

## **Library Administration and Management Section – Bylaws (approved July 23, 2015)**

### Article I – Name

The name of this organization shall be the Library Administration and Management Section (LAMS) of the North Carolina Library Association.

### Article II – Mission and Objectives

The Library Administration and Management Section will provide an organizational framework for improving the practice of administration in libraries and for identifying and fostering administrative skill. Areas of interest may include organizational structure, financial administration, personnel management and training, buildings and equipment, public relations, and relations with governing bodies. The Library Administration and Management Section meets this responsibility by aiding the professional development of personnel interested in administration and management and by planning and developing programs, study and research in library administration and management problems.

### Article III - Membership

Members of the North Carolina Library Association who state a preference for this Section at the time of payment of the Association dues shall become members.

### Article IV - Officers

The officers of this organization shall be: Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, and three Directors-At-Large. The officers and directors shall be elected by email ballot prior to the biennial meeting and shall serve for a two-year term commencing with the adjournment of the regular biennial meeting following their election.

### Article V – Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, the immediate past Chair, the three Directors-At-Large, committee chairs, plus a representative from each interest group. The Executive Committee shall have general supervision of the affairs of the section and shall have the power to act for the Section on administrative business of the Section in the intervals between biennial meetings. Such administrative business shall include only that business which necessarily must be dealt with prior to the regular biennial meetings. This group is responsible for all programming.

### Article VI – Terms and Duties of Officers

Section 1. The Chair shall, with the Executive Committee, appoint such committees and define their duties as may be necessary to carry on the work of the Library Administration and Management Section.

Section 2. The Chair of the Library Administration and Management Section shall serve as an ex officio member on all committees with the exception of the Nominating and Elections Committee. The Chair shall also serve as Chair of the Executive Committee.

Section 3. The Chair shall preside over all meetings.

Section 4. The Chair shall submit a biennial report to the NCLA Executive Board and membership of LAMS.

Section 5. The Vice-Chair/Chair-Elect shall assume the responsibilities and perform the duties of the Chair in the absence or resignation of the Chair.

Section 6. The Vice-Chair, with the assistance of the Executive Committee, shall be in charge of membership.

Section 7. The Secretary/Treasurer shall keep the minutes of the section and maintain financial affairs of the section as needed.

Section 8. In the event of absence or resignation of any elected officer during the interval between the biennial meetings, the Executive Committee shall fill such vacancy or vacancies by the appointment of a member or members of that committee. Such appointment or appointments shall remain in force until the next regular election of the Section.

#### Article VII - Elections

Section 1. The Chair shall appoint a Committee on Nominations and the Election Committee will present for each elective office the names of no more than two candidates who have given consent to serve if elected. In addition, any member or members of the Section may present a candidate or candidates for the elective officers of the Section provide] (1) that they notify the Chair of such action, in writing, (2) that the notification be signed by three members of this Section, and (3) that the consent of the nominee or nominees has been secured and indicated on the notification.

2. Section 2. A slate of candidates and ballot shall be emailed to the membership prior to the biennial conference.

3. Section 3. The candidate with the greatest number of votes for each office shall be elected. The results shall be announced at the regular biennial meeting.

Section 4. Article VII election will become effective at the time of the election of the next biennium officers.

#### Article VIII - Meetings

Section 1. The regular meeting shall be held as a section meeting of the biennial conference of the North Carolina Library Association.

Section 2. Special business meetings may be called at the direction of the Chair or the Executive Committee.

Section 3. A quorum for the transaction of the business of this Section shall consist of those members attending the meeting.

Section 4. Robert's Rules of Order, latest edition, shall be the governing authority in any matter not specifically covered by these bylaws.

Section 5. Nothing in these bylaws shall conflict with the Constitution and Bylaws of the North Carolina Library Association.

#### Article IX - Finances

The Executive Committee shall review and approve the budget and fees for all section activities.

#### Article X – Interest Groups

Section 1. The Section shall sponsor interest groups on a continuing basis.

Section 2. Each interest group shall represent an aspect of library administration and/or management.

Section 3. Interest groups of the Section may be organized upon application to the Chair of NCLA/LAMS, the application to be signed by ten members of NCLA/LAMS, with approval to be by the Executive Committee of the Section.

Section 4. Officers of each interest group must be members of NCLA/LAMS. The head of each interest group shall be named by the membership of that interest group and shall become a voting member of the Executive Committee of the Section.

Section 5. Each interest group is expected to be self-supporting. However, seed monies for programs and projects may be granted upon application to the Executive Committee of the Section. No commitment of NCLA/LAMS funds shall be made without prior Executive Committee approval.

Section 6. Each interest group shall submit a written report of its work during the biennium to the Executive Committee 30 days prior to the NCLA biennial meeting.

Section 7. Either the Executive Committee of the Section, or the interest group itself may discontinue affiliation of the interest group with the Section whenever either one determines that such action is appropriate.

#### Article XI - Affiliations

The section shall be a charter member of the American Library Association Council of LAMA Affiliates. The Section chair shall normally serve as the voting representative to the council but may designate another Section member to serve as the voting representative.

#### Article XII - Amendments

Proposed amendments to the bylaws will be emailed to the membership concurrent with the election process. The amendments must receive the approval of the members voting.