

**MASSACHUSETTS LIBRARY ASSOCIATION  
PARALIBRARIAN SECTION  
BYLAWS**

*ARTICLE I*

Name

The name of this organization is the Paralibrarian Section, a section of the Massachusetts Library Association, hereinafter referred to as the Section.

*ARTICLE II*

Object

The object of this organization shall be to promote and advocate for recognition and participation in the library community to meet the multifaceted needs of those paralibrarians working in libraries; to provide a forum for networking and career development opportunities and to facilitate the exchange of information in all areas of librarianship.

A Paralibrarian shall be defined as any library staffer who does not hold a Masters of Library Science (MLS) or PhD in Library and Information Science (PhD/LIS).

*ARTICLE III*

Members

Any member in good standing of the Massachusetts Library Association interested in the objectives of the Section may become a member. The membership shall consist of those individuals who notify the Executive Secretary of MLA of their interest in the Section.

*ARTICLE IV*

Executive Board

Section 1. The Executive Board shall consist of the officers of the Section as defined in Article V.

Section 2. The Executive Board shall have full power and authority over the affairs of the Section between meetings. It shall review the goals of the organization, approve plans for meetings, approve an annual budget, make recommendations to the membership, act on suggestions from the membership, and perform such other duties as specified in these bylaws.

Section 3. The Chair shall call regular meetings of the Executive Board. Special meetings can be called by the Chair and shall be called upon written request of three members of the Board.

Section 4. Should a vacancy occur in any elected office the Executive Board may appoint a person to serve for the unexpired term of that office.

Section 5. A majority of its members shall constitute a quorum of the Executive Board.

*ARTICLE V*

Officers

Section 1. The officers of the Section shall be Chair, Vice Chair, Secretary, Treasurer, Past Chair, and two Members at Large: the Chair of Career Development; and the Conference Committee Liaison.

## Section 2. (Duties of Officers)

- A. The Chair shall be the executive officer of the Section and as such shall set agendas, convene and preside over meetings of the Executive Board and the general membership; submit an annual budget to the Massachusetts Library Association; prepare an annual report for the membership; maintain an official file and perform the other duties prescribed by these bylaws. The Chair shall designate a replacement, if unable to attend a Section meeting, or an MLA Executive Board meeting. The Chair shall appoint members to Section support positions as necessary, such as: Publicity; Roundtables; YSS Liaison; Awards; PARA Review Board; and Conference Basket donation.
- B. The Vice Chair shall assist the Chair, and perform the duties prescribed by these. The Vice Chair shall obtain a list of Section members from the Executive Secretary of MLA; shall keep the Section informed of changes in MLA's membership criteria and benefits; lead strategic planning efforts to maintain and increase Section membership; and maintain an elist and database of Section members and interested parties for general communication and announcements. The Vice Chair will maintain email contact with all State Regions and Regional Offices, and manage the Paralibrian Section blog.
- C. The Past Chair shall assist the Chair, and perform duties as prescribed by the bylaws. The Past Chair will serve as Chair of the Nominating Committee, and assist the Chair by identifying qualified candidates for open Board and Committee positions.
- D. The Secretary shall keep accurate minutes of meetings of the Executive Board and of the general membership provide minutes of all meetings to the Chair and members of the Executive Board at least one week before their next regularly scheduled meeting; and maintain a hard copy and electronic copy of all minutes for inclusion in the official file and MLA archives.
- E. The Treasurer shall keep an accurate accounting of the finances of the Section and prepare regular financial statements of the Section's operating budget.
- F. The Members at Large shall serve as committee chairs for the Section's two standing committees: 1) Conference planning committee, and 2) Career Development committee, with the approval of the Chair, committee chairs shall appoint sub-committee members. The Career Development chair shall appoint members of the PARalibrarian Recognition of Achievement review board, in conjunction with the Chair.

Section 3. (Term of office) All officers shall serve for two years, and with the exception of the Chair, may be elected to the same or different offices at each election, if the position is vacant, or on July 1<sup>st</sup> at the start of the new MLA fiscal year. Officers-elect shall assume office upon election. The incoming Chair shall call a joint meeting of the outgoing and incoming Executive Boards no later than two calendar months following the annual meeting. Appointed members of the Executive Board shall have been selected and notified prior to that meeting.

## ARTICLE VI Elections

Section 1. The Immediate Past Chair of the Section shall serve as Chair of the Nominating Committee. Up to three other Section members shall be appointed by the Committee Chair and may not be members of the Executive Board.

Section 2. The Nominating Committee shall submit to the Executive Board, prior to the annual Section meeting, a slate of candidates for open position, the offices of Chair, Vice Chair, Secretary, Treasurer and Members at Large.

Section 3. Any MLA member may present to the Board by March 15 a recommendation proposing additional nominations.

Section 4. Election shall be by majority vote at the Section annual meeting at the MLA annual conference. All candidates, whether nominated by committee or recommendation, shall be included on the slate.

### ARTICLE VII Meetings

Section 1. The Chair shall call regular meetings of the Section Executive Board to conduct new and ongoing business of the Section.

Section 2. Section meetings held in conjunction with MLA's annual conference are regular membership meetings. A meeting held in conjunction with the annual conference shall be known as the Section's annual meeting and shall include the election of officers and the presentation of annual reports by the Chair and other such members as the Chair may deem appropriate.

Section 3. At the discretion of the Chair and/or Executive Board, business including voting may also be conducted at other meetings, and at special meetings called in accordance with Section 4 of this article.

Section 4. Special meetings may be called by the Chair or by three members of the Executive Board and shall be called upon written request of fifteen members of the Section. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two weeks notice shall be given.

Section 5. Fifteen members of the Section shall constitute a quorum for the transaction of any business that requires a vote of the membership.

### ARTICLE VIII Committees

Standing or ad hoc committees may be created by the Chair of the Section with the approval of the Executive Board. The chair of such committees shall be appointed by the Section Chair with the approval of the Executive Board. Committee chairs shall appoint committee members.

The chair of each committee shall report to the Executive Board, and submit a copy of any reports to the Section Chair for inclusion in the official file.

A majority of the members of a committee shall constitute a quorum.

### ARTICLE IX Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order newly revised* shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Section and MLA, and any special rules of order that the Section or MLA may adopt.

### ARTICLE X Amendment of Bylaws

These bylaws can be amended at any regular membership meeting of the Section by a two thirds vote of those present provided that the amendment has been submitted in writing to the Section's Executive Board no later than sixty days, and to the membership no later than thirty days before the meeting.

Approved amended Section bylaws should be submitted for final approval as a courtesy to the Executive Board of MLA at their next scheduled meeting.