

TS-SIS Bylaws

ARTICLE I. *NAME*

The name of this special interest section of the American Association of Law Libraries (hereafter, *the Association*) shall be the Technical Services Special Interest Section (TS-SIS or hereafter, *the Section*).

ARTICLE II. *OBJECT*

- **Section 1.** The object of the Section shall be to promote the communication of ideas, interests, and research that concern acquisitions, cataloging and classification, preservation of library materials, serials control, and other traditional areas of technical services; and to support the development and coordination of the country's law library resources in all types and sizes of libraries.
- Section 2. The special interest section shall conduct its affairs in conformity with the Association's Bylaws.

ARTICLE III. *MEMBERSHIP*

Membership shall be open to any Association member requesting affiliation with the Section as provided in the Association's Bylaws. Membership shall be renewable each year.

ARTICLE IV. *OFFICERS*

- **Section 1. *Officers.*** The officers shall consist of a Chair, a Vice-chair/Chair-elect, a Past-chair, a Secretary/Treasurer and two (2) Members-at-Large.
- **Section 2. *Duties of Officers.*** These officers shall perform the duties as specified in the current Section's Handbook.
- **Section 3. *Terms of Office.*** The Vice-chair/Chair elect shall serve a three-year term, the first year as Vice-chair, the second year as chair, and the third year as Past-chair. A new Vice-chair/Chair-elect shall be elected each year. The Secretary/Treasurer shall serve a two-year term, and shall be elected every other year. The Members-at-Large shall serve two-year terms, with the terms staggered so that one new member-at-large assumes office each year. Officers shall serve from the adjournment of the annual Section business meeting until the adjournment of the subsequent annual Section business meeting.
- **Section 4. *Nominations and Elections.***
 - (a) The nominating committee shall nominate at least two candidates for each office from committee recommendations and nominations, including self-nominations, solicited from the entire membership of the Section.
 - (b) All candidates must be members of the Section.
 - (c) Names of candidates, together with their written acceptances, shall be presented by the nominating committee to the Chair in sufficient time to enable

the Chair to inform members of the nominations by the deadline specified in the Section's Handbook.

(d) The secretary/treasurer shall provide a copy of the official ballot to each member of the Technical Services Special Interest Section. All ballots must be returned to the secretary/treasurer by the deadline specified in the Section's Handbook. The candidates receiving the largest number of votes shall be elected. All candidates shall be notified of the results of the election at the earliest possible time. Election results will be reported to the full membership no later than the Section's annual business meeting at which time the ballots will be destroyed.

(e) All of the above procedures must be scheduled and executed so that elections are completed at least two (2) months prior to the date of the Association's annual meeting.

(f) In case of a tie vote, a run-off election shall be held by distribution of a special secret ballot at the earliest possible date. The candidate with the largest number of votes shall be declared elected.

(g) All vacancies in offices shall be filled by the Executive Board for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except that the Vice-chair/Chair-elect shall automatically become Chair upon a vacancy in such office and shall continue in that office until the expiration of the term for which that person was originally elected to serve as Chair.

ARTICLE V. MEETINGS

- **Section 1. Annual Meeting.** There shall be an annual business meeting of the Section held in conjunction with, or during the annual meeting of the Association. Section business meetings shall be open to all members of the Association, but no person who is not a Section member may vote in any meeting.
- **Section 2. Quorum.** Unless otherwise provided, a quorum shall consist of thirty (30) members.

ARTICLE VI. EXECUTIVE BOARD

- **Section 1. Membership.** There shall be an Executive Board consisting of the officers named above and the chairs of standing committees.
- **Section 2. Duties.** The Executive Board shall conduct the business of the Section during the period between annual Section business meetings provided that none of its acts conflict with the Association's Bylaws.
- **Section 3. Meetings.** The Executive Board shall meet during the annual meeting of the Association.

- **Section 4. *Quorum.*** A majority of the Executive Board members constitutes a quorum at any meeting.

ARTICLE VII. *COMMITTEES*

- **Section 1.** There shall be such standing committees, administrative committees, or special committees as the Executive Board shall create, or shall be created by a majority vote of those voting during the annual Section business meeting. Members of these committees must be members of the Section. Unless otherwise provided, committee chairs shall be appointed by the Section's Vice-chair/Chair-elect and must be approved by the Section's Executive Board.
- **Section 2. *Nominating Committee.*** There shall be a nominating committee appointed by the Executive Board, to consist of three (3) members in good standing of the Section. None of these three (3) shall be a member of the Executive Board, and none of these three (3) shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chair of the committee shall be designated by the Executive Board.

ARTICLE VIII. *AMENDMENTS*

- **Section 1.** Any proposed changes to the Section's bylaws must be sent to the Association's Bylaws and Resolutions Committee for review and approval. Upon approval, the amended bylaws must be filed with the Section's Secretary/Treasurer, who will forward them to the membership by electronic means at least 30 days prior to any vote on adoption.
- **Section 2.** These bylaws may be amended at the annual meeting of the Section by a majority vote of the members present or participating by electronic means, or by a majority of the votes cast by a mail or electronic ballot conducted by the Section's Secretary/Treasurer. If a majority of the votes cast favor the amendments, then they shall stand adopted.
- **Section 3.** If adopted, the Section's Bylaws and Handbook Committee will submit the revised bylaws to the Association's Bylaws and Resolutions Committee.

Revisions note:

Bylaws revised, July 26, 2009, primarily to bring TS-SIS Bylaws into conformance with the AALL Model SIS Bylaws. See 2009 Proposed Amendments to Bylaws for background and discussion.

Article IV, Section 4 and Article VII, Section 1 revised June 2012.

Bylaws revised, May 2016 to change procedures in event of tie vote (Article IV, Section 4 (f)), clarify the use of electronic balloting to vote on bylaw amendments (Article VIII), simplify references to the Section and Association, clarify that the terms of office begin and end at the

adjournment of annual business meeting, expand procedures for calls for nominations, move section on Nominating Committee from Article IV to Article VII, deleted Article VIII on Parliamentary Authority as redundant.