

Louisiana Library Association
Subject Specialists Section Bylaws

Article 1. Name

The name of this organization shall be the Louisiana Library Association Subject Specialists Section.

Article 2. Purpose

The purpose of the Subject Specialists Section is to encourage participation in its activities by those who have a subject interest or expertise, or who are employed in a special library, information center or special collection.

Article 3. Membership

Section 1. Any person who is a member of the Louisiana Library Association and who is interested in or works with special collections or subjects may become a member by designating membership in the appropriate place on the annual LLA membership form.

Section 2. Members are eligible to vote and hold office in the Section and will receive exclusive emails or other direct communications. Non-members may attend programs and access the Section's Web Page via the World Wide Web but are not eligible to vote.

Section 3. Members are eligible to serve on committees and act as representatives of the Section on the LLA Editorial Board, LLA Tellers Committee, and Bayou State Periodical Index Editorial Board.

Article 4. Section Officers

Section 1. Officers. The officers of the Section shall be the Chair, Vice-Chair/Chair-Elect, and Secretary. These officers compose the Section's Executive Board and shall follow the *Code for all Sections* as stated in the Association's *Manual*.

Section 2. Duties

A. The Chair shall conduct the annual meeting and other meetings as needed and represent the Section on the Association's Executive Board. The Chair may also submit a budget to the LLA Executive Director. In addition, the Chair shall appoint a Communications Editor for the Web Page and any other official communication, and may appoint various other representatives and members of committees.

B. The Vice-Chair/Chair-Elect shall preside in the absence of the Chair and take over responsibilities in the event of the Chair's resignation. He/she shall serve as the Program Chair for the annual conference. He/she may be required to serve on the Conference Program Committee in an ex-officio capacity. The Vice-Chair/Chair-elect may appoint additional members to the Section's Program Planning Committee when necessary.

C. The Secretary shall record the minutes of the general membership meetings and maintain the history and bylaws of the Section. The Secretary may also serve as the Chair of the Nominating Committee for incoming officers.

Section 3. Terms of Office

Terms of office are one year with the Vice-Chair/Chair-Elect serving one year as Vice-Chair and the following year as Chair. Terms are from July 1-June 30 in accordance with the LLA *Manual* and follow the election in the spring. All officers must be members of the Section in good standing. No officer may hold more than one elected office in the Section at a time, and no officer may serve consecutive terms in the same office except in the case of an emergency. When a vacancy occurs in the Section Chair office, the Vice-Chair/Chair-Elect shall take the Chair's office to complete the expired term. He/she may also choose to complete his/her own term as well. However, if a vacancy occurs in one of the other offices, the Chair, in conference with the Executive Board, shall appoint a successor to serve until the next election.

Article 5. Nominations and Elections

Section 1. A Nominating Committee of no fewer than two members, including the Chair, shall be appointed by the Section Chair.

Section 2. A slate of at least one candidate for each office, with biographical material, shall be submitted to the LLA Executive Director, the Section Chair, the Section's Communications Editor, and the *Louisiana Libraries* Editor by December 1 of that year.

Section 3. Elections shall be held by mail in conjunction with the election of other Association officers. The results shall be announced at the Annual Conference of the Louisiana Library Association.

Article 6. Representatives and Liaisons

Section 1. The Chair shall appoint a representative to the LLA Editorial Board from the Section's membership for a two year term.

Section 2. The Chair shall recommend two Section members for the LLA Tellers Committee.

Section 3. The Chair shall appoint a representative to the *Bayou State Periodical Index* Editorial Board from the Section's membership.

Article 7. Committees and Awards

Section 1. A Nominating Committee of no fewer than two members, including the Chair, shall be appointed by the Section Chair.

Section 2. A Communications Editor shall be appointed by the Section Chair for the Web Page and any other official communication.

Section 3. *The Lucy B. Foote Award* is presented annually, if merited, to a subject specialist who has made an outstanding contribution to the library profession.

A. The Lucy B. Foote Award Committee chairperson is appointed by the Section Chair and should have at least one year's experience on this committee. Members of the committee shall be appointed by the chairperson and serve overlapping 3 year terms. These members must be current members of the Subject Specialists Section.

B. Solicitation of nominees and other committee procedures shall be carried out according to the Sections' guidelines in the *LLA Manual*. A call for nominations may be made using email and any other official communication.

C. Letters of nomination shall be forwarded to the Award winner.

Article 8. Meetings

Section 1. The annual meeting of the Subject Specialists Section shall be held during the Annual Conference of the Louisiana Library Association. Section members present at the meeting shall constitute a quorum.

Section 2. Executive Board shall meet to conduct the business of the Section, when necessary.

Section 3. Other meetings may be held as deemed necessary.

Article 9. Continuing Education

The Section may conduct continuing education workshops to meet the Section's interests and /or needs on a periodic basis. These workshops may also be used to promote membership in the Section.

Article 10. Amendments

Proposed amendments to these bylaws shall be submitted to and /or initiated by the Section's Executive Board. These amendments must be publicized on the LLA Web Page and other channels such as email messages. Approval shall be made by a two-thirds vote of those present at the Annual Meeting.

Bylaws revised by the Section March 7, 2007. Original Section Bylaws approved by the Section March 17, 1999. Drafted by the Bylaws Committee: Sheryl Moore, Lea Wade, Dixie Jones, Sandy Mooney, and Pamela Arceneaux, July 1998 with acknowledgments to the Academic Section Bylaws.