

NURSING AND ALLIED HEALTH RESOURCES SECTION
Bylaws
Amended May 2011

BYLAWS

ARTICLE I. Name

The name of this organization shall be the Nursing and Allied Health Resources Section, a Section of the Medical Library Association, Inc.

ARTICLE II. Purpose

The purpose of this Section shall be to work within the Medical Library Association to serve the interests and concerns of librarians responsible for services to the Nursing and Allied Health professions; to foster the professional growth of its members; to promote the provision of high quality library service; and to provide leadership in identifying and solving problems in nursing and allied health information delivery. This Section works with other groups within the Medical Library Association and with other organizations to ensure excellence in library information services for nurses and allied health professionals.

ARTICLE III. Membership

Section 1. Members

All and only members of MLA may belong to this Section.

Section 2. Rights and Privileges

A. Voting members of this Section shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or to vote on recommendations to the Section Council regarding MLA policies or actions, and to vote on the selection of a candidate for the MLA Nominating Committee.

B. Officers of this Section shall be Voting Members of the Medical Library Association.

Section 3. Dues

A. Dues shall be determined by a majority vote of those present and eligible to vote at the Annual Meeting of this Section. Section dues shall not exceed MLA membership dues for Regular Members.

B. Section dues shall be payable on joining the Section and thereafter at the same time as are Medical Library Association dues.

C. Dues shall be assessed on an annual basis for the period of one fiscal year.

D. The fiscal year of this section shall be the calendar year.

E. Individuals who have not paid annual dues by the annual meeting shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges. Any Section positions held by such individuals shall be considered vacant.

ARTICLE IV. Elective Officers

Section 1. Officers and Terms of Office

A. Elective officers of the Section shall be the Chair, Chair-Elect, Immediate Past-Chair, Secretary, and Treasurer.

B. The term of office of the Chair shall be one year as Chair-Elect, one year as Chair, and one year as Immediate Past-Chair. No one may serve more than one successive term as Chair-Elect/Chair.

C. The term of office of the Secretary shall be two years. An individual may not serve more than one successive term as Secretary.

D. The term of office of the Treasurer shall be two years. An individual may not serve more than one successive term as Treasurer.

E. Elected officers shall take office at the close of the MLA Annual Meeting following their election and serve, unless they resign, die, become incapacitated, or are removed, until the close of the MLA Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties.

Section 2. Duties

A. The duties of the Chair shall be to preside over all meetings and to represent the Section at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint committee members and chairs, to be an ex officio member of all committees, to serve as a member of Section Council, to submit an Annual Report to the membership and to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section. A Parliamentarian may be appointed by the Chair to serve a term concurrent with that of the Chair. This person may be reappointed to serve additional terms.

B. The duties of the Chair-Elect shall be to serve as Chair whenever the Chair is not able to do so, to serve as Chair of the Program Committee for the next Annual Meeting of the Section, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

C. The duties of the Immediate Past-Chair shall be to represent the Section on the MLA Section Council by attending the meetings of the Council, to represent the Section's interests during discussions, make motions, debate, and vote on Council issues on behalf of the Section, to transmit to the Council recommendations that have been approved by the Section, and to communicate Council

business to the officers and membership of the section. Additional duties are to serve as Chair of the Nominating Committee and in consultation with the Executive Board revise the Section Manual.

D. The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence, to prepare minutes of all meetings, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

E. The duties of the Treasurer shall be to be responsible to receive and account for all monies due to the organization, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

Section 3. Elections

A. The Nominating Committee shall prepare annually a slate of at least one nominee for Chair-Elect and for each elective officer whose term expires.

B. Ballots shall be distributed to the voting membership by the Nominating Committee and returned to a member of the Nominating Committee in time for the results to be declared on or before February 15. A majority vote elects unless there are more than two candidates, then a plurality shall elect.

Section 4. Vacancies

A. A vacancy arising in the office of Chair shall be filled by the Chair-Elect, who shall cease to be Chair-Elect, shall serve out the unexpired term of the Chair, and shall continue as Chair for the full succeeding term to which he or she was elected.

B. When the immediate Past Chair is unable to attend the Section Council meeting, the Section Chair may vote. When neither the Section Immediate Past Chair nor the Section Chair is able to attend the Section Board may appoint another officer as the proxy who will represent the Section's interests during discussions, make motions, debate, and vote on Council issues on behalf of the Section. Appointment of a proxy must follow the guidelines developed by the Section's Executive Board.

C. A vacancy arising in any other elected office shall be filled by appointment by the Executive Board.

Section 5. Candidate for the MLA Nominating Committee Membership

A. The name of one Voting Member of the Medical Library Association, chosen by election, shall be submitted each year to the Section Council as a potential candidate for membership on the MLA Nominating Committee; this submission shall be made to the Council before its final assembly at the MLA Annual meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.

B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such a potential candidate or candidate from some other unit of the Medical Library Association; no candidate for membership on the MLA Nominating

Committee shall also be a candidate for an elective office of the Medical Library Association, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more than one term during a period of five years.

ARTICLE V. Meetings

Section 1. Meetings

At least one meeting shall be held in each fiscal year. Additional meetings may be held. All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date. The Section's Business Meeting shall be held during the same period and at the same location as the Association's Annual Meeting. No Section meetings shall be held at the same time that General Sessions or Business Sessions of the Association's Annual Meeting are conducted.

Section 2. Quorum

Twenty-five (25) members shall constitute a quorum of this Section.

ARTICLE VI. Executive Board

Section 1. Executive Board

The Chair, Chair-Elect, Immediate Past-Chair, Secretary, and the Treasurer shall constitute the Executive Board. The Section Chair shall chair the Executive Board.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of this Section between its Business Meetings, fix the time and place of meetings, make recommendations to the membership, and shall perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the organization.

Section 3. Voting

Any action by the Executive Board must have approval of the majority of the members of the Executive Board, counting the Chair. The Chair may vote in any case in which his or her vote would affect the result.

Section 4. Number of Votes

In voting in the Executive Board, each Board member shall have one vote.

ARTICLE VII. Committees

Section 1. Standing Committees

A. The Executive Board shall establish standing committees to consider matters of the Section that require continuity of attention by the members. The Executive Board shall recommend the name and size of each committee.

B. The Chair in consultation with the Executive Board shall designate and announce committee members and chairs within 6 weeks after beginning his or her term of office, and when these appointments shall take effect. Unless otherwise approved by the Executive Board, members of standing committees shall be appointed for terms of 2 years, and may be reappointed. The Chair shall have the discretion to terminate appointments.

Section 2. Special Committees

The Section Chair may appoint such other special committees as are necessary with the advice and consent of the Executive Board.

Section 3. Committee Chairs

Chairs of committees shall be Voting Members of the Medical Library Association.

Section 4. Committee Reports

Each committee shall submit an annual report of its activities to the Section Chair prior to the compilation of the Annual Section Report for submission to MLA Headquarters.

ARTICLE VIII. Dissolution

In the event of dissolution of this Section, all liabilities and obligations shall be paid or adequate provision made for payment. Remaining assets shall revert to the MLA General Fund.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Section may adopt.

ARTICLE X. Amendment of Bylaws

These bylaws may be amended by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the vote being taken.

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