

TECHNICAL SERVICES ROUNDTABLE BYLAWS

ARTICLE I NAME

Section 1. This roundtable will be known as the Technical Services Roundtable of the North Dakota Library Association.

Section 2. The Roundtable's official abbreviation will be TECHSERT.

ARTICLE II PURPOSE

Section 1. The purpose of the Roundtable will be:

- A.** to promote coordinated standards and quality control among libraries,
- B.** to provide a forum for discussion of information and concerns pertinent to technical services,
- C.** to support collection of data to assist in coordinating statewide collection development,
- D.** to assist librarians in evaluation of sources of library materials and cataloging data, their costs, and their timeliness,
- E.** to provide opportunities for continuing education by sponsoring programs and workshops.

ARTICLE III MEMBERSHIP

Section 1. Membership is open to any member of the North Dakota Library Association with an interest in the above stated purposes of TECHSERT.

ARTICLE IV MEETINGS

All meetings at which TECHSERT business is discussed or at which any formal action is taken are open.

Section 1. Annual Meeting

There will be an annual TECHSERT business meeting held in conjunction with the North Dakota Library Association's annual conference.

Section 2. Special Meetings

Additional meetings may be called at the discretion of the Chair.

Section 3. Quorum

A quorum will consist of 10% of the members of the roundtable.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Chair will appoint a Nominations 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 election. All elections of 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

Officers of the Roundtable will be a Chair, Chair-Elect, and a Secretary.

Section 1. Term

Officers will be elected for a one-year term. The Chair-Elect will succeed the Chair upon expiration of the Chair's term. Officers will assume their duties at the close of the annual conference following their election and will serve until the close of the annual conference at the end of their term.

Section 2. Executive Committee

The Chair, Chair-Elect, Secretary and the immediate Past Chair constitute the Executive Committee of the Roundtable.

Section 3. Duties of Officers

- A.** Chair will conduct business at the annual meeting; submit a budget to the NDLA Finance Committee; assure and submit a slate of nominations for offices to the NDLA Nominations

and Elections Committee; attend Executive Board meetings; submit reports to the Executive Board; and submit an annual report to the Board and membership.

- B. Chair-Elect will assist the chair, preside in the absence of the Chair, do program planning for the annual conference, and perform other duties as assigned by the Chair.
- C. The Secretary will record minutes of the Roundtable business meeting, serve as liaison to Council of Regional Groups (CRG), and perform other duties as assigned by the Chair.

Section 4. Vacancies

- A. Vacancies in office will be filled for the duration of an unexpired term by appointment by the Executive Committee, except the office of Chair, which will be filled by the Chair-Elect.
- B. Any officer moving from the state must resign from office if the move interferes with the execution of the duties of that office.

Section 5. Removal of Officers

- A. Elected officers 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). 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.
- B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, Roundtable Bylaws, violation of statutory law which tarnished the reputation of the Association or Roundtable, or incapacity in executing the responsibilities of office.

ARTICLE VII COMMITTEES AND APPOINTMENTS

Committees will serve for a one-year term concurrent with the appointing chair.

Section 1. Nominations Committee

The Chair will appoint a committee chairperson, who will appoint the individual committee members.

Section 2. Bylaws Committee

The Executive Board approves Roundtable Bylaws revisions after following procedures as specified in the Policies Handbook.

Section 3. Ad Hoc Committees

Ad hoc committees will be appointed by the Executive Committee as needed.

ARTICLE VIII AMENDMENTS

Section 1. All proposed bylaws changes by the Roundtable membership will be submitted in writing to the NDLA Constitution, Bylaws and Policies Committee. The Executive Board approves roundtable bylaws revisions.

Section 2. Proposed Bylaws changes will be presented in writing to the Roundtable membership at least one month before voting. Passage will require a majority of those voting.

ARTICLE IX FEES, GRANTS, SPECIAL ASSESSMENTS

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

ARTICLE X AFFILIATION

Section 1. Membership

The roundtable will maintain membership in the Council of Regional Groups (CRG) of the American Library Association's Association for Library Collections and Technical Services (ALCTS) and exercise the rights and privileges which pertain to the membership. The secretary will serve as the liaison.

Section 2. Duties

Duties of the liaison are as specified in the Policies Handbook.

Bylaws revised - draft approved: September 1999
Approved by Executive Board: May 15, 2000
Ratified by Roundtable: September 2000