
NURSING AND ALLIED HEALTH RESOURCES SECTION

Bylaws
Amended May 2007

BYLAWS

ARTICLE I. Name

The name of this organization shall be the Nursing and Allied Health Resources Section, a Section of the Medical Library Association, Inc.

ARTICLE II. Purpose

The purpose of this Section shall be to work within the Medical Library Association to serve the interests and concerns of librarians responsible for services to the Nursing and Allied Health professions; to foster the professional growth of its members; to promote the provision of high quality library service; and to provide leadership in identifying and solving problems in nursing and allied health information delivery. This Section works with other groups within the Medical Library Association and with other organizations to insure excellence in library information services for nurses and allied health professionals.

ARTICLE III. Membership

Section 1. Members All and only members of MLA may belong to this Section.

Section 2. Rights and Privileges

A. Voting members of this Section shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or to vote on recommendations to the Section Council regarding MLA policies or actions, to vote on the selection of a candidate for the MLA Nominating Committee, or to vote on the selection of the Section's Representative and Representative-Elect to the Section Council.

B. Officers of this Section shall be Voting Members of the Medical Library Association.

Section 3. Dues

A. Dues shall be determined by a majority vote of those present and eligible to vote at the Annual Meeting of this Section. Section dues shall not exceed MLA membership dues for Regular Members.

B. Section dues shall be payable on joining the Section and thereafter at the same time as are Medical Library Association dues.

C. Dues shall be assessed on an annual basis for the period of one fiscal year.

D. The fiscal year of this section shall be the calendar year.

E. Individuals who have not paid annual dues by the annual meeting shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges. Any Section positions held by such individuals shall be considered vacant.

ARTICLE IV. Elective Officers

Section 1. Officers and Terms of Office

A. Elective officers of the Section shall be the Chair, Chair-Elect, Immediate Past-Chair, Secretary, Treasurer, Representative to the Section Council, and Representative-Elect.

B. The term of office of the Chair shall be one year as Chair-Elect, one year as Chair, and one year as Immediate Past-Chair. No one may serve more than one successive term as Chair-Elect/Chair.

C. The term of office of the Secretary shall be two years. An individual may not serve more than one successive term as Secretary.

D. The term of office of the Treasurer shall be two years. An individual may not serve more than one successive term as Treasurer.

E. The term of office of the Representative to the Section Council shall be three years, a one-year term as Representative-Elect, and a two-year term as Representative, except that if the Representative's term be made shorter by action of the Council or by the Bylaws of the Medical Library Association, the term will coincide with that action. This officer shall serve the first year of the term as Representative-Elect. For the remaining two years of the term, the Representative-Elect shall be the Representative.

F. Elected officers shall take office at the close of the MLA Annual Meeting following their election and serve, unless they resign, die, become incapacitated, or are removed,

until the close of the MLA Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties.

Section 2. Duties

A. The duties of the Chair shall be to preside over all meetings and to represent the Section at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint committee members and chairs, to be an ex officio member of all committees, to submit an Annual Report to the membership and to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section. A Parliamentarian may be appointed by the Chair to serve a term concurrent with that of the Chair. This person may be reappointed to serve additional terms.

B. The duties of the Chair-Elect shall be to serve as Chair whenever the Chair is not able to do so, to serve as Chair of the Program Committee for the next Annual Meeting of the Section, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

C. The duties of the Immediate Past-Chair shall be to serve as Chair of the Nominating Committee and the Strategic Planning Committee. The Immediate Past-Chair also revises the Section Manual.

D. The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence, to prepare minutes of all meetings, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

E. The duties of the Treasurer shall be responsible to receive and account for all monies due to the organization, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

F. The duties of the Representative to the Section Council shall be to represent the Section on the MLA Section Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Section, and to communicate Council business to the officers and membership of the Section.

G. The duties of the Representative-Elect to the Section Council shall be to attend the meetings of the Section Council, to serve as Representative whenever the Representative is unable to do so, and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

Section 3. Elections

A. The Nominating Committee shall prepare annually a slate of at least one nominee for Chair-Elect and for each elective officer whose term expires.

B. Ballots shall be distributed to the voting membership by the Nominating Committee and returned to a member of the Nominating Committee in time for the results to be declared on or before February 15. A majority vote elects unless there are more than two candidates, then a plurality shall elect.

Section 4. Vacancies

A. A vacancy arising in the office of Chair shall be filled by the Chair-Elect, who shall cease to be Chair-Elect, shall serve out the unexpired term of the Chair, and shall continue as Chair for the full succeeding term to which he or she was elected.

B. A vacancy arising in the office of Representative to the Section Council shall be filled by the Representative-Elect, who shall cease to be Representative-Elect and shall serve out the unexpired term of the Representative and shall continue as Representative for the term to which the Representative-Elect was elected.

C. In the case of a vacancy in the office of Representative-Elect, the Executive Board shall appoint a replacement to serve until the next scheduled election.

D. A vacancy arising in any other elected office shall be filled by appointment by the Executive Board.

Section 5. Candidate for the MLA Nominating Committee Membership

A. The name of one Voting Member of the Medical Library Association, chosen by election, shall be submitted each year by the Section Representative to the Section Council as a potential candidate for membership on the MLA Nominating Committee; this submission shall be made to the Council before its final assembly at the MLA Annual meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.

B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such a potential candidate or candidate from some other unit of the Medical Library Association; no candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of the Medical Library Association, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more than one term during a period of five years.

ARTICLE V. Meetings

Section 1. Meetings

At least one meeting shall be held in each fiscal year. Additional meetings may be held. All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date. The Section's Business Meeting shall be held during the same period and at the same location as the Association's Annual Meeting. No Section meetings shall be held at the same time that General Sessions or Business Sessions of the Association's Annual Meeting are conducted.

Section 2. Quorum

Twenty-five (25) members shall constitute a quorum of this Section.

ARTICLE VI. Executive Board

Section 1. Executive Board

The Chair, Chair-Elect, Immediate Past-Chair, Secretary, Treasurer, Section Representative, Representative-Elect, and the appointed Newsletter Editor shall constitute the Executive Board. The Section Chair shall chair the Executive Board.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of this Section between its Business Meetings, fix the time and place of meetings, make recommendations to the membership, and shall perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the organization.

Section 3. Voting

Any action by the Executive Board must have approval of the majority of the members of the Executive Board, counting the Chair. The Chair may vote in any case in which his or her vote would affect the result.

Section 4. Number of Votes

In voting in the Executive Board, each Board member shall have one vote.

ARTICLE VII. Committees

Section 1. Standing Committees

- A.** Standing committees of this Section shall consist of the Bylaws Committee, Continuing Education Committee, Strategic Planning Committee, Nominating Committee, Program Committee, Membership Committee, Governmental Relations Committee, and the Standards Committee. Other Standing Committees may be established by the Executive Board subject to approval by the membership through amendment of these Bylaws.
- B.** The Bylaws Committee shall consist of at least one member appointed by the Executive Board. This committee continually reviews and recommends revisions to the Executive Board to maintain the Bylaws in accordance with those of MLA.
- C.** The Continuing Education Committee shall consist of at least one member appointed by the Executive Board. This committee assesses the continuing education needs of Section members and makes recommendations as appropriate for meeting those needs.
- D.** The Strategic Planning Committee shall consist of at least one member appointed by the Executive Board with the Immediate Past Chair of the Section acting as Chair. This committee reviews the Section's strategic plan for consistency with MLA goals.
- E.** The Nominating Committee shall consist of at least two members appointed by the Executive Board with the Immediate Past Chair of the Section acting as Chair. This committee shall be responsible for preparing a slate for the following year of at least one nominee for each elective officer whose term expires. Nominations for office are to be made from the membership. The slate of candidates is to be prepared and submitted to the Section Chair for review in January before the Annual meeting.
- F.** The Program Committee shall consist of the Section's Chair-Elect acting as Chair and at least one other member appointed by the Executive Board, preferably from the geographic region where the annual meeting whose program they will plan will be held. This committee shall be responsible for working with the MLA National Program Committee in planning and accomplishing the Section's annual program.
- G.** The Membership Committee shall consist of the Treasurer and at least one other member appointed as Chair by the Executive Board. This committee shall be responsible for working with MLA committees to advertise the benefits of Section membership in order to maintain and increase the number of Section members.
- H.** The Governmental Relations Committee shall consist of at least one member appointed by the Executive Board with the Section's liaison to MLA for governmental affairs issues acting as Chair. This committee shall be responsible for working with MLA committees and other groups to bring the Section's interests before appropriate governmental bodies and to alert Section members to actions they may take to influence governmental policies relating to the Section's interests.
- I.** The Standards Committee will consist of a committee chair, NAHRS representatives to the Interagency Council on Information Resources in Nursing, NAHRS Research

Committee Chair and any others appointed by the Executive Board. The committee shall be responsible for ascertaining and recommending standards and competencies for nursing and allied health information resources and services in academic and healthcare settings

Section 2. Special Committees

The Section Chair may appoint such other special committees as are necessary with the advice and consent of the Executive Board.

Section 3. Committee Chairs

Chairs of committees shall be Voting Members of the Medical Library Association.

Section 4. Committee Reports

Each committee shall submit an annual report of its activities to the Section Chair prior to the compilation of the Annual Section Report for submission to MLA Headquarters.

ARTICLE VIII. Dissolution

In the event of dissolution of this Section, all liabilities and obligations shall be paid or adequate provision made for payment. Remaining assets shall revert to the MLA General Fund.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Section may adopt.

ARTICLE X. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Section by a two-thirds vote of those attending, provided that the amendment has been submitted in writing to the membership at least thirty (30) days before the meeting at which the vote shall be taken.
