



Section 2

Bylaws



Florida Library Association Manual

Florida Library Association

BYLAWS

Article I. Membership in the Florida Library Association (FLA)

Section A. Dues and Membership Categories

1. Annual dues are set by the Executive Board.
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 B. Membership Year

1. The membership year is from January 1 through December 31.

Section C. Membership Renewal



Florida Library Association Manual

1. Membership renewal is due by January 31 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.
2. The Association sends membership renewal notices to current members by December 1st of the-current membership year.

Section D. 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 for the current year may not vote.
2. Personal members whose dues have not been paid for the current year may not vote or hold office.

Article II. Meetings

Section A. The Association will host an annual business meeting each year.

Section B. Special Meetings

1. 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 a 48 business-hour notice to members, and only the business mentioned in the notice is transacted. For instances where more urgent action needs to be taken, the president can call a more immediate meeting and a decision can be made by the four officers (including: the President, Vice President/President Elect, Secretary, and Treasurer) and the Immediate past-president.

Section C. Members present at the annual business meeting of the Association will constitute a quorum for the transaction of business.

Section D. A quorum of the Executive Board shall be a majority of its voting 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 E. The Executive Board has the authority to plan and conduct regional meetings in the State.

Article III. Executive Board

Section A. Officers

1. The Officers of the Association are President, Vice-President/President-Elect, Secretary and Treasurer.



Florida Library Association Manual

2. Terms of office begin at the end of the Annual Conference.
3. 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
4. All three positions include voting on Executive Board issues, attendance at Board Meetings, and serving on or chairing committees.
5. 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.
6. The Immediate Past-President serves as a voting member of the Executive Board.

Section B. 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 regions of the state and must live and/or work in the area represented. (*See the FLA Policies and Procedures Manual for current regions.)
2. Terms of office for Directors begin at the end of the Annual Conference.

Section C. 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 (ALA) 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.
7. The Chair of the Legislative Committee serves as a non-voting member of the board.



Florida Library Association Manual

Article IV. Election Procedures

Section A. Nominations

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. Nominating Committee will review nomination applications and select the final slate of candidates.
3. The Nominating Committee makes its report to the Executive Board 180 days prior to the Annual 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.
4. Additional candidates for each office may be nominated upon petition of at least three (3) 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 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.
5. All nominees will provide a statement listing their qualifications for office, a biographical sketch and photograph for publication with the ballot.

Section B. Elections

1. Election of officers, directors, and the ALA Councilor by member balloting occurs at least 60 days prior to the annual meeting.
2. Members are to vote by electronic ballots using a secure software system that ensures that members can only vote once and ensures that voting is anonymous.
3. Upon completion of the vote, the Executive Director shall notify the President, Vice-President/President-Elect, of election results. The Vice-President/President Elect notifies the nominees of election results by telephone and notifies the Executive Board and then the membership.

Article V. Vacancy in Elected Office

Section A. Vice President/President Elect



Florida Library Association Manual

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

Article VI. Duties of Officers and Executive Board Members

Section A. 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.
2. The Executive Board shall fix and approve any compensation to be paid to the Executive Director.
3. The Executive Board contracts for such other services as deemed necessary to support the Association including those to support member communications-and publications. The Executive Board shall fix and approve any compensation to be paid.
4. The Executive Board contracts for legislative advocacy and lobbying based on a recommendation of the Legislative Committee and fixes compensation for such services.
5. 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 B. 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 who are appointed by the Vice-President/President Elect. Committee appointments are subject to approval by the Executive Board. The President is an *ex-officio* member of all other committees except Nominating. The President votes in case of a tie at Executive Board meetings.



Florida Library Association Manual

- 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 record 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. The Secretary is a voting member of the Executive Board.
- 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 Executive Director 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. The Treasurer is a voting member of the Executive Board.
- 5.** The Immediate Past President serves as a voting member of the Executive Board. The Immediate Past President also serves as Chairperson of the Nominating Committee and as liaison to selected Association groups.

Section C. Directors

- 1.** Directors serve as voting members of the Executive Board and may be assigned to serve on specific committees. They act as liaison to selected Association groups. Directors provide information on the views and opinions of members of their geographic region in Board discussions but cast their vote as representatives of the full membership. Directors are responsible for communicating about Association activities and issues related to library service of all types with members in their geographic regions.

Article VII. Committees

Section A. Standing Committees

The Florida Library Association has standing committees as follows:

- a. Awards
- b. Conference
- c. Continuing Education
- d. Finance
- e. Florida Public Library Standards



Florida Library Association Manual

- f. Fundraising
- g. Human Resources
- h. Intellectual Freedom
- i. Leadership Development
- j. Advocacy & Legislative
- k. Library Career Development
- l. Membership & Marketing
- m. Nominating
- n. Planning
- p. Scholarship

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

3. Responsibilities for all standing committees are included in the *FLA Policies and Procedures Manual*.

Section B. Ad Hoc Committees

1. 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.

Article VIII. Member Groups

Section A. Purpose

1. 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 or on-going support for library interests.

Section B. Signing-Up

1. New groups are formed through the participation of five FLA members whose names are submitted to the Executive Director for verification of membership status and interest; when complete, this form is submitted by the Executive Director to the Executive Board for approval.

2. Groups must have a designated leader within two weeks following the conference each year to continue into the next program year. Groups not reporting a leader will be contacted and members given an opportunity to assume leadership; if no leader is identified, the group may be dissolved by action of the Executive Board.



Florida Library Association Manual

Section C. Activities

1. 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 by holding meetings and events.
2. Activities held as an FLA group must have the approval of the Executive Board.

Section D. Continuation from Year to Year

1. At least ten Association members must be signed up for the group for a group to continue.

Article IX. Association Fiscal Year

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

Article X. Dissolution of the Association

1. 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

1. 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. As a representative for FLA the Councilor is expected to attend the ALA Council meetings at the annual and midwinter meetings to represent FLA as a chapter.
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.
6. The Florida Library Association and the American Library Association agree to a joint membership category for students enrolled in an accredited library degree program.



Florida Library Association Manual

Article XII. Official Journal

1. The Association has an official journal published in the Fall and Spring of each year

Article XIII. Amendments to Bylaws

Section A. Methods to Amend the 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 when 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 and on the FLA website.
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. A record of approved changes must be confirmed in the minutes of the next regular or special Executive Board meeting, be published in an official publication of the Association and be posted on the FLA website.

Section B. Suspension of the Bylaws

1. As stated in Roberts Rules of Order, a section of the Bylaws may be temporarily suspended by the Board for a specified time period.

Article XIV. Amendments to Charter

1. 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 members voting is required to amend the Charter.
2. The Charter may also be amended by mail or electronic ballot based on a two-thirds vote of those returning the ballot.

Article XV. Parliamentary Authority

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