procedures. Such actions must be verified and made part of the minutes of the next regular or special meeting of the Board.

### Section 2. Officers.

1. The President presides over all general and Executive Board meetings of the Association. The President appoints members to Association committees, with the exception of Vice-Chairpersons. Committee appointments are subject to approval by the Executive Board. The President is Chairperson of the Finance Committee and an *ex-officio* member of all other committees except Nominating. The President votes in case of a tie at Executive Board meetings.
2. The Vice-President/President-Elect acts for the President on request or in case of absence, serves on the Finance Committee, Conference Planning Committee and on the Planning Committee. Upon election as Vice-President/President Elect, he/she nominates the Vice-Chairpersons of all standing committees, except Nominating. These appointments are brought to the Executive Board as information. The Vice-President/President Elect is a voting member of the Executive Board.
3. The Secretary records and keeps a complete file of the proceedings of all meetings of the Association and the Executive Board and prepares written minutes for Board approval and posting on the Association Web site. The Secretary oversees the electronic voting process and collects, tallies, and reports electronic votes. At the end of each year the Secretary forwards originals of all records to the Association Archives. The Secretary may serve on selected committees.
4. The Treasurer approves disbursement of the monies of the Association by the FLA Office, along with the Executive Director. The Treasurer reviews monthly financial reports submitted by the FLA Office and presents a financial status report at Executive Board meetings. The treasurer assures that all funds and records are in order at the end of the Association's fiscal year and at the end of the term of office. The Treasurer chairs the Finance Committee and serves on the Conference Committee.
5. The Immediate Past President serves as a voting member of the Executive Board. The Immediate Past President also traditionally serves as Chairperson of the Nominating Committee and as liaison to selected Association groups.

### Section 3. Directors

Directors serve as voting members of the Executive Board and may be assigned to serve on specific committees. They act as liaison with selected Association groups. They provide information on the views and opinions of members of their geographic area in Board discussions but cast their votes as representatives of the full membership. Directors are



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responsible for communicating about Association activities and issues related to library service of all types with members in their geographic areas.

## **Article VII. Committees**

Section 1. The Florida Library Association has standing committees as follows:

- a. Awards
- b. Conference
- c. Continuing Education
- d. Finance
- e. Florida Public Library Standards
- f. Human Resources
- g. Intellectual Freedom
- h. Leadership Development
- i. Legislative
- j. Library Personnel Recruitment
- k. Membership
- l. Nominating
- m. Planning
- n. Public Relations
- o. Scholarship
- p. Past Presidents Council

Committee appointments, with the exception of the Vice Chairmen, are made by the President. The Vice President/President Elect appoints the Vice-Chairmen. Some committees have traditional appointments, i.e. the Immediate Past-President chairs the Nominating Committee. The names of those to serve as Chairmen and Vice-Chairmen are brought to the Executive Board as information.

There may also be from time to time Special or Ad Hoc Committees. The President may appoint these committees with a specific assignment. At the end of that term of office, if the work assigned to the committee has not been completed, the incoming President may continue the current appointees and either add to or replace them.

Job descriptions for all standing committees are included in the FLA Policies and Procedures Manual.

## **Article VIII. Member Groups**

Section 1. Purpose

Association member groups provide a focus for the interaction of members who share a common interest in a topic related to the development and management of libraries and library facilities, the provision of library service, or library staffing.

Section 2. Membership

Member groups must have a minimum of ten Association members who elect to participate in the group when they join or renew their membership or at who at an Association event sign up to participate in the group.

Section 3. Leadership



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Each group must have a designated leader within two weeks following the annual conference each year. Leaders may be selected either by vote of the group membership or consensus of members attending a group meeting at the annual conference. In the event that does not occur, an interested member may either offer or be asked to serve as group leader.

### Section 4. Activities

Groups carry out activities related to the group's topic of interest such as communicating about the topic through the year, presenting continuing education programs at the annual conference and at other times during the year, and holding meetings and events. Activities held as an FLA group must have the approval of the Executive Board.

### Section 5. Continuation from Year to Year

At least ten Association members must be signed up for the group for a group to continue past February 20 of each year.

### **Article IX. Association Fiscal Year**

The Association's fiscal year is from January 1 through December 31.

### **Article X. Dissolution of the Association**

In the event the Florida Library Association is dissolved, all monies in the treasury, after current bills are paid, shall be given to the American Library Association.

### **Article XI. American Library Association Affiliation**

This Association is a chapter of the American Library Association (ALA) and shall have representation on the ALA Council in accordance with provisions of the ALA Constitution and Bylaws and this representative shall be a voting member of the FLA Executive Board.

1. This representative, to be known as Councilor, serves in accordance with the provisions of the ALA Constitution and Bylaws.
2. The Councilor provides a report of ALA Council activities for Association membership at least annually.
3. The Councilor is a personal member of ALA and FLA.
4. The Councilor term of office is for three years and begins July 1 of the first year. In the year that the term expires the office is filled in accordance with the procedure used in the election of officers of the Association.
5. When a vacancy occurs, the FLA Executive Board designates a replacement until the next scheduled FLA election.

### **Article XII. Southeastern Library Association Affiliation**

This Association is a constituent member of the Southeastern Library Association (SELA) and as such is entitled to one representative on the SELA Executive Board in accordance with the provision of the SELA Constitution and Bylaws and this representative shall be a voting member of the FLA Executive Board.



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1. This representative serves in accordance with the provisions of the SELA Constitution and Bylaws.
2. This representative may not serve as a SELA section or committee chair, but may serve on FLA committees, as assigned.
3. The representative provides a report for Association membership at least annually.
4. The representative is a personal member of SELA and FLA.
5. Term of office is for four years and begins at the end of the FLA Annual Conference. The year that the term expires, the office will be filled in accordance with the procedure used in the election of officers of the Association.
6. When a vacancy occurs, the FLA Executive Board designates a replacement until the next scheduled FLA election.

### **Article XIII. Official Journal**

The Association has an official journal.

### **Article XIV. Amendments to Bylaws**

These Bylaws may be amended by either of the following methods:

1. By a majority vote of the Executive Board members present and voting at a regular meeting providing thirty (30) days written notice of the proposed changes has been provided to Executive Board members. Any changes adopted are published in an official publication of the Association.
2. By a majority vote of the Executive Board members who must respond to an email notification of the proposed changes sent at least twenty-one (21) days prior to the effective date of the changes. Records of changes must be confirmed in the minutes of the next regular or special Executive Board meeting and be published in the Association journal.

### **Article XIV. Amendments to Charter**

The Charter (Articles of Incorporation) of the Association may be amended at any regular meeting of the Association, or any special meeting called for that purpose. At least thirty (30) days notice of intention to submit such amendments must be given to Association members. A two-thirds majority of those voting is required to amend the Charter. The Charter may also be amended by mail ballot based on a two-thirds vote of those returning the ballot.

### **Article XV. Parliamentary Authority**

Roberts Rules of Order is the governing authority in any matter not specifically covered in these Bylaws.