



## **BY-LAWS FOR SMALL LIBRARIES SECTION**

### **I. Name**

The name of this section is the Small Libraries (Section) of the New Jersey Library Association (NJLA)

### **II. Purpose**

The purpose of the Small Libraries section of the NJLA is to promote the common interests, activities, administration, and services of all small libraries. SL defines a small library as any public or non-public library serving a population of less than 35,000, but we are happy to have any NJLA member join our group. We learn best from each other.

The Association provides resources and support that empower those in small and rural libraries to deliver excellent service for their communities.

### **III. Membership**

The members of this Section shall be those NJLA members who designate this Section as specified in the NJLA by-laws.

### **IV. Rights and Privileges**

Any member of the Section shall have the right to vote, petition, hold office and participate in membership meetings.

### **V. Officers and Executive Board**

The elected officers of this Section shall be a President, a Vice President (President-elect), a Secretary, and Member-at-Large.

The Executive Board shall consist of these officers and the Immediate Past President. The Executive Board shall manage all business of the Section.

The Officers and Executive Board shall assume office July 1, in compliance with NJLA By-laws, and the President shall serve one year. The Secretary and Member-at-Large will serve a one-year term in the first year of new or revised Bylaws. In the years preceding the 2021-2022 term, the Secretary and Member-at-Large will serve two years.



## **Section 1. Officers Description:**

**A. President:** The President shall preside at all meetings of the Membership and of the Executive Board. The President will serve as a section spokesperson; perform other duties as provided elsewhere in the Bylaws; initiate programs of action, implement the purposes and objectives of small libraries: assume responsibility for keeping the membership informed of events. The President will ensure that all members receive an agenda of all Executive Board and Membership meetings. The President may call special meetings of the Executive Board. The President may choose the venue and medium of any Executive Board meeting, including whether or not a meeting may be held virtually or via telephone. The President who fails or is unable to perform the duties of the office may be removed from office by a two-thirds majority vote of the remaining Executive Board members.

**B. Vice President / Vice President Elect:** The Vice President shall preside at meetings in the absence of the President and shall assume the office of President at the end of the President's term or in the event of the President's resignation or removal. The Vice President shall assume the duties of the President if the President is temporarily unavailable. The Vice President who fails or is unable to perform the duties of the office may be removed from office by a two-thirds majority vote of the remaining Executive Board members.

**C. Immediate Past President** Starting in the second year of the organization, the Immediate Past President acts as counsel for the President and Executive Board. The Past President shall assume the duties of the President if the President and Vice President are both temporarily unavailable.

**D. Secretary** The Secretary shall keep minutes of the Membership and of the Executive Board meetings, and shall handle all correspondence and other secretarial duties. The Secretary shall assume the duties of the President if the President and Past President are all temporarily unavailable. The Secretary who fails or is unable to perform the duties of the office may be removed from office by a two-thirds majority vote of the remaining Executive Board members.



**F. Member-at-Large** Serves as a voting member of the Executive Board and assists in advancing the goals and objectives of the organization. As a member of the Executive Board, Member-at-Large attends Board meetings, serves on committees and performs other tasks as assigned by the Executive Board.

## **VI. Elections**

Nominations for the Executive Board will be made upon request of NJLA's Chair of Nominations and Elections. A vote will take place according to the procedures put in place by the NJLA Nominations and Elections subcommittee.

## **VII. Vacancies**

A vacancy in the office of the President shall be filled for the remainder of the term by the Vice President. This shall not prevent the Vice President from serving a normal term as President the following year.

A vacancy in the office of Vice President shall be filled by a majority vote of the Executive Board. A Vice President thus elected will not automatically become President at the end of the term, but must choose to run for that position.

All other vacancies of the elected Executive Board members shall be filled by the President with approval, by majority vote, of the members of the Executive Board.

## **VIII. Meetings**

An annual meeting of the Section shall be held every spring. The date is to be set by the Executive Board and announced to the membership a minimum of 30 days in advance of the meeting.

Regular meetings shall be called by the Section Executive Board. Ten percent of the membership shall constitute a quorum.

The Executive Board meeting shall be held on the call of the President.

## **IX. Parliamentary Authority**

Robert's Rule of Order, the latest revised edition, shall govern the Section in all cases when it can be applied and which is not inconsistent with the By-laws of this Section or the By-laws of NJLA.



## **X. Amendment of By-Laws**

These By-laws may be amended by a two-thirds vote of the Section members present at any scheduled meeting of the Section, provided that specific notice of the proposed change was given in the call for the meeting at least 30 days prior to the meeting.

***Approved December 7, 2021***