

## *TLA Manual of Procedures*

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**Edition: April 2009**

**TENNESSEE LIBRARY ASSOCIATION  
BYLAWS  
March 2009**

**Article I: Name**

The name of this organization shall be the Tennessee Library Association.

**Article II: Objectives**

The objectives of the Association shall be to:

- Promote the establishment, maintenance, and support of adequate library services for all people of the state;
- Cooperate with public and private agencies with related interests;
- Support and further professional interests of the membership of the Association.

**Article III: Membership**

Any person, institution organization, or agency engaged in or interested in library service may become a member of the Association upon payment of dues. Membership in the Association shall be composed of the following classes:

- Individual
  - Regular – library personnel
  - Student – graduate level library / information science emphasis
  - Trustee, retired librarian, business firm representative, friend of libraries
  - Life
- Institutional

**Article IV: Dues**

Section 1. Annual individual membership dues shall be:

- a. Annual dues for regular membership shall be based upon the following salary scale:

Up to \$9,999	\$15.00
\$10,000 - \$19,999	\$30.00
\$20,000 - \$29,999	\$45.00
\$30,000 - \$39,999	\$60.00
\$40,000 - \$49,999	\$75.00
\$50,000 - \$59,999	\$90.00
\$60,000 - \$69,999	\$105.00
\$70,000 - \$79,999	\$120.00
\$80,000 - \$89,999	\$135.00
\$90,000 and above	\$150.00

- b. Annual dues for student membership shall be \$15.00. This rate shall apply for three membership years only.
- c. Annual dues for trustees, retired librarians, and friends of libraries shall be \$30.00
- d. Annual dues for business firm representatives shall be \$100.00.
- e. Life membership dues of individual members shall be \$1000.00.
- f.

Section 2. First time individual members registering for or at an annual conference or preconference shall receive a registration discount of \$10.00. The discount shall apply one time only per person.

Section 3. Each member shall be entitled to membership in one Section and one Roundtable. Annual dues for each additional Section and/or Roundtable shall be \$2.00.

Section 4. Annual dues of institutional members shall be based upon the operating budget, which shall be defined as the total expenditure for personnel and library materials during the previous fiscal year, according to the following scale:

Operating Budget	Dues
Up to \$50,000	\$35.00
\$50,001 - \$250,000	\$75.00
\$250,001 - \$400,000	\$100.00
\$400,001 - \$750,000	\$150.00
\$750,001 and above	\$200.00

- a. Institutional membership shall allow that institution to send two persons to the TLA Annual Conference at the TLA member registration rate at each Annual Conference.

Section 5. Membership shall be from January 1 through December 31 and shall entitle the member to the right to vote at annual meetings or by mail ballot; to receive the publications of the Association; and other privileges as spelled out in these Bylaws. Payment of dues by new members after October 1 of any year shall cover the dues for the remainder of the current year and also the following year.

Section 6. Members must pay dues by January 31 in order to participate in the Association's annual election. Members who have not paid dues by February 28 shall be dropped from membership. Individuals whose membership has lapsed because of nonpayment of dues may be reinstated upon payment of dues for the current membership year.

Section 7. The fiscal year of the Association shall be from July 1 – June 30.

#### **Article V. Officers**

Section 1. The elected officers of the Association shall be a President, a Vice President, and a Recording Secretary. The Vice President shall be President-Elect. All officers shall be individual members of the Association.

Section 2. A term of officer shall be one year, beginning on July 1 and ending on June 30.

Section 3. Term of office shall be terminated for any officer of the Association upon acceptance of permanent employment outside of Tennessee.

Section 4. In the event that the President shall take permanent employment outside Tennessee or shall be absent from the state for three or more months consecutively during a term of office, or in the event of the physical incapacity or death of the President, the Vice President shall become President for the unexpired portion of the term.

- a. A vacancy in the office of Vice President shall be filled by appointment of the Executive Committee.
- b. A vacancy in the office of Recording Secretary shall be filled for the unexpired term by appointment of the President, with the approval of the Executive Committee.

#### **Article VI. Nominations and Elections**

Section 1. The Nominating Committee shall consist of the Chairs of the five sections of TLA: Public Libraries Section, College/University Libraries Section, School Libraries Section, Special Libraries Section, Trustees/Friends Section. The Vice President/President-Elect of TLA shall appoint the Chair of the Committee in the Spring of his/her Vice Presidential term.

Section 2. The Nominating Committee shall present a slate of officers, including the ALA/APA Councilor and the Representative to the SELA Executive Board, when appropriate, with at least two members for each office, to be printed in an appropriate issues of either the Tennessee Librarian or the TLA Newsletter, along with a brief biographical sketch of each candidate and the names and addresses of the members of the Nominating Committee.

- Section 3. Additional eligible candidates shall be listed on the ballot if at least 25 members of the Association petition the Nominating Committee, in writing, on behalf of each candidate prior to the deadline for the appropriate issue of the chosen publication. Petitions shall be mailed to the Chair of the Nominating Committee. The slate of nominees from the Nominating Committee and any valid nominations by petition shall be published in the appropriate issue of the chosen publication. A ballot shall be mailed in February to each member of the Association and shall be returned to the Executive Director of the Association, postmarked no later than March 15.
- Section 4. Tellers shall be appointed annually by the President to count the ballots and report the election results. These tellers shall also count and report the results of other mail votes of the membership.
- Section 5. A majority of all votes cast for a particular office shall constitute election. If no candidate receives a majority, a run-off shall be held.
- Section 6. Six months or longer shall be a term of office when determining eligibility for re-election, except for the Vice President serving the unexpired term of the President.
- Section 7. The President and Vice President shall be eligible to serve only one term. In other offices, no person shall be eligible to serve more than two consecutive terms.

**Article VII. Duties of Officers**

- Section 1. The President shall be the principal officer of the Association. The President shall:
- a. preside at meetings of the Association;
  - b. preside at meetings of the Executive Committee and Board of Directors;
  - c. appoint Special Committees, as needed, to serve during his/her term of office, appointments are subject to review by the Executive Committee;
  - d. serve as an ex-officio member of all Committees and Sections of the Association, except the Nominating Committee;
  - e. approve all requests for payments, except where right of approval is assigned to the Executive Director by the President, within the limits of the budget of the Association;
  - f. perform other duties appropriate to the office, as outlined in the TLA Manual of Procedures.
- Section 2. The Vice President shall be designated President-Elect. The Vice President shall:
- a. perform the duties of the President in the absence of the President when requested;
  - b. become President for the unexpired term as defined by Article V. Section 4.
  - c. prior to taking office as Vice President, appoint (by May 15) the Conference Chair(s) and Conference Committee for the TLA Annual Conference which will be held during his/her Presidential year;
  - d. prior to taking office as President, appoint (by June 1) the Nominating Committee, and all Standing Committees, including Chairs, to serve during his/her term of office. Appointments are subject to review by the Executive Committee;
  - e. serve as a liaison between members and the governing bodies of the Associations;
  - f. serve as Ex-Officio member of the Finance and Membership Committees;
  - g. serve in such capacities as may be assigned by the President or as outlined in the TLA Manual of Procedures.
- Section 3. The Recording Secretary shall:
- a. serve as secretary at all meetings of the Executive Committee, the Board of Directors, and general membership meetings;
  - b. prepare the minutes of all meetings of the Executive Committee, the Board

- of Directors, and general membership meetings;
- c. insure the proper distribution of the agendas and minutes for all meetings of the Executive Committee, the Board of Directors, and general membership meetings.

**Article VIII. Executive Committee**

- Section 1. The Executive Committee shall be composed of the officers of the Association, the most recent Past President still residing in the state, and the Executive Director, who serves in an advisory capacity only.
- Section 2. The Executive Committee shall transact the business of the Association between meetings of the Association. Specific duties shall be to:
- a. insure that the Executive Director and other appropriate persons be sufficiently bonded;
  - b. recommend to the President the appointment of Special Committees when necessary to carry out a specified task which does not fall within the responsibility of any Standing Committee;
  - c. ratify appointments of Standing Committees, Special Committees, and other appointments where approval is required;
  - d. appoint the Executive Director of the Association;
  - e. appoint the Editor and Associate Editor of the official journal of the Association, and the Editor of the Newsletter, Listowner, and Webmaster;
  - f. report to the Association the business transacted by the Executive Committee since the previous annual meeting;
  - g. perform the other duties as outlined in the TLA Manual of Procedures;
  - h. authorize the Finance Committee to appoint selected members to conduct an annual audit of the financial records of the Association.
  - i. revise and maintain the *TLA Manual of Procedures* as needed.
- Section 3. Meetings of the Executive Committee shall be held:
- a. quarterly;
  - b. when called by the President;
  - c. when called by at least three members of the Executive Committee upon written notice to every member.
- Section 4. A majority of the voting members shall constitute a quorum for a meeting of the Executive Committee.
- Section 5. A vote of the Executive Committee may be taken by mail (USPS) or e-mail at the written request of the President. Such vote shall have the force and effect of a vote taken at a meeting.
- Section 6. Final authority for all actions listed in Article VIII, Section 2, shall be vested in the Executive Committee.

**Article IX. Board of Directors**

- Section 1. The Board of Directors of the Association shall be composed of:
- a. the Executive Committee;
  - b. the most recent Past President still residing in Tennessee;
  - c. the Chair of each Section of the Association;
  - d. the Editors of the official publications and the Listowner and the Webmaster;
  - e. the ALAAPA Councilor and the Representative to the SELA Executive Board;
  - f. the Executive Officer of the Affiliate Chapters of the Association;
  - g. the Chair of each Roundtable of the Association;
  - h. the Chair of each Standing Committee of the Association;
  - i. a representative of the State Library;

j. the Executive Director (advisory only).

Section 2. The Board of Directors shall act as an advisory body to the Association on such matters as:

- a. making recommendations to the Executive Committee concerning committee appointments;
- b. recommending policies and procedures for the proper administration of the business of the Association;
- c. studying the petition of any group which has been properly presented for Section or Roundtable status in the Association;
- d. recommending the place and date of the annual conference;
- d. reviewing proposed amendments to the Bylaws for presentation to the Executive Committee.

Section 3. Meetings of the Board of Directors shall be held:

- a. quarterly;
- b. when called by the President, with the approval of the Executive Committee;
- c. when called by at least five members of the Board of Directors, in writing, with such notice to each member of the Board at least one month in advance of the meeting, stating the time, place, and purpose of the meeting.

Section 4. A majority of the voting members shall constitute a quorum.

Section 5. At the written request of the President, a vote of the Board of Directors may be taken by mail (USPS) or e-mail, which have the force and effect of a vote taken at a meeting.

**Article X. Standing Committees**

Section 1. The Standing Committee shall be:

- Advisory Committee on State Documents
- Archives and History
- Bylaws and Procedures
- Conference Planning
- Finance
- Honors and Awards
- Intellectual Freedom
- Legislation
- Membership
- Nominating
- Publication Advisory Board
- Public Relations
- Scholarships
- Staff Development
- Strategic Planning

Section 2. Duties of the Standing Committees shall be outlined in the TLA Manual of Procedures.

Section 3. All committee members shall be members of the Association.

**Article XI. Sections**

Section 1. Sections of the Association shall be:

- College and University Libraries

Special Libraries  
Public Libraries  
Trustees/Friends of Libraries  
School Libraries

- Section 2. An outline of the officers, duties, and responsibilities of the Sections shall be included in the TLA Manual of Procedures.
- Section 3. Any group desiring to become an official Section of the Association shall present a written petition, signed by at least 25 TLA members, to the Board of Directors for action. Upon affirmative action by the Board of Directors, a recommendation by the Board shall be presented to the Executive Committee for approval and subsequently to the membership for vote.
- Section 4. Bylaws for its own government shall be formatted by each Section. These bylaws shall not be in conflict with the Bylaws of the Association and shall be submitted to the Association Bylaws and Procedures Committee for review and approval.
- Section 5. Each Section shall submit quarterly and annual reports on its activities, including a financial statement, to the Executive Committee.
- Section 6. Funds for the operating expenses of a section shall be provided in the annual Budget of the Association. Requests for additional funds may be submitted to the Executive Committee and may be granted at the discretion of the Committee. All funds allocated to a Section shall be used for purposes within the scope of the Association's objectives.

**Article XII. Roundtables**

- Section 1. The Association may establish Roundtables where sufficient interest and need justify. A Roundtable is a membership unit established to promote a field of library interest not within the scope of any single Section.
- Section 2. Any group desiring to organize a Roundtable shall present a petition containing the signatures of 25 TLA members to the Board of Directors for action. Upon affirmative action by the Board of Directors, a recommendation by the Board shall be presented to the Executive Committee for approval. The Association shall discontinue a Roundtable when interest wanes or membership drops below 25.
- Section 3. Bylaws for its own government shall be formulated by each Roundtable. These bylaws shall not be in conflict with the Bylaws of the Association and shall be submitted to the Association Bylaws and Procedures Committee for review and approval.
- Section 4. An outline of the officers, duties, and responsibilities of Roundtables shall be included in the TLA Manual of Procedures.
- Section 5. Each Roundtable shall be represented on the TLA Board of Directors.
- Section 6. Funds for the operating expenses of a Roundtable shall be provided in the annual budget of the Association. Requests for additional funds may be submitted to the Executive Committee and may be granted at the discretion of the Committee. All funds allocated to a Roundtable shall be used for purposes within the scope of the Association's objectives.

Section 7. Each Roundtable shall submit quarterly and annual reports on its activities, including a financial statement, to the Executive Committee.

**Article XIII. Executive Director**

Section 1. The Executive Director shall be appointed under an annual (renewable) contract by the Executive Committee.

Section 2. The Executive Director shall serve the Association until the Executive Committee determines that services are no longer needed, or until the appointee submits a written resignation.

Section 3. The salary of the Executive Director shall be determined by the Executive Committee.

Section 4. The duties of the Executive Director shall be determined by the Executive Committee. They shall include responsibility for all monies of the Association and payment of bills. Further duties shall be outlined in the TLA Manual of Procedures.

Section 5. The Executive Committee shall review annually, in Executive Session, the activities of the Executive Director, the location of the Association headquarters, and the duties and responsibilities of the Executive Director.

**Article XIV. Publications**

Section 1. The Association shall publish an official journal, an official newsletter, an official website, an official listserve, and such other publications as the Executive Committee may authorize.

Section 2. The Editors, including the Webmaster and the Listowner, of the four publications and the Associate Editor of the official journal shall be appointed by the Executive Committee and shall be members of the Association and shall serve as Ex-Officio members of the Publications Advisory Board.

Section 3. The Listowner, the Webmaster and the Associate Editor of the official journal shall serve the Association as long as the appointees serve in a satisfactory manner, until the Executive Committee determines that their services are no longer needed, or until appointees submit a written resignation. The Editors of the Tennessee Libraries and the TLA Newsletter shall serve three-year terms, which may be renewed.

Section 4. An honorarium or salary may be paid to the Editors of the Tennessee Libraries and the TLA Newsletter, Webmaster, the Listowner, the Associate Editor when recommended by the Publications Advisory Board and presented by the Finance Committee in the annual budget and approved by the Executive Committee.

Section 5. The Association shall not be responsible for statements or opinions advanced in its publications or meetings, except statement or opinions authorized by the Executive Committee.

Section 6. Duties and responsibilities of the Editors and Associate Editor shall be outlined in the *TLA Manual of Procedures*.

**Article XV. Meetings**

Section 1. Meetings of the Association shall be held annually, or upon call by the Executive Committee, written notice being given to the membership at least thirty days prior to the meeting.

Section 2. One third of the members registered at an annual meeting shall constitute a quorum for the transaction of business.

Section 3. A minimum of one hundred members shall constitute a quorum for the transaction of business at a called meeting of the Association.

**Article XVI. Affiliation**

The Association shall be affiliated with the American Library Association and the Southeastern Library Association and shall elect representatives to which it is entitled as provided in the Constitution and Bylaws of these associations. The duties and responsibilities of these representatives shall be outlined in the TLA Manual of Procedures.

**Article XVII. Chapters**

Section 1. Regional and other library associations within the State of Tennessee shall be provided the opportunity to affiliate as a chapter with the Association in order to coordinate the work of the Association with that of individual libraries throughout the state and to promote participation of individual staff members in the Association's activities and projects.

Section 2. Chapter objectives, organizations, administration and activities shall be determined by the chapter itself. The Association may provide counsel and technical assistance to the chapter upon request.

Section 3. All members of the chapters need not be members of the Association, although chapters should actively encourage membership in state, regional, and national library associations.

Section 4. The Executive Officer of each chapter shall serve on the Board of Directors of Association. Said officer must be a member of the Association.

Section 5. A designated representative of the chapter shall present quarterly and annual reports of activities to the President of the Association.

**Article XVIII. Amendments**

Section 1. The Bylaws of the Association may be amended at the regular meeting of the Association, by a two-thirds vote, provided the amendment has been submitted, in writing, to the membership at least thirty days before the meeting. If an amendment is submitted from the floor, it must be presented to the membership, in writing, at least twenty-four hours before the vote may be taken.

Section 2. These Bylaws may be amended by a mail ballot. A ballot including all changes shall be mailed to each member of the Association and shall be returned to the Executive Director, postmarked no later than 35 days after the ballots are mailed. Two-thirds of the votes cast for each amendment shall be required for passage of a mail ballot.

Section 3. Upon adoption of any amendments to the Bylaws, they shall be published in the next issue of one of the Association's official publications.

**Article XIX. Dissolution Clause**

Upon dissolution of this organization, all assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Tennessee State Library and Archives to be used for the betterment of

Tennessee libraries. None of the assets will be distributed to any member, officer, or trustee of this organization.

**Article XX. Parliamentary Authority**

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

Revision adopted by membership: March 2009

## **II. HISTORY**

(under development)

### **III. ADMINISTRATION**

Revised April 2009

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**A. Executive Committee**

Members

- The President, Vice President/President-Elect, Recording Secretary, the immediate Past President, and the Executive Director (who serves without vote).

Duties

- Administer the business of the Association, and act for the Association between meetings.
- Insure that the Executive Director and other appropriate persons are sufficiently bonded.
- Create Special committees when necessary to carry out a specified task which does not fall within the responsibility of any Standing Committee.
- Ratify Standing Committee, Special Committee, and other appointments where approval is required.
- Appoint the Executive Director of the Association and fix compensation.
- Appoint the Editors of the two publications, Webmaster, Listowner and fix honoraria when recommended by the Publications Advisory Board.
- Report to the Association the business transacted by the Executive Committee.
- Authorize an annual audit of the financial records of the Association by a Certified Public Accountant.
- Approve the petition of any group, which has been presented by the Board of Directors for Section of Roundtable status in the Association.
- Approve the policies and procedures recommended by the Board of Directors for proper administration of the business of the Association.
- Present proposed changes in the *Bylaws* for adoption after review by the Board of Directors.
- Approve the place and date of the Annual Conference.
- Make appointment for unexpired term of Vice President (See *Bylaws* Article V, Section 4a)
- Approve appointment by the President to fill the unexpired term of the Recording Secretary (See *Bylaws* Article V, Section 4b)
- Approve the annual budget upon recommendation of the Board of Directors, and allocate funds for the year.
- Approve requests for additional funds (in excess of budgeted allocation) as submitted by Sections, Roundtables, Standing committee, and Special Committees.

Meetings

- The Executive Committee shall meet quarterly, immediately following each meeting of the Board of Directors.
- Additional meetings may be held on call by the President or by written petition of at least three (3) members of the Executive Committee, with written notice to every member at least one month in advance of the meeting.
- A majority of the voting members of the Executive Committee shall constitute a quorum for a meeting of the Executive Committee (See *Bylaws* Article VIII, Section 4)
- A vote of the Executive Committee, taken by mail or email at the written request of the President, shall have the force and effect of a vote taken at a meeting.

Officers

- The President (or if absent, the Vice President/President-Elect) presides at Executive Committee meetings.
- The Recording Secretary shall record the minutes of all Executive Committee meetings.

Resignations

- Resignation from the Executive Committee shall be made in writing to the President.

- Members to fill vacancies on the Executive committee shall be appointed in accordance with *Bylaws* Article V, Section 4. Appointees shall serve for the remainder of the unexpired term.
- The Executive Committee has the power to request the resignation of any officer who repeatedly fails to attend meetings of the Executive Committee.

**B. Board of Directors**

Members

- The Executive Committee, the Chair of each Section, Roundtable, and Standing Committee of the Association, the Editors of the official publications, the ALA Councilor and the Representative to the SELA Executive Board, the executive officers of the Chapters of the Association, the Representative of the Tennessee State Library and Archives, the Representative of the State Department of Education, the Representative of the Exhibitors, and the most recent Past President still residing in the State shall constitute the Board of Directors.
- Any TLA member or other persons who have business with the Board may be invited by the President to attend Board of Directors meetings.

Duties

- Act in an advisory capacity to the Association through the Executive Committee.
- Make recommendations concerning committee appointments.
- Make recommendations concerning policies and procedures for the proper administration of the business of the Association.
- Study the petition of any group, which has been properly presented for Section or Roundtable status in the Association.
- Recommend place and date of the Annual Conference to the Executive Committee.
- Review proposed amendments to the *TLA Bylaws* to be presented to the Executive Committee.
- Advise the ALA Councilor and SELA Representative of measures of concern to the Association.
- Receive from the Finance Committee and review the proposed annual operating budget for the Association. Recommend the budget to the Executive Committee for approval.

Meetings

- The Board of Directors shall meet quarterly, as scheduled by the President in consultation with the Executive Director.
- Additional meetings may be called by the President with the approval of the Executive Committee.
- A meeting may be called in writing by at least five members of the Board of Directors, with such notice to each member of the Board at least one month in advance of the meeting, stating the time, place, and purpose of the meeting.
- A majority of the voting members of the Board of Directors shall constitute a quorum.
- A vote of the Board of Directors, taken by mail or e-mail at the request of the President, shall have the force and effect of a vote taken at a meeting.

Officers

- The President (or if absent, the Vice President/President-Elect) presides at Board of Directors meetings.
- The Recording Secretary shall record the minutes of all meetings of the Board of Directors.

Resignations

- Resignation from the Board of Directors shall be made in writing to the President.

- Members to fill vacancies on the Board of Directors shall be appointed or elected in accordance with appropriate *Bylaws* (See Article V, Section 4)
- The Board of Directors has the power to request the resignation of any Board member who repeatedly fails to attend meetings of the Board.

**C. Officers**

General Duties

- To attend all regular and called meetings of the Association, Executive Committee, and Board of Directors.
- To maintain all records required of an office.
- To prepare all reports, submitting one copy via e-mail to the Executive Committee.
- To transmit to the newly elected officers all records at the close of the term of office.

President:

- Powers and duties – To perform such duties as are implied by the title (See *Bylaws* Article VII, Section 1).
- Term
  - Serves one year, assumes office on July 1, and normally will have served the previous year as Vice President/President-Elect.
  - Continues to serve on the Executive committee and on the Board of Directors as the immediate Past president for one year thereafter.
- General Duties
  - To preside at meetings of the Association, and to preside at scheduled meetings of the Executive Committee and board of Directors.
  - To direct the entire program of the Association:
    - Represent the Association in all capacities.
    - Act as spokesperson for the Association on all established policies.
    - Act as Liaison officer between the Association and other official bodies.
    - Coordinate the work of all officers, Sections, Roundtables, and Committees.
  - To assign and/or approve the disbursement of monies by the Executive Director.
  - To appoint Special Committees, as needed, to serve during his/her term of office. Appointments are subject to review by the Executive Committee.
  - To schedule, in consultation with the Executive Director, regular and called meetings of Executive Committee and Board of Directors.
  - To serve as ex-officio member of all Committees except Nominating Committee.
  - To work closely with the Annual Conference Planning Committee Chair(s) in planning the Annual Conference.
  - To prepare an annual report and/or such other reports as are necessary for publication in the *TLA Newsletter*.

Vice President/President-Elect

- Term
  - Serves on year, assumes office on July 1.
- Duties
  - To serve as a member of the Executive Committee and Board of Directors.
  - To preside in the absence of the President, or upon request when President is present.
  - To assume the office of President if that office becomes vacant. (See *Bylaws* ArticleV, Section 4).
  - To serve as liaison between members and the governing bodies of the Association and as liaison with regional library organizations.
  - To serve as ex-officio member of the Finance and Membership Committees.

- To appoint the Conference Chairs, by June 1 of the year he/she is elected President-Elect, for the Annual Conference to be held during his/her presidential term.
- With the Conference Chairs, appoint, by June 15 of the year the President-Elect is elected, a program Chair, a Local Arrangements Chair, an Exhibits Chair, and AV/Media Chair, a Registration Chair for the Annual Conference to be held during his/her presidential term.
- To serve in such capacities as may be assigned by the President.
- To assume office as vice President/President-Elect on July 1 following election, and to assume the office of President on the following July 1.
- To appoint all Standing Committees, including Chairs, prior to June 1<sup>st</sup> before he/she assumes office as President. Appointments begin on July 1 and are subject to review by Executive Committee.

**Recording Secretary**

- Term
  - Serves on year, assume office on July 1.
- Duties
  - To serve as a member of the Executive Committee and the Board of Directors.
  - To record minutes of all meetings of the Executive Committee, Board of Directors and General Membership meetings.
  - To distribute minutes of all meetings of the Executive Committee, Board of Directors and General Membership meetings via TLA website and/or tla-l within 30 days of said meeting.
  - To maintain official copies of the minutes of all meetings during term of office and transfer them to the Executive Director at the end of term of service.

**D. Executive Director**

## Appointment

- Appointed by the Executive Committee
- Salaried professional employee, who works a minimum of 10 hours per week with compensation fixed by the Executive Committee
  - Association pays ½ Social Security tax, with other taxes withheld as required
- Serves at the pleasure of the Executive Committee until appointment is terminated by either party with at least 15 days notice
- Sick/annual leave, with or without pay, shall be negotiated between the President of the Association and the Executive Director at the time of need and/or request
  - The Executive Office is closed on all recognized national and state holidays and the minimum work week is adjusted for each day the office closed.
  - Annual leave with pay shall be granted at the rate of 10 days (2 weeks) per year
- Annual performance evaluation will be performed by the Executive Committee
  - Executive Director completes a self-evaluation form (based upon the established duties listed below) in January of each year. Information on the form covers the previous calendar year's activities.
    - Self-evaluation form should have three parts:
      - List of duties with boxes for "completed" and "not completed"
      - Free-form response section for answering questions such as "What accomplishments related to your specific duties have been achieved during the past year?" and "How would you restructure your position to be more effective?"
      - Executive Committee comments section which addresses ability to:
        - Establish goals
        - Formulate effective plans
        - Make sound and objective decisions
        - Execute the duties and plans of the office
        - Participate and contribute in meetings
        - Listen, write reports
        - Act independently when appropriate
        - Attitude
        - Relationship with TLA officers and members
        - Dependability and responsibility
    - Self-evaluation form is reviewed by the Executive Committee
    - Executive committee meets with the Executive Director following the Executive Committee meeting held during the third quarter of the fiscal year (i.e. usually the meeting held in conjunction with the Annual Conference)
    - Executive Committee recommends an appropriate salary adjustment to the Finance Committee
      - Salary adjustment, if any should begin on July 1 of each year
- Hourly wage clerical assistance may be retained by the Executive Director and paid from the budget of the Executive office with the approval of the Executive Committee.
- Travel budget will be established each fiscal year to cover all expenses related to the discharge of the official duties of the position. Reimbursement will be in accordance with the TLA Travel Policy.
  - Membership in the International Council of Library Association Executives will be paid by the Association and travel to meetings of this group (coincides with Annual and Mid-Winter meetings of the American Library Association) will be supported within the travel budget.

**Executive Director (continued)**

## Duties

- Provide oversight for the work of the Association
  - Assist President and Vice President/President-Elect in maintaining assigned responsibilities
  - Assist all TLA Standing Committees to ensure that the work of the Association is completed in an appropriate manner
  - Schedule and host the quarterly TLA Board of Directors and TLA Executive Committee meetings
    - Provide refreshments
- Ascertain that the files of the Association are complete and up-to-date
  - Maintain a current edition of the *Manual of Procedures* on the TLA website
- Maintain Associational finances
  - Receive income, via mail and/or online
  - Deposit funds at appropriate financial institution
  - Pay invoices as approved by President or self
  - Prepare and file
    - Quarterly State Unemployment Tax Return
    - Employer's Quarterly Federal Tax Return
    - Annual Report to the Tennessee Secretary of State
    - Annual Federal Tax Return
      - Collaborate with chosen CPA in the performance of the annual audit and preparation of Federal Tax Return
  - Maintain appropriate liability insurance for Association
  - Collaborate with Finance Committee to ascertain funds are appropriately invested and budgeted
  - Prepare and present Quarterly Financial Report to TLA Board of Directors and TLA Executive Committee
- Choose and contract for TLA Annual Conference sites
  - Base contract specifications on past conferences at each site
  - Strive to maintain a lodging cost level appropriate for membership, i.e. consider Tennessee State Reimbursement Travel Rates
  - Work with appropriate Conference Planning Committee to insure contract agreement is understood
- Serve as Annual Conference Business Manager
  - Prepare a suggested budget for each Annual Conference – give to Conference Co-Chairs
  - Receive and disburse funds in a timely manner as request by Annual Conference Committee Chairs
  - Prepare appropriate financial reports for Annual Conference Co-Chairs
- Serve as Legislative Day Registrar
  - Receive and disburse funds in a timely manner as requested by the TLA Legislative Committee
  - Prepare appropriate financial reports for TLA Legislative Committee
- Maintain Membership Records
  - Record membership information in a timely manner
  - Make corrections to membership information as required
  - Provide membership reports to the Membership Committee at each Board meeting
  - Collaborate with Membership Committee in the preparation of membership brochure and renewal notices
  - Provide membership lists / mailing labels to Section/Roundtables/Committee upon request

**Executive Director (continued)**

- Maintain Association mailing / printing procedures
  - Post Office Box to receive incoming mail
  - Maintain contract with chosen mailing service (using the service's postal permit, if needed)
  - Maintain contract with chosen printing facility to insure collaboration between that facility and mailing service as needed
  - Maintain appropriate stock of letterhead stationary and envelopes
- Maintain TLA office and equipment
  - Equipment includes: desk, laptop, fax/copier, laser printer, calculator, cellular telephone, coffee-pot, refreshment supplies, and other items as purchase/inventoried
- Attend
  - Quarterly meetings of TLA Board of Directors and TLA Executive Committee
  - TLA Annual Conference
  - ALA Annual and Mid-Winter Conferences
    - Chapter Relations meetings / events
    - International Council of Library Association Executives
  - Other meetings as requested by TLA Executive Committee

**Resignation**

- Executive Director's letter of resignation should be addressed to the President of the Association

**IV. COMMITTEES**  
Revised April 2009

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**STANDING COMMITTEES**

Appointment and membership:

- All Standing Committees are composed of five (5) members, with the exception of the Conference Planning committee and the Site Selection Committee.
- The Vice President/President-Elect appoints all Committee members as well as the chairs (with the exception of the Conference Planning committee), subject to review by the Board of Directors.
- Members of the Committees are eligible for reappointment.
- Standing Committees are to be appointed prior to June 1 in order to begin work on July 1.
- As nearly as possible the Committees should be composed of members representing all types of libraries and all geographic regions of the State.
- All Committee members must be members of the Tennessee Library Association.

**A. ADVISORY COMMITTEE ON STATE DOCUMENTS**

The five-member Committee, including its Chair, shall be appointed by the Vice President/President-Elect and should include good representation from State Depositories. The Committee shall include at least three members at large, preferably from non-state depositories to serve staggered terms of three years. The Secretary of TLA/GODORT shall serve as recorder of the Committee. Also included as ex-officio members are:

Chair of TLA/GODORT  
Chair of TLA Legislative Committee  
Chair of the Tennessee State Data Center  
Editor of the *Tennessee Statistical Abstract*  
Liaison from the Office of the Secretary of State  
Liaison from the Tennessee Department of General Services  
Publications Office  
Tennessee State Librarian and Archivist

Duties:

- To review and examine the existing State Depository law.
- To identify any changes that need to be made in improving the law, and to make recommendations to the TLA Board of Directors on any action that should be taken.
- To develop standards and guidelines for State Depositories along with a “core list” of Tennessee documents for Tennessee libraries.
- The Chair shall attend all TLA Board of Directors meetings and shall submit an annual evaluative written report to the membership at the final Board of Directors meeting for the fiscal year.

**B. ARCHIVES AND HISTORY**

The five-member Committee, including Chairs, shall be appointed by the Vice President/President-Elect. Members of the Committee, particularly the Chair, should have some familiarity with parliamentary procedure as well as a good knowledge of the Association and its operation.

Duties:

- Editing and publication of the Associational history, based upon work accomplished by the Ad-Hoc Committee on the TLA Centennial;
- Review and prepare a listing of the current holdings of the TLA Archives (located at the Tennessee State Library and Archives);
- Develop policies and procedures for items which should be routed to and maintained in the Archives;
- Weed the current Archives to meet the policies;
- Develop a “needs” budget which the Association will use to give financial support to the Tennessee State Library and Archives’ continued housing of the Associational archives;
- Develop an annual budget for the Committee;
- Develop and present to the Executive Committee a permanent statement of Committee duties and responsibilities for inclusion in the TLA Manual of Procedures.

**C. BYLAWS AND PROCEDURES**

The five-member Committee, including its Chair, shall be appointed by the Vice President/President-Elect. Members of the Committee, particularly the Chair, should have some familiarity with parliamentary procedure as well as a good knowledge of the Association and its operation.

Duties:

- To update the *Bylaws* of the Association upon recommendation from the membership, the Board of Directors, or upon requirement of the American Library Association or Southeastern Library Association.
- Report to the Executive Committee and Board of Directors any recommended revision of the *Bylaws* for approval and presentation to the membership for final approval vote, according to the *Bylaws* of the Association.
- To update the *TLA Manual of Procedures* to insure that it reflects the *Bylaws* and the current work of the Association.

**D. CONFERENCE PLANNING**

- The Chair(s) of the Conference Planning Committee shall be appointed by the Vice President/President-Elect of the Association by June 1<sup>st</sup> prior to his/her taking office as Vice President/President-Elect.
- The Conference Planning Committee members, duties, and procedures are outlined in the separate *TLA Conference Planning Manual*.
  - A Conference WebMaster/Graphic Artist Liaison shall be named each year and will receive an honorarium. This position will build and maintain the Conference information on the TLA Website and will work directly with the TLA Graphic Artist to prepare the appropriate Conference mailings and Conference Program.

**E. Finance**

All five members are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President. The Tennessee State Librarian and Archivist and the TLA Executive Director shall serve as Co-Chairs of this Committee. Consideration should be given to appointing other members with knowledge/experience in the area of fiscal procedures.

**Duties:**

- Prepare a proposed annual operating budget for the Association to be presented to the Board of Directors at the June meeting for review and recommendation to the Executive Committee for approval.
- Guidelines to be used by the Finance Committee in preparation of a budget shall be:
  - Estimate of annual income of the Association based on membership dues and other established sources of revenue.
  - Requests from and previous year's expenditures by Sections and Roundtables of the Association for operating expenses.
  - Funding necessary for Officers and Chairs to carry out the program of the Association based on long range planning and objectives.
- The Co-Chairs shall be responsible for the preparation of the Association's Budget. Since each Section and Roundtable has a Chair-Elect, that person should be prepared to provide the Executive Director and estimate of expenditures for the ensuing year. (See Request for Budget Form) Committee Chairs are appointed prior to the installation of the new President of the Association; therefore, the Chairs should have available some estimate of the amount necessary to carry out the duties of the Committee. The Executive Director should obtain this information two months prior to the June meeting of the Board of Directors and in consultation with the President be prepared to present the proposed budget to the June Board meeting.
- Recommend fiscal procedures for the Association.

## F. HONORS AND AWARDS

All five members of this Committee, including its Chair, are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President.

### Duties:

To solicit nominations for awards from the entire membership through personal contact and announcements in the *TLA Newsletter* and tla-l.

- To select recipients from nominations by Committee and other TLA members.
- To maintain reasonable records and files on the nominations received and guarantee confidentiality.
- To arrange with the Conference Planning Committee for the presentation of all awards at the Annual Conference.
- To review and update the guidelines as necessary.
- To submit to the Board of Directors a written annual report and budget.
- The Honors and Awards Committee is responsible for notifying entities making awards, prior to the Annual Conference pre-registration period, that those receiving awards not otherwise subsidized will have their meal provided, but any guests will have to pre-purchase their own tickets. A Committee Representative will communicate with the Chair of the Local Arrangement Committee of the Annual Conference to assure that complimentary meals are planned.
  - To be sure that persons receiving an award who have prepaid for their meal are reimbursed.
- Before a proposed new award becomes a TLA award it must be considered by the Honors and Awards Committee and be presented by that Committee to the Board of Directors and approved by the Executive Committee.
- To be kept informed of all other honors and awards granted by other groups in the Association to avoid duplication. Awards selected by other groups include:
  - The **Louise Meredith Award** (selected by the School Libraries Section). The award is a citation given annually to a school library media specialist whose school library media program is outstanding in the opinion of the Committee representing the School Library Section of TLA.

### Purpose:

- To honor Louise Meredith for her twenty-eight years of devoted service as the Tennessee State Department of Education School Library Supervisor.
- To honor a school library media specialist who has made unique and worthy contributions to the total school instructional program through effective unified school library media services.
- To stimulate interest in promotion of school library media services as essential components of the daily learning experiences, I-12.
- Criteria for judging: the nomination data will be submitted on TLA form to reveal the following:
  - Participation in local, state, regional, and national professional library organizations.
  - Development and implementation of a creative library media program at the building level.
  - Active involvement in community affairs.
  - Recognition by administrators, fellow teachers, students, and other school library media specialists as a leader in the field.

### Eligibility:

- Holds certificate endorsement as a school librarian (school library media specialist).

- At least three years experience as a school library media specialist in an accredited elementary and/or secondary school and currently serving at the building level.
  - Holds membership in at least one of the following professional organization: TLA, SELA, or ALA.
  - Nominations may be made by superintendents, principals, supervisors, classroom teachers, or other library media specialists.
- The **Volunteer State Book Awards** (selected by school children in grades I-12 in the State of Tennessee). (See pages 24-27 of this Section for further information.)
  - The **Daniel A. Taylor Memorial Award** (selected by the Children / Young Adults Roundtable and the family of Daniel A. Taylor)
    - Recognizes a significant contribution to Children and Young Adult Services through creative approaches to enhance library services for children and youth.
    - Award includes \$100 for the recipient's library
    - Eligibility: (includes but not limited to)
      - Sustained exceptional work on continuing programs or projects concerned with children and/or young adult services;
      - Innovative and creative programs and outreach for children and/or young adults
      - Promotion of a positive image of libraries and library services
      - Participation in CYA Roundtable activities
      - Past recipients may not be re-nominated
  - The **James E. Ward Library Instruction Award** (selected by the TLA Library Instruction Roundtable).
  - The **Tennessee History Book Award**, given jointly by TLA and Tennessee Historical Commission.
    - The three-member selection Committee is composed of one Representative each from the Tennessee Library Association, the Tennessee Historical Commission, and one member-at-large.
  - **TLA/SIRS Freedom of Information Award**
    - The TLA/SIRS Freedom of Information Award is an award recognizing the contribution of an individual or group who has actively promoted intellectual freedom in Tennessee. This award is donated by the Social Issues Resources Series, Inc. (SIRS) to a recipient selected by the Intellectual Freedom Committee in conjunction with the Honors and Awards Committee of the Tennessee Library Association. The award will be presented at the TLA Annual Conference.
    - The award consists of:
      - \$500.00 to the award recipient (This may be divided equally between two groups or individuals.)
      - A plaque commemorating the award recipient.
  - **Tennessee Resource Sharing Award** (recipient selected by TENN-SHARE)
    - The Tennessee Resource Sharing Award is an award recognizing any person, institution, or organization in Tennessee who has done outstanding work in promoting resource sharing within and among Tennessee libraries.
    - The award consists of a plaque and \$100.00 provided by TLA.
- Guidelines:
- The recipient may be an individual, institution, or organization , and need not be a member of TLA or TENN-SHARE.
  - The TENN-SHARE Representative to the TLA Board, one other TENN-SHARE representative, appointed by the TENN-SHARE President, and a representative from TLA will review the nominations and pass their recommendation to the TLA Honors and Awards Committee for final approval.
  - This award will be given at the TLA Annual Conference and will not necessarily be awarded every year.

- The cash award is to go to a library or other institution of the recipient's choice that provides resource sharing among Tennessee libraries, with the money being earmarked for resource sharing services.

Recipients of the following awards will be selected by the Honors and Awards Committee:

- **Library Support Staff Award**
  - Recognizes outstanding performance by a Library Support Staff member.
  - Requires 5 years of current experience as a full-time support staff member in any library located in the State of Tennessee. Individuals who are classified as a Professional Librarian are not eligible.
  - Eligibility includes, but is not limited to:
    - Ability to demonstrate superior and/or creative knowledge and skills in a staff support position.
    - May have assumed duties formerly performed by a Librarian.
    - Promotes the library with a positive attitude.
    - Performs above and beyond the call of duty in the role of support staff when assisting a Librarian in serving the needs of the library.
    - A recipient will receive a plaque.
- **TLA Honor Award**
  - At least one person or group should be selected annually for recognition by the Association for significant contributions to Tennessee libraries and information services. Nominations may include librarians, trustees, or groups who must be members of the Tennessee Library Association and have contributed to the furtherance of librarianship on a state-wide or national level.
  - Any TLA member may make a nomination.
  - The recipient will receive a plaque.
- **Frances Neel Cheney Award**
  - The purpose of this award is to recognize a member of the Tennessee Library Association who has made a significant contribution to the world of books and librarianship through the encouragement of the love of books and reading.
  - A significant contribution to the world of books and librarianship includes, but need not be limited to:
    - Notable professional/bibliographical writing or editing that deals with books, the book arts, reading.
    - A program in a library (academic, public, school, special) that encourages reading and/or the appreciation of books.
    - Creative teaching with books at any level (elementary through university).
    - Promotion of books and reading by way of a radio program, a television program, a newspaper column, a newspaper book page, a magazine column, a magazine book page.
  - Information received by the Committee will be held in confidence.
  - The award will consist of a plaque and \$100.00.
- **TLA Trustee Award**
  - The purpose of this award is to recognize a trustee who has made a significant contribution to library and information services in the State of Tennessee.
  - The nominee must be a member of the Tennessee Library Association.
  - Any TLA member may make a nomination.
  - The award will be a plaque.
- **TLA Honorary Membership**
  - Honorary membership should be conferred for significant contributions to librarianship in the State of Tennessee.
  - The purpose is to recognize the sustained contributions of an individual "per se," not an individual representing the accomplishments of many.

- The person selected for honorary membership should be of such caliber as to reflect honor upon TLA by this designation.
- Honorary membership should be conferred as a result of a contribution of more than passing importance and of more than limited achievement.
- The recipient may be a librarian or a person in a related field, and need not be a member of the Association.
- Only a living person should be considered for honorary membership.
- In order to make this award more meaningful, its conferment should be very limited.
- The award will be presented at the Annual Conference, but should not necessarily be considered an annual award.
- Membership entitles the recipient to a life membership in the Association with no further payment of dues. A plaque will be presented to the recipient.
- Nominations must be made by a member of the Tennessee Library Association.

## **G. INTELLECTUAL FREEDOM**

This Committee consists of five members, including its Chair, and all are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President.

### Duties:

- Work with the Legislation Committee to watch proposed legislation at the various levels which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.
- Attempt to eliminate restrictions which are imposed on the use or selection of library materials or selections judgments, procedures, or administrative practices of libraries.
- Encourage all libraries to develop a written statement of policy for internet use.
- The Committee shall receive reports on cases or violation of the rights of Tennessee library users; shall investigate cases where intellectual freedom has been curtailed and make recommendations to the Executive Committee for possible action where it appears necessary.
- The Committee shall maintain contact with the Intellectual Freedom Committee of ALA.
- The Chair shall submit an evaluative written report to the membership at the June Board meeting.
- Coordinate TLA/SIRS Freedom of Information Award. (See Honors and Awards Committee)

**H. LEGISLATION**

This Committee consists of five members, including its Chair, and all are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President.

Duties:

- Maintain contact and keep the Association informed on legislation in the U. S. Congress and in the Tennessee Legislature.
- Examine existing laws and proposed state legislation and recommend to the Executive Committee and membership legislation deserving support or opposition.
- Plan for direct contact with legislators throughout Tennessee.
- Seek to promote legislation which will advance library service and the profession of librarianship.
- Plan workshops, networks, and related legislative activities, including TLA Legislative Day, for the Association each year.
- The Chair shall submit and evaluative written report to the membership at the June Board meeting.

### I. Membership

This Committee consists of five members, including its Chair, and all are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President. The Vice President/President-Elect shall be an ex-officio member of the Membership Committee.

#### Duties:

- Assume responsibility for enlisting new members and for encouraging the continuity of membership.
- Plan membership campaigns, design membership promotion literature, and conduct publicity appropriate to its assignment.
- Work with Public Relations Committee to promote membership in the Association through publicity at meetings of TLA chapters, local library clubs, Sections and Roundtables of the Association, Library Section of the Tennessee Education Association, Special Libraries Association, and other organizations with library-related activities.
- Work closely with the Executive Director of the Association to:
  - Assist in setting up mailing lists.
  - Distribute proper membership forms.
  - Accept membership payments at meetings of the Association as well as regional meetings.
  - Provide information for use by Executive Director to establish membership lists.
- The Chair shall submit an evaluative written report to the membership at the June Board meeting. such reports as may be requested by the President and/or Executive Committee shall be prepared by the Chair for presentation.

**J. NOMINATING**

This Committee shall consist the Chairs of the five sections of TLA: Public Libraries Section, College/University Libraries Section, School Libraries Section, Special Libraries Section, and Trustees/Friends Section. The Vice President/President-Elect of TLA shall appoint the Chair of the Committee by June 1<sup>st</sup> prior to his/her assuming the office of Vice President/President-Elect of TLA on July 1<sup>st</sup>.

**Duties:**

- To present a slate of officers, including the ALA Councilor and Representative to the SELA Executive Board, when appropriate, with at least two nominees for each office.
- To solicit nomination for officers through announcement in the *TLA Newsletter*. Forms placed on file with the *TLA Newsletter* should activate publication of the announcement in appropriate issues without requiring any notification by the Chair. Nominations should be submitted to the Nominating Committee.
- To list on the ballot additional eligible candidates who have at least twenty-five (25) members of the Association to petition the Nominating Committee in writing on behalf of each candidate prior to the deadline for the next appropriate issue of the *TLA Newsletter*. Petitions shall be mailed to the Chair of the Nominating Committee. Any valid nominations by petition and the slate of nominees from the committee shall be published in the next appropriate issue of the *TLA Newsletter*. A ballot, with biographical information and a list of the members of the Nominating Committee, shall be mailed in February to each member of the Association by the Executive Director of the Association, to be returned to the Executive Director by an annually established postmark date, allowing results of the election to be announced at the TLA Annual Conference.
- As a courtesy, the Chair of the Nominating Committee will notify Section Chairs in writing when new Section Representatives to the Committee must be elected.
- The outgoing Chair will submit an evaluative written report to the president Prior to the June Board meeting.

All person nominated to run for office must be current members of the Association.

**TLA Nominating Committee Calendar****May**

The in-coming President (current Vice-President/President-Elect) appoints a Chair of the Nominating Committee. The Chair contacts all other members of the Committee, supplies them with copies of the pertinent parts from the *TLA Manual of Procedures*, explains the process, sets deadlines for completion of the work, and begins the identification of potential candidates to stand for election in the Spring of the following year.

**June/July**

The Committee invites nominees to become candidates for office. Formal letters of consent are to be obtained from the candidates.

**August**

Slate of candidates reported to TLA President and the Executive Director.

Slate of candidates announced at the meeting of the TLA Board of Directors.

Biographical statements, photographs, and statements of professional concerns obtained from candidates.

Nominations by petition, with formal letters of consent biographical statements, and statements of professional concerns sent to the Chair of the Nominating Committee. The Committee certifies petition candidates.

**November 30**

Slate of candidates and valid nominations, biographical statement (form on pages 14-16 of this section) and statements of professional concerns submitted for appropriate publication. In addition, a list of the names and addresses of the members of the Nominating Committee are to be submitted for publication. Copies of all materials submitted for publication are to be sent to the Executive Director of the Association.

**February**

The Executive Director prepares and mails a ballot with biographical information and statements of professional concerns to each member of the Association.

**March (date determined in relation to date of TLA Annual Conference)**

Ballots returned to the Executive Director.

Ballots are counted by the Executive Director and one other member of TLA, chosen by the Executive Director.

**TLA Annual Conference**

Executive Director notifies TLA President of election results for announcement at the Annual Conference General Session.

The outgoing Chair will submit an evaluative report to the President prior to the June Board meeting.

**BIOGRAPHICAL INFORMATION FORM**

Please return BIOGRAPHICAL INFORMATION FORM by:

\_\_\_\_\_

Candidates for election to TLA offices are asked to supply the biographical information, which will be included with printed ballots. Information supplied by the candidates will be edited for style. Please complete this form and return to: \_\_\_\_\_

I accept the nomination to serve as a candidate for the office of: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

NAME, TITLE, INSTITUTION ADDRESS, PREFERRED MAILING ADDRESS:

Telephone: \_\_\_\_\_ (work) \_\_\_\_\_ (home)

EDUCATION (Degrees and Institution Dates) *(List most recent first)*

POSITIONS (Title and Institution Dates) *(List current one first)*

TLA ACTIVITIES (List positions held and dates of service) *(Star your current activities)*

Offices:

Committees:

Sections, Roundtables, etc.:

Other (Regional Chapters, Editorships, etc)

REGIONAL AND NATIONAL ASSOCIATION ACTIVITIES: (List offices held and dates of service)

MEMBERSHIP IN OTHER PROFESSIONAL ORGANIZATIONS AND LEARNED SOCIETIES: (List offices held and dates of service)

HONORS, AWARDS, PRIZES, MEDALS, CITATIONS: (Indicate date received)

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Signature

Date

*Note: Include with this form a brief statement of your professional concerns as a candidate.*

**K. PUBLIC RELATIONS**

This Committee consists of five members, including its Chair, and all are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President.

Duties:

- Find ways to alert the general public, as well as librarians, educators, and others, to goals and purposes of the Tennessee Library Association.
- Develop a system of disseminating news of activities and services of librarians and libraries by utilizing existing structures such as regional centers, area resource centers, supervisors of school libraries, regional affiliates, the news media, etc.
- Encourage the active participation in, and the publicizing of, special local and national celebrations such as Children’s Book Week, National Library Week, The Right to Read Program, and the ALA John Cotton Dana Public Relations Awards program.
- Encourage the use of *Tennessee Libraries* as well as other professional journals, for publishing professional articles written by librarians.
- Assign a member from the grand division of the State in which the Annual Conference is to be held to work closely with the Conference Local Arrangements Committee for publicity relating to the Conference.
- Submit an evaluative written report to the membership at the June Board meeting.
- Establish close working relationships with related organizations having similar goals and objectives (e.g., TASL, TEA, TAVA, AAUP, PTA, etc.)

**L. PUBLICATIONS ADVISORY BOARD**

- Appointed by the Vice President/President-Elect, this Committee consists of five members, including its Chair. Insofar as possible, the Committee should include some members with publishing and/or writing experience. The Editors of the four publications (*Tennessee Libraries*; *TLA Newsletter*; [www.tnla.org](http://www.tnla.org); tla-l) shall be ex-officio members.
- These persons shall act in an advisory capacity to the four Editors. They may have responsibilities for news gathering throughout the State, reviewing of manuscripts, proofreading, and other activities as designated by the Editors.
- The Publications Advisory Board and Editors will abide by the guidelines presented in Section V of the *TLA Manual of Procedures*.

**M. SCHOLARSHIPS**

The Committee consists of five members, including the Chair, and all are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President.

Duties:

- Develop policies and procedures for the establishment of scholarships to be given by the Association;
- Preparation and publication of guidelines and schedules for the granting of each scholarship;
- Develop s strategic plan for fundraising in support of the scholarships;
- Oversee the selection of scholarship recipients;
- Maintain the Conference Intern program established by the Ad-Hoc Committee on TLA Scholarship (with appropriate guidelines for application / selection);
- Develop an annual budget for the Committee;
- Develop and present to the Executive Committee a permanent statement of Committee duties and responsibilities for inclusion in the TLA Manual of Procedures.

**N. STAFF DEVELOPMENT**

This Committee shall consist of five members, including its Chair, and all are appointed by the Vice-President/President-Elect by June 1<sup>st</sup> prior to her/her taking office as President.

Duties:

- Suggest activities and approaches to development of programs (e.g. library exchange programs so that library services will be improved through a sharing of ideas between librarians who have a common goal).
- Work with all levels of education to provide continuing education programs in the area of librarianship.
- In conjunction with other bodies, such as the Paraprofessional Roundtable, actively support staff organizations in the state.
- Submit an evaluative written report to the membership at the June Board meeting.

**O. STRATEGIC PLANNING**

All five members, including the Chair, are appointed by the Vice President/President-Elect by June 1<sup>st</sup> prior to his/her taking office as President. Membership on this Committee should include persons with long experience in and good familiarity with the Association. The Immediate Past President of TLA and the immediate past Recording Secretary serve a Co-Chairs of this Committee.

**Duties:**

- To determine the role of the Association in overall development of library service in the State.
- To coordinate activities and responsibilities of the Association vis-à-vis other statewide agencies charged with encouraging overall library development in Tennessee (e.g. Tennessee State Library and Archives, Tennessee Higher Education Commission, Tennessee Department of Education).
- To determine the conditions necessary for the Association to assume the proper leadership role within the State.
- To determine the programs and services which would be provided, contracted, or stimulated by the Association.
- To consider possible regulatory functions of the Association in the certification and/or accreditation of librarians and libraries within the State.
- To establish an on-going process for the evaluation of the organization, administration, and the various functions of the Association.
- To project, through the Finance Committee, the financial resources and financial structure necessary to insure fiscal solvency for the Association.
- To identify areas of research and development to which the Association should dedicate its efforts and allocate its resources in the immediate and long range future.
- Submit an evaluative written report to the membership at the June Board meeting.

**Special Committees**

The President, with the Executive Committee, shall be empowered to appoint such Special Committees as may be necessary to the functioning of the Association during a given administration. The appointment of such Committees shall be reported to the Board of Directors and to the membership of the Association.

**Joint Committees**

**The Volunteer State Book Award**

1. Description

Literature awards are given by the Tennessee Library Association and the Tennessee Association of School Librarians for the authors of books chosen as favorites by the youth of the State of Tennessee. Youth will be voting in three divisions: Grades K-3, 4-6, and young adult (Grades 7-12).

The award established for the purpose of increasing awareness, promoting interest and enjoyment in recent good books appropriate for youth, and to encourage youth of all reading levels and ages to participate and enjoy the same books through reading the books themselves, or having the books read aloud to them by a teacher or librarian.

2. Participation

The success of the award program depends on the participation of school and public librarians, schoolteachers, school principals and superintendents, and the youth of Tennessee. Participation is offered to a school library on any or all of the available levels – grades I-3, 4-6 and young adults. Home-schooled students may participate through their local public library and submit votes individually or as a group.

3. Procedures

In September, schools will receive information concerning the award along with the ballot for the current year and the master list of books for the following year.

During the summer, when schools are closed, the books on the master lists will be available to youth through the public library collections. During the regular school year, the books will be available to the youth through both the school and the public library collections. Each participating library must make available to youth at least 12 of the titles on the appropriate master lists for each of the grade levels in which they participate.

In order to vote, students must have read a minimum of three titles from the list. These three titles may include books read by teachers to their classes. Students may read from any of the lists and may vote in any of the age group categories.

Votes from participating schools must be sent or postmarked to the Volunteer State Books Awards Committee on or before the date specified by the VSBA Chairs in the September publication of information. Votes submitted after the specified date will not be considered in the voting.

The tabulation of the votes for each school must be sent to the Steering Committee Chairs on the official Voting Report form. The tabulation will be done on the basis of the popular vote received by each book. The tally must show how many individual votes each book received.

4. Master Lists of Books

The Master Lists of Books will be compiled by members of the Selection Committee for grades K-3,4-6, and young adults.

5. Committees

A. Volunteer State Book Award Steering Committee

(1) Selection of the Steering Committee Members

The Steering Committee consists of the Co-Chairs of the VSBA Award and the Chairs of the Grade-Level Selection Committees.

The Co-Chairs of the Committee shall be appointed by the President of the Tennessee Library Association and by the President of the Tennessee Association of School Librarians for a term of three years. Each organization shall appoint one Chair. The Co-Chairs may serve an unlimited number of terms. A Co-Chair may also serve on a Selection Committee. TLA dues for the Co-Chair appointed by TASL will be paid by TASL during the Co-Chair's term of office. The co-chairs shall be members of both TLA and TASL for their terms of office.

The remaining members of the Steering Committee will consist of the Chairs of the Selection Committees who are appointed by the Co-Chairs.

(2) Responsibilities of the Steering Committee

- a. The Steering Committee shall serve as a coordinating, planning, and decision-making body that will recommend policy decision for the Standing Committee, subject to a review and approval by the TLA Executive Committee and Board of Directors and by the TASL Executive Board.
- b. The Committee shall be responsible for distributing the initial information concerning the award each year to school librarians and others who request the information.
- c. The Committee will be responsible for making available the official ballots on which the votes will be tabulated.
- d. The award winners will be announced during the TLA and TASL conferences. TASL will be responsible for all expenses of the winning author appearances at the TASL Annual Conference.
- e. The Committee will acknowledge all votes received from each school; thank children, teachers, librarians, principals, and superintendents for participating; and announce the award winners.
- f. The Committee will notify the book publishers and authors of the award winners. The winning authors will be invited to speak at the TASL Annual conference where they will receive the plaques.
- g. The Committee will submit a budget request to the Executive Committee of TLA and to the Executive Board of TASL for expenses needed in carrying out the responsibilities of the Standing Committees.

B. Grade Level Selection Committees

(1) Selection of Grade Selection Committees

- a. There shall be a minimum of ten members and a maximum of fifteen members on each of the Selection Committees from East, Middle, and West Tennessee representing those who are involved in children's literature.
- b. The Chairs of each Selection Committee – grades K-3, 4-6, young adults – will be the designated member of the Steering Committee for that division. This will allow continuity within the program.
- c. The Chairs will appoint the member of their Selection Committees.

- d. Attendance is encouraged at the TLA Annual Conference or the designated time when the master lists of books for the coming year are selected.
  - e. If unable to attend, votes may be mailed to the Selection Committee Chairs before the time designated for the age group's meeting.
- (2) Responsibilities
- a. The Chairs of the Selection Committees will select and notify, by September 1, all Committee members to send nominations with justification of books to be considered for the master lists by September 15.
  - b. On September 15, the Selection Committee Chairs will route to all members of the Committee nominations received and remind all members of the November 15 date.
  - c. Selection Committee members who do not submit titles for consideration by the second nomination date (November 15), may be dropped from the Committee and may be replaced by a member chosen by the Selection Committee Chair.
  - d. On November 15, a list of all additional nominations received will be sent to Committee members with a reminder to send in additional nominations with justifications by February 15.
  - e. Upon receipt of February 15 nominations, ballots will be sent to all Committee members listing all nominated titles and the titles will be rated according to the instrument provided by the Steering Committee.
  - f. The master lists for grades I-3, and 4-6 will consist of 20 titles. The young adult master list will contain 25 titles because of the enlarged grade span.
  - g. The committee will meet at a designated time or during the TLA Annual Conference to make the final selection for the master list of titles per division. All books nominated on the last ballot will be available at the meeting for examination. The Chairs will emerge from this meeting with the master lists of titles from which the youth of Tennessee will make their reading choices.
  - h. Copies of all correspondence should be sent to the Co-Chairs of the Steering Committee.
  - i. Criteria for books to be included on the master lists are these:
    - Books will be appropriate for youth in grades K-3, 4-6. or young adult.
    - To be eligible for inclusion on the Volunteer State book Awards Master Lists, a book must have a copyright date of no more than five (5) years prior to the year of voting.
    - Only books by authors who reside in the United State are eligible for inclusion on the master list.
    - Books may appear on a final list for a grade level only once.
    - One (1) title for any one author will be included on any one-grade level's master list.
    - A title may appear on more than one grade level list in the same year or subsequent years. All books on the final lists will have been read by a minimum of two (2) members of the Selection Committee.
    - Textbooks, anthologies, translations, and books from foreign publishers are not eligible for inclusion on the master lists.

- Consider the sincerity of the author, respect for the read, as well as acceptance by youth. Committee members are urged to ask themselves: “Is this book good enough to wind the award? Does the author have something to say, and is it said well and with spirit? Would I be proud to have the book represent the award?”

**V. SECTIONS**  
Revised May 2006

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<b>B.</b>	<b>Public Libraries</b>	<b>Pages 5 – 7</b>
<b>C.</b>	<b>School Libraries</b>	<b>Pages 8 – 9</b>
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## A. College and University Libraries

### Bylaws

#### Article I. Name

##### Section 1.

The name of this Section shall be the College and University Libraries Section of the Tennessee Library Association (TLA).

##### Section 2.

The Bylaws of this Section shall not be in conflict with the *TLA Bylaws*.

#### Article II. Purpose

The purpose of this Section shall be to promote the interests and needs of librarians and other personnel associated with college and university libraries in the State.

#### Article III. Members

##### Section 1.

Any person or organization engaged in or interested in library service who has paid current dues to TLA shall be eligible for membership in this Section.

##### Section 2.

No additional dues shall be required for members of this Section if it is selected as the first choice. If chosen as an additional section, annual dues shall be \$2.00. (See *TLA Bylaws*, Article IV, Section 5)

#### Article IV. Officers

##### Section 1.

The officers of the College and University Libraries Section of TLA shall be as follows: Chair and Vice-Chair. The officers shall perform the duties prescribed in the ByLaws.

##### Section 2.

No members shall hold more than one office concurrently in this Section, and no officer shall be eligible for election to two consecutive terms.

##### Section 3.

All officer shall be members of TLA.

#### Article V. Duties of Officers

##### Section 1.

The duties of the Chair include the following:

- Preside at all meetings of the Section;
- Appoint all committees of the Section;
- Appoint and charge Nominating Committee to present slate of officers for election at the annual business meeting;
- Submit to the TLA Executive Committee an annual report of the Section's activities during the year, including a financial statement;
- Represent the Section at meetings of the TLA Board of Directors;
- Perform duties related to Section's affiliation with the Association of College and Research Libraries (see Article X);
- Gather news of the Section for publication in the *TLA Newsletter*, and send to the editor before the announced deadline;
- Write a report of all Section meetings and give two copies to the Executive Director of TLA, one for TLA files and one for publication in the *TLA Newsletter*;
- Take charge of and account for Section funds;
- Plant the program activity for the Section.

**Section 2.**

The Vice-Chair shall assume the duties of the Chair at the expiration of his/her term of office. Duties of the Vice-Chair are as follows:

- Plan the program activity for the Section;
- Act in the absence of the Chair and perform other duties requested by the Chair;
- In the event the office of Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired term with the approval of the TLA Executive Committee;
- Perform duties related to the Section's affiliation with ACRL (see Article X).

**Section 3.**

Vacancies in offices other than the Chair shall be filled for the unexpired term by appointment of the Chair with the approval of the TLA Executive Committee.

**Section 4.**

More specific information regarding duties and responsibilities of officers is included in the "General Instructions" of the *TLA Manual of Procedures*.

**Article VI. Nominations and Elections**

**Section 1.**

A committee to nominate candidates for Vice-Chair shall be appointed by the Chair. This Committee shall select at least one candidate for presentation at the business meeting of the Section during the TLA Annual Conference. Consent of the nominees must be obtained prior to their nomination.

**Section 2.**

Officers shall be elected during the Section's business meeting held in conjunction with the TLA Annual Conference. Additional nominations may be made during the business meeting, provided consent of the nominee is obtained. All members of TLA affiliated with the College and University Libraries Section are eligible to vote. The officers shall be elected by a majority vote of the members present and shall serve for one year. Terms of office shall begin on July 1 and end on June 30.

**Article VII. Meetings**

**Section 1.**

Meetings of this Section, including the business meeting, shall be held during the TLA Annual Conference and at any other time approved by the Executive Committee of this Section.

**Section 2.**

A special meeting may be called by the Executive Committee of the Section with the approval of the TLA Executive Committee. The purpose, time, and place of the meeting shall be stated in the call, and the members shall be given at least 30 days notice prior to the meeting.

**Section 3.**

A quorum shall consist of the total number of persons at the meeting.

**Article VIII. The Executive Committee**

**Section 1.**

The officers of the Section shall constitute the Executive Committee.

**Section 2.**

The Executive Committee shall have general supervision of the affairs of the Section between its meetings, make recommendations to the Section, and shall

perform such other duties as are specified in these Bylaws.

**Article IX. Committees**

All committees of the Section are appointed by the Chair and include the Nominating Committee, Program Committee, and others which are deemed to be in the best interest of the Section or are needed to meet a specific charge.

**Article X. Affiliation with Other Associations**

**Section 1.**

The College and University Libraries Section shall be a chapter of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA), and Bylaws of both groups shall be in agreement.

**Section 2.**

The College and University Libraries Section may admit persons who are not members of ACRL; however, the Chair and Vice-Chair shall be members of ACRL and ALA.

**Section 3.**

The Chair of the College and University Libraries Section shall send a written report of its meetings to the Executive Secretary of ACRL within one month following the meeting.

**Section 4.**

Affiliation with ACRL may be discontinued at the request of either ACRL or the College and University Libraries Section, when the Section becomes inactive, or when the Section fails to comply with the provisions of the *ACRL Constitution and Bylaws*.

**Section 5.**

The Chair shall appoint a member of the Section to serve as delegate to the Chapters Council of the Association of College and Research libraries for a two-year term, beginning in July of the year of appointment.

**Article XI. Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Section in all cases where they are applicable and in which they are not inconsistent with the *TLA Bylaws*, the *ACRL Constitution and Bylaws*, and any special rules of order the Section may adopt.

**Article XII. Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Section by a two-thirds vote, provided that the amendment has been submitted in writing to the members at least 30 days before the meeting. If an amendment is to be submitted from the floor, it must be presented to the membership in writing prior to the meeting of the Section.

## **B. Public Libraries**

### **Bylaws**

- Article I. Name**  
The name of this Section shall be the Public Libraries Section of the Tennessee Library Association (TLA).
- Article II. Purpose**  
The objectives of this Section shall be those of TLA.  
Namely: to encourage the establishment, maintenance, and support of adequate library service for all people of the State and to cooperate with public and private agencies with related interests.
- Article III. Members**
- Section 1.**  
Any person, institution, organization, or agency engaged in or interested in library service who has paid current dues to TLA shall be eligible for membership in this Section.
- Section 2.**  
No dues shall be required for members of this Section other than those for TLA, if it is selected as the first choice. If chosen as an additional section, annual dues shall be \$2.00. (See *TLA Bylaws*, Article IV, Section 5)
- Article IV. Meetings**
- Section 1.**  
The meetings of this Section shall be held during the TLA Annual Conference, but prior to any formal business session of TLA, unless otherwise ordered by the TLA.
- Section 2.**  
Special meetings may be called by the Executive Committee of the Section. The purpose of the meeting shall be stated in the call, and at least 30 days notice shall be given prior to the meeting.
- Section 3.**  
A special meeting may be held when ten percent (10%) of the membership petitions the Chair in writing.
- Section 4.**  
Fifty-one percent (51%) of the members registered at the TLA Annual Conference shall constitute a quorum at all meetings.
- Article V. Officers**
- Section 1.**  
The officers of the Public Libraries Section of TLA shall be a Chair, a Vice-Chair, and a Secretary-Reporter. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by TLA. At no time shall these Bylaws be in conflict with those of TLA.
- Section 2.**  
At the annual business meeting, a Nominating Committee of not fewer than three nor more than five members – representing the three divisions of the State – shall be appointed or elected by this Section. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the next annual business meeting. The slate of nominees from the Nominating Committee shall be published in the winter issue of the official publication of TLA. Additional nominations from the floor shall be permitted at the time of election.

**Section 3.**

The officers shall be elected by a majority of members present, to serve for one year or until their successors are elected and their term of office shall begin on July 1 and end on June 30.

**Section 4.**

No members shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

**Article VI. Duties of Officers**

**Section 1.**

The Chair of the Public Libraries Section is a member of the TLA Board of Directors, with these duties:

- Plan program of activity for the year;
- Charge Section Nominating Committee to present a slate of officers for election at the annual business meeting;
- Plan program for Section meeting at the TLA Annual Conference
  - Secure from the Conference Planning Committee Chair(s) whether there is a theme for the meeting, and the budget for the Section's conference session;
  - Send program to the Vice President as soon as they are confirmed.
  - If an outstanding speaker is on the program, secure a picture and biographical data for publication in *Tennessee Libraries* and the Conference program. Also, secure a copy of the speech for the files and one copy for publication, if desired by the editor of *Tennessee Libraries*;
  - If a meal meeting is planned, secure approval from the Local Arrangements Chair. Notify Chair of plans, time, and estimated number expected. Plan seating arrangements at speaker's table.
  - Notify the Local Arrangements Chair about visiting speakers so that arrangements can be made for housing and extending hospitality.
  - Notify the Local Arrangements Chair of estimated attendance at meetings and of any special arrangements or equipment needed.
  - Submit requests for additional funds to the Executive Committee and the Finance Committee.

**Section 2.**

The Vice-Chair shall be, in effect, Chair-Elect and shall assume the duties of the Chair at the expiration of his/her term of office as Vice-Chair with these duties:

- Act in the absence of the Chair and perform the duties of the Chair, as requested;
- Assist the Chair in his/her duties of office in whatever manner required, thereby gaining both knowledge of and experience in the office to which he/she is to succeed;
- Act as liaison between the Chair and the Secretary-Reporter, the Chairs of Committees, Standing or Special, and other members of the Section;
- In the event the office of Chair becomes vacant, Vice-Chair shall become Chair for the unexpired term. A new Vice-Chair shall be elected by written ballot from a slate proposed by the Nominating Committee.

**Section 3.**

The Secretary-Report shall perform the following duties:

- Gather news of the Section for publication in *Tennessee Libraries* and send to the Editor before the announced deadline.
- Write a report of all Section meetings, giving two copies to the TLA Executive Director, one copy for TLA files and one copy for publication in the *Tennessee Libraries*.

**Article VII. Executive Committee**

**Section 1.**

The officers of the Section shall constitute the Executive Committee, with the Immediate Past Chair serving ex-officio.

**Section 2.**

The Executive Committee shall have general supervision of the affairs of the Section between its meetings, fix the hour and place of the meetings, make recommendations to the Section, and shall perform such other duties as are specified by these Bylaws. The Committee shall be subject to the orders of the Section, and none of its acts shall conflict with action taken by the Section.

**Section 3.**

Unless otherwise ordered by the Committee, regular meetings of the Executive Committee shall be held only when specifically called by the Chair or by TLA.

**Article VIII. Committees**

**Section 1.**

A Nominating Committee of not fewer than three nor more than five members, representing the three divisions of the State, shall be appointed or elected by this Section. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the next annual meeting.

**Section 2.**

A Program Committee may be appointed by the Chair.

**Section 3.**

Other committees may be appointed as deemed in the best interest of the Section or to meet a specific charge.

**Article IX. Parliamentary Authority**

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

**Article X. Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Section by a two-thirds vote, provided that the amendment has been submitted in writing to the members at least 30 days before the meeting. If an amendment is submitted from the floor, it must be presented to the membership in writing at least twenty-four hours before a vote may be taken.

## C. School Libraries

### Constitution and Bylaws

#### Constitution

##### Article I. Name

The name of this organization shall be the School Libraries Section of the Tennessee Library Association (TLA).

##### Article II. Purpose

The purposes of this organization shall be to encourage the professional growth and development of Tennessee school librarians, and to promote further cooperation between librarians, school administrators, classroom teachers, and other persons interested in the school programs, and to further strengthen school library services in Tennessee.

##### Article III. Membership

Any person who is a member of TLA and actively engaged in school library work may become a member of the School Libraries Section. Any other person holding membership in TLA may become a member of this organization by indicating same to the TLA President and/or the Membership Committee Chair.

##### Article IV. Officers

###### Section 1.

The elected officers of this organization shall be a Chair, a Chair-Elect, and a Secretary-Reporter.

###### Section 2.

There shall be an Executive Committee composed of the elected officers and the immediate Past Chair.

###### Section 3.

The Chair shall preside at all regular meetings of the organization and all Executive Committee meetings. Since the Chair is the Tennessee Councilor of the American Association of School Librarians by virtue of office, he/she shall attend meetings of that body or appoint a representative.

###### Section 4.

The Chair-Elect shall perform the duties of the Chair when that officer cannot be present. It shall also be the duty of the Chair-Elect to arrange the program for the annual meeting. The Chair-Elect shall automatically become Chair following his/her term of office.

###### Section 5.

The Chair should communicate with the appropriate person(s) in the Tennessee Education Association to assure that there are no conflicts in meeting times or other goals and objectives of the two groups.

###### Section 6.

The Secretary-reporter shall keep the minutes of all meetings and record same.

###### Section 7.

No member shall be eligible to hold office who has not been a member of the organization for one year.

###### Section 8.

No members shall hold office more than twice in succession. Filling an unexpired term shall be considered as a term in office. The Chair shall recommend appointments to fill unexpired terms, with the approval of the Executive Committee.

##### Article V. Meetings

###### Section 1.

The organization shall have one regular meeting each year, to be held at the same time of the TLA Annual Conference.

**Section 2.**

Special meetings may be called by the Chair, with the consent of the Executive Committee. At least two weeks' notice shall be given of special meetings, and only business mentioned in the call shall be transacted.

**Section 3.**

The Executive Committee shall meet each year at the time of the TLA Annual Conference. A second meeting may be called at the discretion of the Chair.

**Article VI.**

**Amendments**

This Constitution may be amended by two-thirds vote of members present at any annual meeting. Proposed amendments shall be approved by the Executive Committee and distributed at the registration desk at the annual meeting.

**Bylaws**

**Article I. Elections**

**Section 1.**

Election of officers shall take place at the annual meeting of the organization.

**Section 2.**

A majority vote of members present shall constitute election.

**Article II.**

**Committees**

**Section 1.**

The Chair shall appoint a Nominating Committee composed of three members from each of the three grand divisions, who shall present to the organization at the annual meeting, one name for each office, after which nominations from the floor may be in order.

**Section 2.**

The Chair shall be empowered to appoint other committees as necessary at any time, or, on the majority vote of the members at any meeting, shall appoint committees as they direct.

**Article III.**

**Suspension of Bylaws**

These Bylaws may be suspended in case of emergency by unanimous vote of all members at a meeting.

**Article IV.**

**Order of Business**

Business shall be conducted according to *Robert's Rules of Order*, most recently revised.

**Article V.**

**Award**

The Executive Committee shall be responsible for the administration of the Louise Meredith School Library Media Service Award. This responsibility includes the selection of the judges and the publicity concerning the award. The judges shall be selected on a statewide basis.

## D. Special Libraries

### Bylaws

- Article 1. Name**  
The name of this organization shall be the Special Libraries Section (SLS) of the Tennessee Library Association.
- Article II. Objective**  
The objective of SLS shall be to unite all members of TLA who are interested in special libraries and librarianship, and to promote the interests of special libraries and librarianship in Tennessee. The term “Special Libraries” shall be broadly defined and liberally interpreted so as to include the special divisions, departments, or collections within more general public or academic libraries. However, the objectives of SLS shall at all time be subordinate to the objectives of TLA.
- Article III. Membership**
- Section 1.**  
Membership in SLS shall be open to all TLA members, in accordance with Article II above. Members of TLA shall signify their membership in SLS by so declaring it at the time of application for or renewal for, membership in TLA. No additional dues shall be required for members of this section if it is selected as the first choice. If chosen as an additional section, annual dues shall be \$2.00. (See *TLA Bylaws, Article IV. Section 5.*)
- Article IV. Officers**
- Section 1.**  
In accordance with the *TLA Manual of Procedures*, there shall be three offices: Chair, Vice-Chair, and Secretary-Reporter.
- Section 2.**  
The Vice-Chair shall be Chair-Elect.
- Section 3.**  
The duties of officers shall be in accordance with the *TLA Manual of Procedures, Section VI, B*, as follows:
- Each Section determines its organization and elects its officers.
    - The usual organization is that of Chair, Vice-Chair, Secretary-Reporter.
    - Official Section Bylaws as provided for in *Article XI, Section 4* of the Association’s *Bylaws* shall be on file in the office of the Executive Director.
  - Chair - The Section Chair is a member of the Board of Directors, with these duties:
    - Plan the program of activity for the year.
    - Call for the election of or appoint a Section Nominating Committee to present a slate of officers for election at the annual business meeting.
    - Plan the program for the Section meeting at the TLA Annual Conference.
    - Secure from the Conference Planning Committee whether there is a theme for the TLA Annual Conference.
    - Propose program(s) with budget needs noted to the Conference Planning Committee by established deadlines.
      - Work with Conference Planning Committee to ensure that the invited speaker(s) to extend appropriate

- hospitality and ensure that appropriate honorarium, lodging, and travel expenses are budgeted.
    - If a meal event is proposed, work with the Conference Planning Committee to make all appropriate arrangements.
    - Provide the Conference Planning Committee with pictures and biographical data for speakers, copies of speeches, when available, for submission to the Editor of *Tennessee Libraries* by established deadlines.
    - Following the meeting write letters of appreciation to speaker(s) and other participants.
  - Submit report of expenses to the President.
  - Submit an annual report of activities to the Executive Committee (*TLA Bylaws, Article XI, Section 5.*)
  - With the information provided by the Executive Director, keep membership lists up-to-date.
- Vice-Chair duties:
  - Act in the absence of the Chair.
- Secretary-Reporter duties:
  - Gather news of the Section for publication in the *TLA Newsletter* and send to the Editor before the deadline announced.
  - Write a report of the Section meeting and activities. Give two copies to the Executive Director of the Association, one for the files and one for the Association's official publication.

**Section 4.**

The term of office shall be one year and, in the case of Chair and the Vice-Chair, shall run from July 1 – June 30. (See *TLA Bylaws, Article V.*) The Vice-Chair, who is also Chair-Elect, succeeds to the Chair at the end of the year as Vice-Chair. The incoming Secretary-Reporter shall take over from the outgoing Secretary Reporter as soon as possible after July 1, but not until the outgoing Secretary-Reporter has completed all that is required, including a report on the proceedings of the Section's most recent annual meeting.

**Article V. Nominations and Elections**

**Section 1.**

The Chair, with the advice and consent of the two other officers, shall appoint a Nominating Committee of three at the annual meeting, and charge the Committee to report their findings not less than three months before the next annual meeting.

**Section 2.**

The Nominating Committee shall prepare a single slate for the following officers:

- Vice-Chair / Chair-Elect
- Secretary-Reporter
- Section representative to the TLA Nominating Committee

**Section 3.**

The slate will be presented to the membership for election at the annual meeting. Nominations from the floor are permitted provided the nominees have formally signified their consent to serve if elected. In the event of additional nominations from the floor, an election by paper ballot will take place. This election will be limited to those SLS members present at the annual meeting.

**Article VI. Meetings**

The Section shall hold an annual meeting in conjunction with the TLA Annual Conference. Additional meetings may be held if warranted or desirable.

**Article VII. Parliamentary Authority**

Parliamentary authority for the conduct of the organization and its meetings shall be *Robert's Rules of Order*, newly revised, in the latest edition.

**Article VIII.**

**Amendments**

These Bylaws may be amended at the annual meeting by a majority vote of the members present, provided any proposed amendments have been announced to the membership not less than one month in advance of the date of the annual meeting.

## **E. Trustees and Friends of Libraries**

### **Bylaws**

- Article I. Name**  
The name of the section shall be the Trustees and Friends of Libraries Section of the Tennessee Library Association (TLA).
- Article II. Object**
- Section 1.**  
The purpose for which this Section is formed is to assist and strengthen the Tennessee Library Association in carrying out its objectives for the development and extension of libraries and library service to all people in the State of Tennessee.
- Section 2.**  
This Section of TLA shall be governed by the *TLA Bylaws*.
- Article III. Membership**
- Section 1.**  
Any adult citizen of Tennessee who is interested in supporting the aims and purposes of TLA, upon payment of dues, may become a member and is entitled to be elected to office in the Section if it is selected as the first choice. If chosen as an additional section, annual dues shall be \$2.00. (*TLA Bylaws, Article IV, Section 5*)
- Section 2.**  
Membership in this Section will entitle the person to one vote for any officer of the Section and to one vote on any question submitted to the membership.
- Article IV. Officers**
- Section 1.**  
The officers of this Section shall be a Chair, a Vice-Chair, and a Secretary. Officers shall be elected annually at the regular meeting of the Section which shall coincide with the TLA Annual Conference. Term of office for all officers shall run from July 1 – June 30. Vacancies shall be filled by the Executive Committee of the Section.
- Section 2.**  
The Executive Committee shall be composed of the elected offices, the Immediate Past Chair, and the Chair of any appointed committee.
- Article V. Meetings**  
The meetings of the Section shall coincide with the Annual Meetings of TLA. The Chair may call meetings of the Executive Committee of the Section.
- Article VI. Duties of Officers and Executive Committee**
- Section 1.**  
The Chair shall preside over all meetings of the Section and the Executive Committee and shall have general supervision over all activities of the Section and shall serve as an ex-officio member of all committees except the Nominating Committee. The Chair shall appoint an editor for the publication of the *Trustees Newsletter*. The Chair shall appoint any committees for the purpose of carrying on the work of the Section and persons to serve on committees of TLA, when asked to do so by the President of TLA. The Chair shall assume all duties customarily assigned to the presiding officer.
- Section 2.**  
The Vice-Chair shall assist the Chair and perform the duties of the Chair in the event of absence or incapacity of the Chair.
- Section 3.**  
The Secretary shall perform the ordinary duties of a Secretary; shall conduct the

correspondence of the Section and keep and maintain its records; shall transmit a report, in duplicate, of the regular meeting of the Section to the Executive Director of TLA; and shall deposit for storage all records of permanent value not needed for current use with the Executive Director of TLA.

**Section 4.**

The Executive Committee shall arrange for the program of all meetings of the Section. It shall nominate and qualify a delegate and alternate for the annual meeting of the American Library Trustee Association at such times as dates conflict with the ordinary procedure of election of such delegates by the whole membership in the regular meeting.

**Article VII. Amendments**

These Bylaws may be amended by a majority vote of the membership voting at any regular annual meeting of the Section, provided two weeks' notice of the proposed changes has been given either by publication in an issue of the *Tennessee Trustees Newsletter* or in an issue of the *TLA Newsletter*, preferably in both publications.

**Article VIII. Quorum**

Twenty-five percent of the registered trustee membership at the TLA Annual Conference shall constitute a quorum for the transaction of business. A majority of a committee membership shall be necessary for a quorum.

**Article IX. Publication and Distribution of Revised Copies of the Bylaws**

Upon adoption of these changes in the Bylaws, the entire Bylaws of the Section shall be transmitted to the Editor of the *TLA Newsletter* for publication as soon thereafter as possible and biennially thereafter.

**Article X. Parliamentary Authority**

All points not covered in the *TLA Bylaws* or in the *Trustees and Friends of Libraries Section Bylaws* shall follow parliamentary procedures as given in the latest edition of *Robert's Rules of Order*.

**VI. ROUNDTABLES**  
Revised July 2007

<b>A. Children and Young Adult Services</b>	<b>Pages 2 – 3</b>
<b>B. Electronic Resources</b>	<b>Pages 4 - 6</b>
<b>C. Government Documents</b>	<b>Pages 7 - 10</b>
<b>D. Library Instruction</b>	<b>Pages 11 - 13</b>
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## A. Children and Young Adult Services

### Bylaws

- Article I. Name**  
The name of this organization shall be the Children's and Young Adult Services Roundtable.
- Article II. Purpose**  
The purpose of this Roundtable shall be to promote children's and young adult services in public and school libraries; to improve training among librarians who work with children and young adults; to create positive relationships among all librarians who work with children and young adults – public, school, and private school librarians.
- Article III. Membership**
- Section 1.**  
Membership shall be open to all members of TLA with an interest in children's and young adult services.
- Section 2.**  
No additional dues shall be required for members of this Roundtable if it is selected as the first choice. If chosen as an additional roundtable, annual dues shall be \$2.00
- Article IV. Officers**
- Section 1.**  
The officers of the Roundtable shall be the Chair, Chair-Elect, and Secretary-Treasurer.
- Section 2.**  
The officers shall serve for one-year terms which shall coincide with the terms of office of TLA. In the event the Chair is unable to complete the term of office, the Chair-Elect shall succeed to the office of Chair. In the event that any other officer is unable to complete a term of office, the Chair shall appoint a replacement for the remainder of the term of office.
- Section 3.**  
All officers of the Roundtable shall be members of TLA.
- Article V. Duties of Officers**
- Section 1.**  
Chair: The Chair shall automatically succeed to this position upon fulfilling the required duties of the office of Chair-Elect. The Chair shall be the chief executive officer of the Roundtable, having the authority to appoint special ad hoc committees as deemed necessary, and shall preside over the annual meeting and other special meetings and workshops.
- Section 2.**  
Chair-Elect: The Chair-Elect shall assume the duties of the chief executive officer in the event the Chair is unable to serve or fulfill the duties of that office. The Chair-Elect also serves as a Program Chair for the annual meeting at the TLA Annual Conference, having the authority to appoint a committee to assist in the planning and promotion of the meeting with the consent of the Chair.
- Section 3.**  
Secretary-Treasurer: The Secretary-Treasurer shall collect news of the Round Table for publication in the *TLA Newsletter* or elsewhere, record the minutes of all Roundtable meetings wherever appropriate, handle all financial documents, accounts, and requests of the Roundtable, and perform other duties as required.

**Article VI. Nomination and Elections**

**Section 1.**

A committee to nominate candidates for Chair-Elect and Secretary-Treasurer shall be appointed by the Chair. This Committee shall select as least one candidate for each office for presentation at the business meeting of the Roundtable during the TLA Annual Conference. Consent of the nominees must be obtained prior to nomination.

**Section 2.**

Officers shall be elected during the Roundtable's business meeting during the TLA Annual Conference. Additional nominations may be made during the business meeting, provided the consent of the nominee is obtained. All members of TLA affiliated with the Roundtable are eligible to vote. The officers shall be elected by a majority of the members present.

**Article VII. Executive Council**

**Section 1.**

The Executive Council shall consist of the three elected officers of the Roundtable and the head of the School Library Section, or their appointed representative. The Chair shall see that the three sections of the State are represented on the Council and may make appointments to this purpose, if necessary. The Chair of the Roundtable shall serve a Chair of the Executive Council.

**Section 2.**

The Executive Council shall have general supervision of the affairs of the Roundtable in the intervals between meetings. Decisions shall be made by majority vote.

## **B. Electronic Resources Management Bylaws**

### **Article I. Name**

#### **Section 1.**

The name of this organization shall be the Tennessee Electronic Resources Management Roundtable (TERMRT).

#### **Section 2.**

The Bylaws of this Roundtable should not be in conflict with the *Bylaws* of the Tennessee Library Association (TLA).

### **Article II. Purpose**

The purpose of the Roundtable shall be to provide a forum to discuss issues, problems and solutions, share ideas and provide education and training in managing electronic resources.

### **Article III. Membership**

#### **Section 1.**

Membership shall be open to all members of TLA with an interest in management of electronic resources.

#### **Section 2.**

No additional dues shall be required for members of this Roundtable if it is selected as the first choice. If chosen as an additional roundtable, annual dues shall be \$2.00. (See *TLA Bylaws*, Article IV, Section 5.)

### **Article IV. Officers**

#### **Section 1.**

The officers of the Roundtable shall be Chair, Chair-Elect, and Secretary. These officers shall perform the duties prescribed in the Bylaws and outlined in the *TLA Manual of Procedures*.

#### **Section 2.**

The officers shall serve for one-year terms which shall coincide with the terms of office of TLA. In the event the Chair is unable to complete the term of office, the Chair-Elect shall succeed to the office of Chair. In the event that any other officer is unable to complete a term of office, the Chair may appoint a replacement for the remainder of the term of office with the approval of the Executive Council.

#### **Section 3.**

All officers of the Roundtable shall be members of TLA.

#### **Section 4.**

No member shall hold more than one office concurrently in this Roundtable, and no officer shall be eligible for election to two consecutive terms.

### **Article V. Duties of Officers**

#### **Section 1.**

The duties of the Chair include the following:

- Preside at all meetings of the Roundtable.
- Plan the program activity for the Roundtable, including any programs at the TLA Annual Conference.
- Appoint all committees of the Roundtable.
- Appoint and charge the Nominating Committee to present a slate of officers for election at the annual business meeting.

- Submit to the TLA Executive Committee an annual report on the Roundtable's activities during the year.
- Represent the Roundtable at the meetings of the TLA Board of Directors.
- Oversee activities of the Roundtable between meetings, and perform any other duties which may be outlined in the *TLA Manual of Procedures*.

**Section 2.**

The Chair-Elect shall assume the duties of the Chair at the expiration of his/her term of office. Duties of the Chair-Elect are as follows:

- Act in the absence of the Chair.
- In the event the office of Chair becomes vacant, the Chair-Elect shall become Chair for the unexpired term.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

**Section 3.**

The duties of the Secretary are as follows:

- Collect news of the Roundtable for publication in the *TLA Newsletter* or elsewhere and send to the Editor before announced deadline.
- Record minutes of all Roundtable meetings wherever appropriate.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

**Article VI. Nominations and Elections**

**Section 1.**

A committee to nominate candidates for Chair-Elect and Secretary shall be appointed by the Chair. This committee shall select at least one candidate for each office for presentation at the business meeting of the Roundtable during the TLA Annual Conference. Consent of the nominees must be obtained prior to nomination.

**Section 2.**

Officers shall be elected during the Roundtable's business meeting at the TLA Annual Conference. Additional nominations may be made during the business meeting, provided consent of the nominee is obtained. All members of TLA affiliated with the Roundtable are eligible to vote. The officers shall be elected by a majority vote of the members present. Terms of office shall begin on July 1 and end on June 30.

**Article VII. Executive Council**

**Section 1.**

The three elected officers of the Roundtable shall constitute the Executive Council. The Chair of the Roundtable shall serve as Chair of the Executive Council.

**Section 2.**

The Executive Council shall have general supervision of the affairs of the Roundtable during the intervals between meetings.

**Section 3.**

Unless otherwise ordered by the Council, regular meetings of the Executive Council shall be held only when specifically called by the Chair or by the President of TLA.

**Article VIII. Committees**

**Section 1.**

Committees of the Roundtable shall include the Nominating Committee, Program Committee, and others deemed to be in the best interest of the Roundtable or needed to meet a specific charge.

**Section 2.**

The Chair of the Roundtable shall appoint the committee chair and other committee members in consultation with committee chairs. Committee chairs shall serve the same term of office as Roundtable Officers.

**Article IX. Meetings**

**Section 1.**

Meetings of the Roundtable, including the business meeting, shall be held during the TLA Annual Conference and at any other time approved by the Executive Council of the Roundtable.

**Section 2.**

A special meeting may be called by the Executive Council of the Roundtable. The purpose, time, and place of the meeting shall be stated in the call, and the members shall be given at least 30 days notice prior to the meeting.

**Article X. Affiliation With Other Organizations**

The Roundtable may affiliate with other organization, provided there is no conflict with the Bylaws of this Roundtable or the Bylaws of TLA.

**Article XI. Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Roundtable in all cases where they are applicable and in which they are not inconsistent with the Bylaws of TLA or any special rules of order the Roundtable may adopt.

**Article XII. Amendment of Bylaws**

These Bylaws may be amended by a majority of those members present at the annual business meeting or any called meeting.

## C. Government Documents

### Bylaws

- Article I. Name**  
The name of the Roundtable shall be the Tennessee Library Association / Government Documents Roundtable, hereinafter referred to as TLA/GODORT.
- Article II. Purpose**
- Section 1.**  
To promote statewide cooperation among people working with all types of government documents, i.e., Federal, State, and Local.
- Section 2.**  
To provide a forum for those people to discuss their problems and share their ideas concerning government documents.
- Section 3.**  
To sponsor projects for increasing the use of documents and to improve bibliographic control of them.
- Section 4.**  
To contribute to the education and training of documents personnel.
- Section 5.**  
To encourage all levels of government to make their public documents readily available to all types of libraries.
- Section 6.**  
To continually review the laws, rules, and guidelines that affect the governance of our collections, and to actively support lobbying efforts to change these laws and rules when the need for change is necessitated.
- Article III. Membership**
- Section 1.**  
Membership shall be open to all members of TLA who express an interest in government documents.
- Section 2.**  
The Roundtable shall maintain an annual membership of at least twenty-five (25) members to remain an active roundtable of TLA.
- Section 3.**  
Dues shall be in accordance with TLA guidelines.
- Article IV. Elected and appointed Officers and Their Duties**
- Section 1.**  
The officers of TLA/GODORT shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, and a liaison to both ALA/GODORT and SELA/GODORT.
- Section 2.**  
Duties of elected officers:
- Chair: The Chair shall automatically succeed to this position upon fulfilling the duties of the office of Vice-Chair/Chair-Elect. The Chair shall be the chief executive officer of the Roundtable, having the authority to appoint special/ad hoc committees as deemed necessary, and shall preside over the annual meeting and other special meetings or workshops.
  - Vice-Chair/Chair-Elect: The Vice Chair shall assume the duties of the chief executive officer in the event that the Chair is unable to serve or fulfill the duties of that office. The Vice-Chair also serves as Program Chair for the annual GODORT meeting at the TLA Annual Conference, having the authority to appoint committee(s) to assist in the planning and promotion of the meeting.

- Secretary/Treasurer: The Secretary/Treasurer shall serve for a term of two years and shall keep minutes of the annual meeting and other special meetings; shall be responsible for the maintenance of all Roundtable documents, the handling of all financial accounts and requests of the Roundtable, and other duties as required. The Secretary/Treasurer shall also serve as Membership Chair of the Roundtable.
- Past Chair: The Past Chair shall remain on the TLA/GODORT Executive Committee and Board as official advisor and to insure the transition of duties is smooth.

**Section 3.**

Duties of appointed officers:

- Liaison to ALA/GODORT: The Liaison to ALA/GODORT shall be appointed by the Executive Committee of the Roundtable and shall (1) introduce, coordinate, and negotiate matters of concern to the TLA/GODORT members through the national organization; (2) publish results of such actions in the Roundtable's newsletter; and (3) follow up actions as necessary at subsequent ALA/GODORT meetings.
- Liaison to SELA/GODORT: The Liaison to SELA/GODORT shall be appointed by the Executive Committee of the Roundtable and shall (1) introduce, coordinate, and negotiate matters of concern to TLA/GODORT members through the regional organization; (2) publish results of such actions in the Roundtable's newsletter; and (3) follow up actions as necessary at subsequent SELA/GODORT meetings.

**Section 4.**

Nomination and election of officers:

- The Executive Committee of the Roundtable, serving as the Nominating Committee, shall present the names of candidates for each elected position to the membership for a vote. The consent of each nominee shall be required.
- The election of officers shall take place at the annual meeting.
- Nominations may be made from the floor with the consent of the nominee.
- A majority vote of the members present at the annual meeting shall constitute election.

**Section 5.**

Vacancies in office:

- In case of the death or resignation of an elected officer, the Executive Board shall have the power to fill any vacancy that may occur, with the exception that in the case of a vacancy in the office of Chair, the Vice-Chair shall fill the remaining unexpired term, plus the year originally scheduled.

**Article V.**

**Executive Committee**

The Executive Committee shall be composed of the Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, and the immediate Past Chair. Duties of the Executive Committee shall include: (1) ratification of appointments to standing, special/ad hoc committees; (2) the appointment of the liaisons to both ALA/GODORT and SELA/GODORT; and (3) the appointment of the editor(s) of the Roundtable's newsletter.

**Article VI.**

**Executive Board**

The Executive Board shall be composed of the Executive Committee, the liaisons to both ALA/GODORT and SELA/GODORT, all committee chairs, and the editor(s) of the Roundtable's newsletter. The Executive Board shall act as an advisory body of the Roundtable on such matters as: (1) making recommendations to the Executive Committee concerning committee appointments; (2) recommending policies and procedures for the Roundtable; (3) reviewing proposed amendments to the *Bylaws* presented to the Executive Committee; and (4) other duties deemed necessary in order to transact business

of the Roundtable.

**Article VII. Meetings**

TLA/GODORT shall have an annual program and business meeting in conjunction with the TLA Annual Conference. The Vice-Chair, serving as Program Chair, shall coordinate the annual program. A simple majority of those members present shall constitute a quorum at the business meeting and *Robert's Rules of Order* shall be used as the guidelines for parliamentary procedure. The Executive Committee shall have the power to call special meetings of the Roundtable, upon the recommendation of the Executive Board. The Chair shall have the power to call special meetings of the Executive Committee and the Executive Board as frequently as needed to transact the business of the Roundtable. Other meetings and/or workshops shall be organized with the consent of the Executive Board.

**Article VIII. Committees**

**Section 1.**

All committees shall be composed of members in good standing of the Round Table and TLA, who shall serve until their successors have been appointed or until the committee is dissolved.

**Section 2.**

Reports of the committees shall be submitted to the Chair of TLA/GODORT concerning the actions and/or recommendations of the committee(s) for approval by the Executive Committee. Copies of all reports shall be filed with the Secretary of TLA/GODORT for the Roundtable's permanent files.

**Section 3.**

Standing committees: Standing committees shall be appointed by the Chair of the Roundtable to fulfill the purpose(s) of the Roundtable on a continuing basis.

- The Standing Committee(s) is (are):
  - GODORT/Advisory Committee on State Documents. The Committee is charged with the on-going review of the state depository law, the drafting of amendments / changes in the laws, the evaluation of state documents, and other duties as deemed necessary by the Committee upon approval of the Executive Board of GODORT. Final approval of all laws and recommendation shall be considered by the Executive Committee of TLA.

**Section 4.**

Special / Ad Hoc Committees. Special / Ad hoc committees shall be appointed at the discretion of the Chair, or upon request to the Chair by the Executive Board. These committees shall implement short-term projects or needs of the Roundtable on a one-time basis. If the need(s) of the committee(s) becomes a major purpose of the Roundtable, its status shall be evaluated by the Executive Board and may be raised to a standing committee status.

- The Special Committees are:
  - Bylaws Revision Committee
  - Committee on Law Libraries
  - Steering Committee for Tennessee State Plan for Federal Depository Libraries

**Article IX. Publications**

**Section 1.**

*TLA/GODORT Newsletter.* The newsletter shall be published four times a year: June, September, December, and March. The June issue shall be devoted to TLA Annual Conference news and any other news of interest. The March issue shall be devoted to the pre-conference information for

the TLA Annual Conference and should include (1) the GODORT program; (2) reminder of membership renewal; (3) minutes of the Roundtable meeting at the TLA Annual Conference in the previous year; and (4) the Treasurer's report. The remaining two issues, September and December, shall contain items of interest to members concerning documents, reports of committees, notices of upcoming meetings, or reports of meetings attended by GODORT officers and/or members.

**Section 2.**

Special Publications. Special publications may be compiled and produced under the auspices of the Roundtable with the cooperation of the editor(s) of the Roundtable's newsletter.

**Section 3.**

Editor(s). The Executive Committee shall appoint an editor or editors for the Roundtable's newsletter, who shall serve for a unspecified term. The editor(s) shall serve aa ex-officio members of the Executive Board.

**Article X.**

**Affiliations**

The Roundtable shall affiliate annually with the Government Documents Roundtable (GODORT) of the American Library Association and the Southeastern Library Association, and shall appoint liaisons to both associations.

**Article XI.**

**Amendments**

**Section 1.**

Amendments to the Bylaws shall be proposed in writing by any member of the Roundtable, and shall be submitted to the Executive Board for consideration and approval.

**Section 2.**

Notice of the proposed revision shall be sent to the members at least 30 days prior to the annual meeting.

**Section 3.**

A majority vote of the members attending the annual business meeting is required for passage of the revision.

## D. Library Instruction

### Bylaws

#### Article I. Name

##### Section 1.

The name of this organization shall be the Tennessee Library Instruction Round Table (TLIRT).

##### Section 2.

The Bylaws of this Roundtable should not be in conflict with the *Bylaws* of the Tennessee Library Association (TLA).

#### Article II. Purpose

The purpose of the Roundtable shall be to promote the improvement of library use instruction in all libraries and more effective use of library resources.

#### Article III. Membership

##### Section 1.

Membership shall be open to all members of TLA with an interest in library use instruction.

##### Section 2.

No additional dues shall be required for members of this Roundtable if it is selected as the first choice. If chosen as an additional roundtable, annual dues shall be \$2.00. (See TLA *Bylaws, Article IV, Section 5*)

#### Article IV. Officers

##### Section 1.

The officers of the Roundtable shall be the Chair, Chair-Elect, and Secretary. These officers shall perform the duties prescribed in the *Bylaws* and outlined in the *TLA Manual of Procedures*.

##### Section 2.

The officers shall serve for one-year-terms which shall coincide with the terms of office of TLA. In the event the Chair is unable to complete the term of office, the Chair-Elect shall succeed to the office of Chair. In the event that any other officer is unable to complete a term of office, the Chair may appoint a replacement for the remainder of the term of office.

##### Section 3.

All officers of the Roundtable shall be members of TLA.

##### Section 4.

No member shall hold more than one office concurrently in this Round Table, and no officer shall be eligible for election to two consecutive terms.

#### Article V. Duties of Officers

##### Section 1.

The duties of the Chair include the following:

- Preside at all meetings of the Roundtable
- Plan the program activity for the Roundtable, including any programs at the TLA Annual Conference.
- Appoint all committees of the Roundtable.
- Appoint and charge a Nominating Committee to present a slate of officers for election at the annual business meeting.
- Submit to the TLA Executive Committee an annual report on the Roundtable's activities during the year.
- Represent the Roundtable at meetings of the TLA Board of Directors.
- Oversee activities of the Roundtable between meetings, and perform any other duties which may be outlined in the *TLA Manual of Procedures*.

**Section 2.**

The Chair-Elect shall assume the duties of the Chair at the expiration of his/her term of office. Duties of the Chair-Elect are as follows:

- Act in the absence of the Chair.
- In the event the office of Chair becomes vacant, the Chair-Elect shall become Chair for the unexpired term.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

**Section 3.**

The duties of the Secretary are as follows:

- Collect news of the Roundtable for publication in the *TLA Newsletter* or elsewhere and send to the Editor before announced deadline.
- Record minutes of all Roundtable meetings wherever appropriate.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

**Article VI. Nominations and Elections**

**Section 1.**

A committee to nominate candidates for Chair-Elect and Secretary shall be appointed by the Chair. This committee shall select at least one candidate for each office for presentation at the business meeting of the Roundtable during the TLA Annual Conference. Consent of the nominees must be obtained prior to nomination.

**Section 2.**

Officers shall be elected during the Roundtable's business meeting during the TLA Annual Conference. Additional nominations may be made during the business meeting, provided consent of the nominee is obtained. All members of TLA affiliated with the Roundtable are eligible to vote. The officers shall be elected by a majority vote of the members present. Terms of office shall run from July 1 – June 30. (See *TLA Bylaws, Article V, Section 2*)

**Article VII. Executive Council**

**Section 1.**

The three elected officers of the Roundtable shall constitute the Executive Council. The Chair of the Roundtable shall serve as Chair of the Executive Council.

**Section 2.**

The Executive Council shall have general supervision of the affairs of the Roundtable in the intervals between meetings.

**Section 3.**

Unless otherwise ordered by the Council, regular meetings of the Executive Council shall be held only when specifically called by the Chair or by the President of TLA.

**Article VIII. Committees**

**Section 1.**

Committees of the Roundtable shall include the Nominating Committee, Program Committee, and others deemed to be in the best interest of the Roundtable or needed to meet a specific charge.

**Section 2.**

The Chair of the Roundtable shall appoint the committee chairs and other committee members. Committee chairs shall serve the same term of office as other Roundtable officers.

**Article IX. Meetings**

**Section 1.**

Meetings of the Roundtable, including the business meetings, shall be held during the TLA Annual Conference and at any other time approved by the Executive Council of the Roundtable.

**Section 2.**

A special meeting may be called by the Executive Council of the Roundtable. The purpose, time, and place of the meeting shall be stated in the call, and the members shall be given at least 30 days' notice prior to the meeting.

**Article X. Affiliation With Other Organizations**

The Roundtable may affiliate with other organizations, provided there is no conflict with the *Bylaws* of the Roundtable or with the *Bylaws* of TLA.

**Article XI. Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Roundtable in all cases where they are applicable and in which they are not inconsistent with the *Bylaws* of TLA or any special rules of order the Roundtable may adopt.

**Article XII. Amendment of *Bylaws***

These *Bylaws* may be amended by a majority of those members present at the annual business meeting or any called meeting.

## E. Reference

### Bylaws

#### Article I. Name

##### Section 1.

The name of this organization shall be the Tennessee Reference Roundtable (TRRT).

##### Section 2.

The *Bylaws* of this Roundtable should not be in conflict with the *Bylaws* of the Tennessee Library Association (TLA).

#### Article II. Purpose

The purpose of the Roundtable shall be to promote the improvement of reference services in all libraries and to promote communication between the various branches of reference services.

#### Article III. Membership

##### Section 1.

Membership shall be open to all members of TLA with an interest in reference services.

##### Section 2.

No additional dues shall be required for members of this Roundtable if it is selected as the first choice. If chosen as an additional roundtable, annual dues shall be \$2.00. (See TLA *Bylaws*, Article IV, Section 3)

#### Article IV. Officers

##### Section 1.

The officers of the Roundtable shall be Chair, Chair-Elect, and Secretary. These officers shall perform the duties prescribed in the *Bylaws* and outlined in the *TLA Manual of Procedures*.

##### Section 2.

The officers shall serve for one-year terms which shall coincide with the terms of office of TLA. In the event the Chair is unable to complete the term of office, the Chair-Elect shall succeed to the office of Chair. In the event that any other officer is unable to complete a term of office, the Chair may appoint a replacement for the remainder of the term of office with the approval of the Executive Council.

##### Section 3.

All officers of the Roundtable shall be members of TLA.

##### Section 4.

No member shall hold more than one office concurrently in this Roundtable, and no officer shall be eligible for election to two consecutive terms.

#### Article V. Duties of Officers

##### Section 1.

The duties of the Chair include the following:

- Preside at all meetings of the Roundtable.
- Plan the program activity for the Roundtable, including any programs at the TLA Annual Conference.
- Appoint all committees of the Roundtable.
- Appoint and charge the Nominating Committee to present slate of officers for election at the annual business meeting.
- Submit to the TLA Executive Committee an annual report on the Roundtable's activities during the year.
- Represent the Roundtable at meetings of the TLA Board of Directors.

- Oversee activities of the Roundtable between meetings, and perform any other duties which may be outlined in the *TLA Manual of Procedures*.

**Section 2.**

The Chair-Elect shall assume the duties of the Chair at the expiration of his/her term of office. Duties of the Chair-Elect are as follows:

- Act in the absence of the Chair.
- In the event the office of Chair becomes vacant, the Chair-Elect shall become Chair for the unexpired term.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

**Section 3.**

The duties of the Secretary are as follows:

- Collect news of the Roundtable for publication in the *TLA Newsletter* or elsewhere and send to the Editor before announced deadline.
- Record minutes of all Roundtable meetings wherever appropriate.
- Perform other duties requested by the Chair or which may be outlined in the *TLA Manual of Procedures*.

**Article VI. Nominations and Elections**

**Section 1.**

A committee to nominate candidates for Chair-Elect and Secretary shall be appointed by the Chair. This committee shall select at least one candidate for each office for presentation at the business meeting of the Roundtable during the TLA Annual Conference. Consent of the nominees must be obtained prior to nomination.

**Section 2.**

Officers shall be elected during the Roundtable's business meeting at the TLA Annual Conference. Additional nominations may be made during the business meeting, provided consent of the nominee is obtained. All members of TLA affiliated with the Roundtable are eligible to vote. The officers shall be elected by a majority vote of the members present. Terms of office shall begin on July 1 and end on June 30.

**Article VII. Executive Council**

**Section 1.**

The three selected officers of the Roundtable shall constitute the Executive Council. The Chair of the Roundtable shall serve as Chair of the Executive Council.

**Section 2.**

The Executive Council shall have general supervision of the affairs of the Roundtable in the intervals between meetings.

**Section 3.**

Unless otherwise ordered by the Council, regular meetings of the Executive Council shall be held only when specifically called by the Chair or by the President of TLA.

**Article VIII. Committees**

**Section 1.**

Committees of the Roundtable shall include the Nominating Committee, Program Committee, and others deemed to be in the best interest of the Roundtable or needed to meet a specific charge.

**Section 2.**

The Chair of the Roundtable shall appoint the committee chair and other committee members in consultation with committee chairs. Committee chairs shall serve the same term of office as Roundtable officers.

**Article IX. Meetings**

**Section 1.**

Meetings of the Roundtable, including the business meeting, shall be held during the TLA Annual Conference and at any other time approved by the Executive Council of the Roundtable.

**Section 2.**

A special meeting may be called by the Executive Council of the Round Table. The purpose, time, and place of the meeting shall be stated in the call, and the members shall be given at least 30 days' notice prior to the meeting.

**Article X. Affiliation With Other Organizations**

The Roundtable may affiliate with other organizations, provided there is no conflict with the *Bylaws* of this Roundtable or with the *Bylaws* of TLA.

**Article XI. Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Roundtable in all cases where they are applicable and in which they are not inconsistent with the *Bylaws* of TLA or any special rules of order the Round Table may adopt.

**Article XII. Amendment of Bylaws**

These *Bylaws* may be amended by a majority of those members present at the annual business meeting or any called meeting.

## **F. Technical Services**

### **Constitution and Bylaws**

#### **Constitution**

- Article I. Name**  
The name of this organization shall be the Tennessee Technical Services Roundtable.
- Article II. Object**  
The object shall be to unite in one group Tennessee librarians and others interested in activities related to the acquisition, identification, cataloging, classification, and preservation of library materials, and to provide opportunity for the interchange of ideas and the discussion of problems.
- Article III. Membership**  
Any person interested in the work of acquisitions, identification, cataloging, classification, and preservation of library materials may become a member of this group with a right to vote.
- Article IV. Officers**  
The officers of the organization shall be a Chair, a Vice-Chair, who shall be the Chair-Elect, a Secretary, and a representative to the Council of Regional Groups of the Association for Library Collections and Technical Services of the American Library Association. Officers, with the exception of the CRG/ALCTS Representative are elected at the annual meeting. The Representative will be appointed by the Executive Committee.
- Article V. Executive Committee**
- Section 1.**  
The Executive Committee shall consist of four members: the Chair, the Vice-Chair, the Secretary, and the Immediate Past Chair.
- Section 2.**  
The Executive Committee shall transact the business of the organization in the interim between annual meetings.
- Section 3.**  
The Executive Committee shall meet at the call of the Chair or of two members of the Executive Committee.
- Section 4.**  
The Executive Committee shall have power to appoint, in case of a vacancy in any office, a member from the organization to fill the immediately unexpired term until the next regular election.
- Article VI. Meetings**
- Section 1.**  
The regular meeting shall be held during the TLA Annual Conference.
- Section 2.**  
Special meetings may be called by decision of the Executive Committee.
- Section 3.**  
A majority of the Roundtable members shall constitute a quorum for a business meeting.
- Article VII. Amendments**
- Section 1.**  
These article may be amended at any regular meeting of the organization when a quorum is present and shall require a two-thirds vote of the members present.

**Section 2.**

Notice of the proposed change shall be mailed to the members at least thirty days prior to the meeting at which a vote is to be taken on the proposed change.

## **Bylaws**

**Article I. Elections**

**Section 1.**

The Chair, with the approval of the Executive Committee, shall appoint a Committee on Nominations, whose duty it shall be to prepare a slate of officers for the succeeding year.

**Section 2.**

The Committee shall present the names of candidates for each of the following offices: Vice-Chair and Secretary.

**Section 3.**

Consent of the nominees shall be obtained.

**Article II. Officers**

**Section 1.**

Term of office:

- All officers, with the exception of the CRG/ALCTS Representative, shall serve for one year or until the adjournment of the regular meeting at which their successors are chosen. If an annual meeting cannot be held, an election by mail shall be conducted not more than two (2) months after the normal time of the annual meeting.
- The Vice-Chair (Chair-Elect) shall serve for one year as Vice-Chair. At the expiration of this term, or in case of a vacancy in the office of Chair, he/she shall succeed to the office of Chair, and shall serve until the expiration of the term for which he/she was elected Chair.
- The Representative to the Council of Regional Groups of the Association for Library Collections and Technical Services of the American Library Association shall be appointed by the Executive Committee for a term of two (2) years, with the provision to be reappointed for a second term.

**Section 2.**

Duties of officers:

- The Chair shall plan the program with the help of the Executive Committee; preside at all meetings; approve disbursement; make committee appointments; represent the Roundtable at the TLA Board of Directors.
- The Vice-Chair shall, in the absence of the Chair, preside at all meetings.
- The Secretary shall keep and preserve the records of the meetings, maintain membership rolls, and handle the correspondence of the organization, subject to the direction of the Chair. Within a month after the meeting he/she shall send a report, with copies of the papers presented, to the Chair of the Council of Regional Groups, and a copy of the report to the Executive Secretary of the ALA Association for Library Collections and Technical Services.
- The CRG/ALCTS representative shall serve as a liaison to the national organization, expressing concerns of the local chapter and providing an avenue for exchange of ideas and information.

**Article III. Amendments to *Bylaws***

**Section 1.**

Amendments to the *Bylaws* may be voted on only when a quorum is present and shall receive a majority vote of the members present.

**Section 2.**

Notices of the proposed change in the *Bylaws* shall be mailed to the membership at least thirty (30) days prior to the meeting at which a vote is to be taken on the

proposed change.

**Article IV. Parliamentary Authority**

*Robert's Rules of Order*, latest revision, shall be the governing authority in any matter not specifically covered by the *Constitution and Bylaws*.

**Article V. Affiliation**

**Section 1.**

This Roundtable is an affiliate of the Council of Regional Groups, Association for Library Collections and Technical Services of the American Library Association.

## VII. PUBLICATIONS

### A. Mission Statement

Publications of the Tennessee Library Association support TLA's mission by providing information relevant to librarians, library support staff, and other library advocates. Encompassing print and electronic media, TLA publications serve as a forum for discussion of issues, innovations, and concerns to libraries and librarians, particularly those in Tennessee.

Publications contribute to the continuing education and professional development of librarians and library staff through the sharing of research, ideas, and knowledge about the best practices; notification of workshops and conferences; and opportunities to serve the Association. TLA publications also provide current awareness about activities of TLA, local library news, positions available, and latest developments in the State's information community.

### B. Policy Statement

The Association shall not be responsible for statements or opinions advanced by its publications or meetings, except statements or opinions authorized by the Executive Committee. (*Bylaws, Article XIV, Section 5*)

### C. Publications

There shall be four official publications of the Association:

- *Tennessee Libraries*
- *TLA Newsletter*
- TLA Website ([www.tnla.org](http://www.tnla.org))
- TLA Discussion List ([TLA-L@listserv.utk.edu](mailto:TLA-L@listserv.utk.edu))

Publication frequency, date, and coverage shall be determined by the respective Editors with the approval of the Executive Committee.

### D. Staff

1. The TLA Publications Staff:
  - *Tennessee Libraries*:
    - Editor
    - Associate Editor
  - *TLA Newsletter*:
    - Editor

- Assistant Editor
    - TLA Web Site:
      - Web Site Administrator
      - Assistant Web Site Administrator
    - TLA Discussion List
      - Listowner
2. Editors, the Associate Editor, the Assistant Editor, Web Site Administrator; and the Assistant Web Site Administrator will be formally evaluated at the end of the fiscal year by the Executive Committee.
  3. An honorarium or salary shall be paid to the Editors, the Web Site Administrator, and the Listowner. An honorarium or salary may be paid to the Associate Editor, Assistant Editor, and Assistant Web Site Administrator when recommended by the Publications Advisory Board and the Finance Committee in the annual budget and approved by the Executive Committee.
  4. The Editors shall be members of the Board of Directors and ex officio members of the Publications Advisory Board.
  5. Duties of Editors and Web Site Administrator:
    - a. The Editors shall be responsible for the official publications of the Association: planning contents and dates of publication, soliciting material for production , and other tasks as appropriate.
    - b. The Editors shall notify appropriate persons of deadlines for reporting news and submitting articles or other content.
    - c. The TLA Executive Director shall keep the Web Site Administrator and the Executive committee informed of the amount of advertising to be included on the web site.
    - d. The Editors shall assume responsibility for seeing that the revisions to the *Bylaws* are published and for issuing a regular notice regarding the availability of the *Bylaws* from the Executive Director. (*Bylaws, Article XIX, Section 3*)
    - e. The Editor of the *TLA Newsletter* shall assume responsibility for seeing that the pre-convention issue contains information about the annual convention: program speakers, convention city, hotel, as appropriate.
    - f. The Editor of *Tennessee Libraries* shall assume responsibility for seeing that the post-convention issue contains articles and presentations from the convention.
    - g. The Web Site Administrator shall work with the Conference Web Site Administration to ascertain that pre-convention information about the annual conference program, hotel, and registration are published on the web site in a timely manner. The Web Site Administrator will also work with the Conference committee and the Executive Director regarding advertising related to the convention exhibitors that will appear on the web site.

- h. The Web Site Administrator will see that all minutes of convention sessions, reports of Committees, Sections, and Roundtables are published in the appropriate sections of the web site, as submitted by the TLA units involved.
  - i. The Web Site Administrator shall work with the Executive Director to maintain a membership directory on the Members Only section of the web site.
  - j. The Web Site Administrator shall publish forms, relating to registration, awards, the convention, continuing education opportunities, Library Legislative Day, membership renewals, etc. on the site in a timely manner.
  - k. The Editors shall notify TLA membership of the publication of issues via the discussion list. issues shall be archived on the web site. Members without electronic access may contact the Executive Director for a print copy of any TLA publication.
  - l. The TLA Listowner shall manage the list and set policies for use of the list.
  - m. The appointments shall continue for as long as each serves in a satisfactory manner or until a written resignation is submitted.
6. Duties of the Associate Editor and the Book Review Editor of *Tennessee Libraries*, the Assistant Editor of the *TLA Newsletter*, and the Assistant Web Site Administrator:
- a. These supporting Editors shall be appointed by the Executive Committee, taking into consideration the recommendation of their respective Editors and/or the Publications Advisory Board.
  - b. The duties of each Associate or Assistant Editor shall be similar to those of the respective recommending Editor and generally shall be established by that Editor.
  - c. The Book Review Editor works with the *TL* Editor and Associate Editor to publish reviews of books published by Tennessee authors or related to Tennessee history or culture.
  - d. The appointments shall continue for as long as each serves in a satisfactory manner or until a written resignation is submitted.