

**HEALTH SCIENCE INFORMATION SECTION  
BYLAWS**

**Article I      NAME**

**Section 1.**      The name of this section of the North Dakota Library Association will be the Health Science Information Section.

**Section 2.**      The official abbreviation will be HSIS.

**Article II      PURPOSE**

**Section 1.**      As an integral part of the NDLA organization, the Health Science Information Section exists to contribute to the quality of health care by:

- A. promoting interest in health science information;
- B. promoting cooperation among health science and other types of libraries; and,
- C. enhancing the status, qualifications, and skills of health science librarians by sponsoring and encouraging opportunities for continuing education.

**Article III      MEMBERSHIP**

**Section 1.      Membership**

Any person employed full or part-time in a health science library or otherwise interested in health science information shall, upon payment of the specified NDLA individual membership dues, be eligible for membership and have the right to vote.

**Article IV      MEETINGS**

All meetings where HSIS business is discussed or where any formal action is taken are open.

**Section 1.      Annual Meeting**

The Section holds spring and fall annual meetings to conduct business and to provide continuing education. The fall meeting will be held at the NDLA annual conference.

**Section 2.      Special Meetings**

Special meetings of the membership may be held at the call of the Chair or at the call of a majority of the Executive Committee members. The call requires a two-week notice to the HSIS membership.

**Section 3.      Quorum**

Twenty-five percent of HSIS membership constitutes a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

**ARTICLE V    NOMINATIONS AND ELECTIONS**

**Section 1.    Nominations**

The chair will activate the Nominations Committee and will forward the slate of candidates to the NDLA Nominations and Election Committee. The NDLA Executive Board approves the nominations prior to the printing of the ballot.

**Section 2.    Elections**

The NDLA Nominations and Election Committee assumes responsibility for conducting the election. All elections of HSIS officers will be conducted by mail ballot in compliance with NDLA ballot procedures. The ballot, which provides for write-in votes, will be mailed to the voting membership at least thirty days prior to the annual conference.

**Article VI    OFFICERS**

**Section 1.    Term**

Officers will be elected for a one-year term, with the exception of the Regional Advisory Council Representative, and assume their duties at the close of the annual conference following their election. The Chair-Elect succeeds the Chair upon expiration of the Chair's term. The term of the Regional Advisory Council Representative is an alternating term of two years and three years.

**Section 2.    Executive Committee**

The Executive Committee is composed of the Section officers: Chair, Chair-Elect, Secretary, and Regional Council Representative. The immediate Past Chair is an ex-officio nonvoting member of the Committee.

**Section 3.    Duties of Officers**

- A. The Chair will preside at all meetings of HSIS; attend the NDLA Executive Board meetings as a voting member of the Board; submit to the NDLA Executive Board, a written report for each meeting and an annual report at the annual conference; plan the spring meeting and programming; maintain the HSIS Policies Handbook; send Section news to *The Good Stuff* editor regularly; submit budget to the NDLA Finance Committee and requests for disbursements to the NDLA treasurer; assure a slate of nominations for offices is submitted to the NDLA Nominations and Elections Committee; and, assume all other responsibilities in accordance with Section needs.
- B. The Chair-Elect will, upon request of the Chair, exercise the authority of the Chair in the Chair's absence; plan the program for the annual conference; and carry out other duties as assigned by the Chair.
- C. The Secretary will record and distribute minutes of the meetings to the Section membership within one month of the meeting; handle correspondence, memos, and other duties when requested by the Chair; chair the Bylaws Committee.
- D. The Regional Council Representative will attend regional council meetings and report on regional activities to the Section at the annual meetings.
- E. Past Chair will serve as an ex-officio non-voting member of the Executive Committee and will chair the Nominations Committee.

**Section 4. Vacancies**

Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-Elect. A vacancy in the office of Chair-Elect, Secretary, or Regional Council Representative will be filled by Chair appointment until elections.

**Section 5. Removal of Officers**

- A. Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s).
- B. Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.
- C. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws violation of statutory law, which tarnish the reputation of the Association or Section, or incapacity in executing the responsibilities of the office.

**Article VII COMMITTEES AND APPOINTMENTS**

Committees will serve for a one-year term concurrent with the current Chair.

**Section 1. Nominations Committee**

The Chair-Elect, Secretary, and the immediate past Chair will serve as the Nominating Committee. The immediate past Chair is Chairperson.

**Section 2.**

**Bylaws Committee**

The Bylaws Committee will be a standing committee appointed by the Chair, chaired by the Secretary.

**Section 3. Ad Hoc Committees**

The Executive Committee will appoint ad hoc committees as needed.

**Article VII AMENDMENTS**

**Section 1.** All proposals for amending the Bylaws will be submitted in writing to the NDLA Constitution, Bylaws and Policies Committee. The NDLA Executive Board approves section or roundtable bylaws revisions.

**Section 2.** Proposed Bylaws changes will be presented in writing to the HSIS membership for approval at least one month prior to voting.

**Article IX FEES, GRANTS, SPECIAL ASSESSMENTS**

**Section 1.** Fees, grants, or special assessments under consideration by the Section will be submitted to the NDLA Executive Board for approval.

1976

Revised March & September 1977

Revised 1981

Revised 1983

Revised 1985

Revised 1989

Revised 1991

Revised 1994

Approved by NDLA Executive Board: May 21, 1999

Ratified by Section: September 1999

Revised 2003; Approved by Executive Board: June 2, 2003

Ratified by Section: September 25, 2003