

**BYLAWS  
OF THE LOUISIANA LIBRARY ASSOCIATION  
PUBLIC LIBRARY SECTION**

***ARTICLE I***

Name

The name of this section shall be Louisiana Library Association Public Library Section (LLA-PLS.)

***ARTICLE II***

Purpose

The purpose of LLA-PLS shall be to represent the public libraries of Louisiana, to promote their development and effectiveness to encourage professionalism and to promote the growth of libraries, librarianship and library staff statewide.

***ARTICLE III***

Membership

Section 1. The membership of LLA-PLS shall be composed of those who, upon payment of their annual dues in the Louisiana Library Association, designate the Public Library Section as one of their sectional preferences.

Section 2. The membership year shall run from July 1 through June 30.

***ARTICLE IV***

Executive Council

Section 1. The officers of LLA-PLS shall constitute the Public Library Section Executive Council.

Section 2. The Public Library Section Executive Council shall have power to act for the section in intervals between meetings including the filling of vacancies in office, and under the direction of the Vice-Chair, shall have the responsibility of planning the program to be presented at the sectional business meeting of the annual conference.

Section 3. Members of the Executive Council shall meet twice yearly and additionally as deemed necessary by the Chair or a majority of the members of the Executive Council.

***ARTICLE V***

Officers

Section 1. The officers of LLA-PLS shall be Chair, Vice-Chair, Past-Chair, Secretary, and Parliamentarian, all of whom shall be members in good standing of LLA- PLS.

Section 2. Secretary and Parliamentarian shall serve a term of one year. Vice-Chair shall serve three years, first as Vice-Chair then as Chair followed by the final year as Past-Chair.

Section 3. These officers shall perform the duties as prescribed by the Louisiana Library Association Manual, these bylaws, and the parliamentary authority adopted by the LLA-PLS.

**A. Duties of the Chair**

(1) The Chair shall preside at meetings of the section and its Executive Council, and shall have general supervision over the affairs of the PLS.

(2) Immediately after the annual election the Chair shall notify the LLA President, Executive Director and the PLS officers of the names of the newly elected officers of the section for the next year.

(3) The Chair shall notify the Association President about plans for the Public Library Section meeting at the annual conference in time for the program to be included in the general conference program.

(4) The Chair shall attend the LLA Executive Board meetings as a voting member.

(5) The Chair shall submit an activity report of the section, and bills incurred to the President of the Association no later than June 15.

(6) The retiring Chair shall turn over pertinent correspondence and records to his/her successor. Records no longer of current value shall be deposited in the official archives of the Association which are housed at the State Library of Louisiana.

(7) The Chair shall appoint chairs of such committees as he/she deems necessary to carry on the work of the section.

**B. Duties of the Vice-Chair**

(1) The Vice-Chair shall act for the Chair during the Chair's absence or inability to serve and shall serve as Chair-elect.

(2) The Vice-Chair shall be responsible for planning the program to be presented at the sectional business meeting of the annual conference.

(3) The Vice-Chair shall promote participation in LLA and its subsets as well as contributions to its journal and annual conference.

(4) The Vice-Chair shall serve three years, first as Vice-Chair, then as Chair followed by the final year as Past-Chair.

**C. Duties of the Past-Chair**

(1) The Past-Chair shall serve as a mentor and advisor to the section and its Executive Council.

(2) The Past-Chair may serve as ex-officio to other LLA-PLS committees as needed.

**D. Duties of the Secretary**

(1) The Secretary shall keep the minutes of the section meeting and its Executive Council meetings.

(2) The Secretary shall conduct the correspondence incumbent to the office and have custody of all current records and correspondence belonging to the section.

(3) The Secretary shall submit a report of the annual meeting of the section to the editor of *Louisiana Libraries* within 30 days of the conclusion of the annual conference.

**E. Duties of the Parliamentarian**

(1) The Parliamentarian shall rule on order and procedure at all business meetings of the section and its Executive Council.

*Robert's Rules of Order Newly Revised, 11th edition* shall be the parliamentary authority on all matters not covered by the Louisiana Library Association Manual and the bylaws of LLA-PLS.

Section 4. A Nominating Committee composed of the Vice-Chair and three Public Library Committee members appointed by the Chair shall submit a dual-slate of officers by email, or by mail when email is not available, with the ballots for LLA officers. A majority of the ballots cast officially in accordance with the election regulations shall be necessary to elect.

Section 5. Officers shall assume their offices on the first day of July following their election.

**ARTICLE VI**  
Meetings

Section 1. The annual business meeting of the LLA-PLS shall take place as a separate session during the annual conference of the Association in the same locality.

Section 2. Unless otherwise ordered by the LLA-PLS Executive Council, those LLA-PLS members who are present at the annual meeting shall constitute a quorum.

Section 3. LLA-PLS Chair and Vice-chair shall create a tentative agenda and provide copies to Executive Council members no less than four weeks in advance of the LLA-PLS annual business meeting.

## **ARTICLE VII** Committees

Section 1. All committees shall be composed of members of the LLA-PLS in good standing who shall serve until their successors have taken office or until the committee is dissolved.

Section 2. Committees shall be created by the Public Section Chair as needed. The Chair shall appoint all committee Chairs who shall then appoint, with approval of the Section Chair, members of their respective committees.

Section 3. Committee chairs shall submit a written report of their activities to the organization at the annual conference.

### Section 4. Standing Committees

#### **A. Publications – Handbook for Louisiana Public Library Directors**

(1) One editor shall be appointed by the LLA-PLS Chair to serve for an indefinite term.

(2) As needed, the editor may solicit members of an editorial board which shall develop rules and procedures pertaining to the development and maintenance of the Handbook for Louisiana Public Library Directors.

(3) This publication shall be reviewed at minimum every five years.

#### **B. Publications – Standards for Public Libraries in Louisiana**

(1) This committee shall consist of five LLA-PLS members in good-standing. These members shall serve rotating three year terms. These terms shall be staggered to provide continuity.

(2) This publication shall be reviewed at minimum every five years.

#### **C. Bylaws**

(1) Bylaws committee shall consist of five LLA-PLS members in good-standing. The committee membership shall serve staggered three year terms to provide continuity. The PLS Parliamentarian shall serve as ex-officio and shall appoint new committee members.

(2) This committee shall review bylaws annually and revise the document no less than every six years.

**D. Annual Awards**

(1) Separate committees shall oversee the following annual awards:

- i. Public Librarian of the Year
- ii. Director of the Year

(2) Each Awards committee shall consist of three members each serving a rotating three year term. Award recipients shall serve on the corresponding award committee beginning the following year. If the award recipient is unable to serve, the chair shall appoint a third member.

(3) Each Awards committee shall be chaired by the longest-standing committee member. The chair is responsible for soliciting applicants and presenting the award at the annual conference.

(4) The chair of each awards committee shall inform the LLA-PLS Chair of the selections no later than 30 days prior to commencement of annual conference.

(5) Each awards committee shall establish rules and procedures pertaining to qualifications and presentations of these awards.

***ARTICLE VIII***

**Conference Responsibilities**

The Chair and Vice-Chair shall assume certain responsibilities related to the annual conference. These responsibilities might include, but are not limited to:

- i. swap and shop
- ii. recruiting, reviewing and approving submissions for annual conference sessions
- iii. co-sponsoring Public / Trustee luncheon program

***ARTICLE IX***

**Living publications**

Standards for Public Libraries in Louisiana, 1995. rev,  
2010. Handbook for Louisiana Public Directors, rev. 1999.  
Bylaws of the Louisiana Library Association Public Libraries Section, rev. 2011.

***ARTICLE X***

**Amendments**

Bylaws can be amended by a two-thirds vote. LLA-PLS Executive council will submit proposed amendments to LLA, who will solicit votes from LLA-PLS members electronically. Amendments must be submitted to the membership at least 30 days prior to the annual meeting.

**Approved March 10, 2016**