

CONSTITUTION OF NEW JERSEY LIBRARY ASSOCIATION COUNTY LIBRARY SECTION (CLS)

ARTICLE I. NAME.

The name of this organization shall be the County Library Section of the New Jersey Library Association. Hereinafter, referred to as CLS.

ARTICLE II. PURPOSE.

The object of this Section shall be to promote the interests of county library staff in New Jersey and the professional interests of the members of the Section; to stimulate professional contacts and the interchange of ideas; and to further the objectives of the New Jersey Library Association.

ARTICLE III. RELATIONSHIP TO THE NEW JERSEY LIBRARY ASSOCIATION

This body is a Section of the New Jersey Library Association and functions in accordance with the Constitution and Bylaws of that Association; which Constitution and Bylaws, to the extent that they are applicable, take precedence over the Bylaws of this body.

ARTICLE IV. MEMBERSHIP.

Any member in good standing of the New Jersey Library Association may become a member of the County Library Section.

ARTICLE V. OFFICERS AND EXECUTIVE BOARD.

The officers of this Section shall consist of a president, a vice-president, a secretary/treasurer, up to eight Members-at-Large and the immediate past president. These shall constitute the voting members of the Executive Board which shall have power to act for the Section in intervals between membership meetings.

The New Jersey State Librarian or a designated representative shall be ex-officio members of the Executive Board. The NJLA Executive Director and the NJLA President shall be ex-officio members of the Executive Board. The chairs of any official CLS committees shall also be ex-officio members of the Executive Board. The Board may also invite other NJLA Section members to its meetings. Ex-officio members and invitees may assist in Board decisions but shall have no vote.

ARTICLE VI. ELECTION OF OFFICERS AND EXECUTIVE BOARD.

Section 1. All officers shall be elected by electronic vote and the results announced via the NJLA-supplied CLS electronic mailing list.

Section 2. Elections shall be held each year. A president and a vice-president shall each be elected for a one-year term. A secretary/treasurer shall be elected for a two year term as designated in the Bylaws.

ARTICLE VII. MEETINGS.

Meetings shall be held as provided in the Bylaws.

ARTICLE VIII. BYLAWS*

Bylaws may be adopted and amended by a vote of a majority of members in good standing present at any meeting.

ARTICLE IX. AMENDMENTS.

The Constitution may be amended by a vote of the majority of the qualified members present at any meeting or by ballot, provided that specific notice of the proposed change has been given in the call for meeting at least thirty days prior to that meeting.

*Bylaws are rules adopted by an organization chiefly for the government of its members and the regulation of its affairs.

BYLAWS OF THE CONSTITUTION OF NJLA COUNTY LIBRARIES SECTION (CLS)

ARTICLE I. OFFICERS.

Section 1. Duties.

a. President

It shall be the duty of the president to preside at all meetings; to appoint and dissolve committees as necessary; to represent the Section at a minimum of one required NJLA Executive Board meetings per term and when appropriate; attend NJLA Committee meetings when invited; to appoint liaisons from CLS to NJLA committees when appropriate; and to perform all other duties pertaining to the office.

b. Vice-President

The vice-president shall act as chair of the CLS Program Committee for the Section; shall perform the duties of the president in the president's absence; and shall represent the Section at NJLA Conference Committee meetings.

c. Secretary/Treasurer

The secretary shall keep the minutes of all meetings; shall give notice of all meetings, programs and Section updates, and the secretary/treasurer shall keep accurate financial records; shall submit bills and receipts to the NJLA treasurer; shall prepare reports for CLS Executive Board; and shall act as liaison to the NJLA treasurer with regard to Section financial matters.

d. Members-at-Large (up to 8)

Eight Members-at-Large positions are available to allow all New Jersey County Libraries representation on the CLS Executive Board. County libraries not represented by the President, Vice President, Past-President or Secretary Treasurer are eligible to provide a Member-at-Large representative to the CLS Executive Board. Members-at-Large shall participate in the decisions of the Board. Members-at-Large may also act as official liaison to the NJLA Public Policy Committee. A Member-at-Large may assign another member to attend a Public Policy Meeting in their place.

e. Past-President

The past-president shall serve as an advisor to the Board in order to assure continuity of purpose.

Section 2. Nominations and Elections.

A nominating committee, consisting of the Members-at-Large and other members as necessary, shall be appointed by the president. All nominees must be members in good standing of CLS and NJLA and committed to participation in the library community at the local and state level.

Nominations may be *received through petition*. Petitions must include the signatures of five CLS members in good standing other than the nominee and the written consent of the nominee, who must also be a member in good standing. Petitions must be received by the nominating committee by *January 1st*.

Every year the membership shall elect a president and a vice-president. On even-numbered years, the membership shall elect a secretary/treasurer.

By February 15th CLS should have a slate of officers to serve for the following fiscal year.

The slate in ballot form shall be forwarded to the NJLA Nominations and Elections committee for distribution to each CLS Section member in good standing.

Section 3. Term of Office.

- a. President. One year as president and the succeeding year as past-president.
- b. Vice-President. One year.
- d. Secretary/Treasurer. Two years.
- e. Members-at-Large. As appointed by county library.

New officers shall assume their duties on July 1, the start of NJLA's fiscal year.

Section 4. Provision for filling vacant offices.

In the event that the president is unable to complete the elected term of office, the vice president shall assume the duties for the remainder of the term.

The Executive Board shall have the power to fill any Executive Board vacancy, the person so appointed to serve until June 30th of the current fiscal year. (The fiscal year runs from July 1 through June 30.)

ARTICLE II. MEETINGS.

Information about upcoming meetings and programs shall be provided to members at least thirty days prior to the meeting or program.

The Executive Board shall meet whenever necessary, in-person or virtually at a time, place and date determined by the president. There should be at least two CLS Executive Board meetings per year.

For the transaction of business at a general CLS meeting, the members in attendance constitute a quorum at any regular or special meeting. Decisions will be determined by majority rule.

Meetings of the Executive Board may be called by the President at such time and place as she/he may designate or may also be called if requested by a majority of the Board. A majority of currently serving members of the Executive Board shall constitute a quorum.

ARTICLE III. DUES AND NON-MEMBER FEES

A member in good standing is defined as one whose NJLA dues are current. Dues are payable according to the Bylaws of the New Jersey Library Association.

Non-members of CLS are welcome at any section membership meetings and programs; however, they shall have no vote. Non-members of NJLA shall pay the non-member rate to attend NJLA CLS sponsored programs.

ARTICLE IV. COMMITTEES

Section 1. Standing committees shall be created as needed by the Executive Board to perform duties which continually recur in the work of the Section. They will report to the Executive Board as requested. Membership of committees is limited to CLS members in good standing. Standing committees should inform the CLS Executive Board of changes in leadership before the first meeting of the year.

Standing Committees

Nominating Committee – See Section 2

Program Committee - This committee's purpose is to develop the programs NJLA Annual Conference, as well as coordinate the workshops given by the Section. The Program Committee shall be chaired by the Vice-President, and shall comprise at least three (3) other Section members.

Constitution & Bylaws Committee – The purpose of this committee is to maintain the Bylaws and Constitution of this Section. The committee shall comprise a chairperson, and at least two (2) other Section members. In any year ending in an odd number, the committee shall review the Bylaws and Constitution to determine if they still adequately describe and serve the Section.

Any changes to the Bylaws and Constitution must be approved by majority vote at a CLS Section meeting, and submitted to NJLA.

Section 2. Ad-Hoc committees may be authorized by the Executive Board to complete specific tasks or for a specific time. Membership of committees is limited to CLS members in good standing.

ARTICLE V. DISCUSSION GROUPS.

Section 1. Establishment. Members may form a discussion group to address a common county library issues, which is not the responsibility of a single committee, by presenting a petition signed by at least ten members to the CLS Executive Board for approval. The petition shall include the purpose of the group and the requirements for membership. Upon completion of the petition process, the CLS Executive Board will request the creation of a forum or electronic mailing list from NJLA for this purpose.

Section 2. Discontinuance. Dissolution of a discussion group is at the discretion of the Executive Board.

Section 3. Functions. The discussion group shall have a chairperson formally appointed by the president of the Executive Board with the approval of the Board. The Board should be kept fully informed of all meetings and activities of the group. A discussion group may disseminate information, recommendations and conclusions under the aegis of CLS and CLS may call upon the group at any time for its counsel.

ARTICLE VI. COMMUNICATIONS WITH MEMBERS

The CLS Executive Board will communicate with members of the CLS section on a regular basis through the CLS electronic mailing list. The Board and its standing committees will also submit news and articles to the NJLA newsletter; will post information to the CLS section of NJLA website(s) as needed; and communicate with members through social media.