

**PUBLIC LIBRARY AND TRUSTEE SECTION  
WYOMING LIBRARY ASSOCIATION  
BY-LAWS  
10/1998**

**ARTICLE I – Name**

Sec. 1. The name of this body shall be the Public Library and Trustee Section of the Wyoming Library Association (WLA).

**ARTICLE II – Purpose**

Sec. 1. The purpose of the Public Library and Trustee Section shall be to promote library service in the state of Wyoming, to work for the continued improvement of the libraries in Wyoming, to be of assistance to public librarians and trustees and trustees and to strive for further improvement of the profession of librarianship.

**ARTICLE III – Membership**

Sec. 1. Any person or institution engaged or interested in public library work may become a member of the Section upon payment of dues as provided for in the By-laws of the Wyoming Library Association.

Sec. 2. Personal members may vote in Section elections and meetings, serve on Section committees, serve as officers, receive all Section mailings. Institutional members receive all Section mailings.

**ARTICLE IV – Officers**

Sec. 1. The officers of the Section shall be a Chair, a Chair-elect, a Secretary, and the Immediate Past Chair. The Chair-elect and Secretary shall be elected annually and assume office following the annual business meeting of the Wyoming Library Association during an Executive Board meeting attended by both the incoming and outgoing Section Chairs. The Immediate Past Chair serves ex officio in an advisory capacity.

Sec. 2. The Chair shall preside at all meetings of the Section and the Section officers. The Chair shall be responsible for the annual budget of the section. The Chair shall serve as an ex-officio member of all Section committees except the Nominating Committee, and as a member of the Executive Board of the Wyoming Library Association. The Chair shall appoint an ad hoc Nominating Committee within three months after the WLA Annual Meeting. The Chair shall be responsible for the Spring Meeting and the Section program at the WLA Annual Meeting, but may delegate this responsibility to another member.

Sec. 3. In the absence of the Chair, the Chair-elect shall preside at meetings of the Section and Section officers and attend the Wyoming Library Association Executive Board meetings. The Chair-elect shall appoint new members of Standing Committees.

Sec. 4. The Secretary shall take the minutes of all meetings of the Section, and submit copies to the Section Chair, the WLA Executive Secretary and the WLA Historian, and shall maintain a file copy for the Section. The Secretary shall post the minutes to the WLA Section web page within 90 days of the meeting.

Sec. 5. If the Chair cannot complete a term of office, the Chair-elect shall serve as Chair for the remainder of the term and remain to serve the term for which he/she was elected. If the Chair-elect cannot complete a term, the remaining officers shall select a replacement to serve until the next election. Ballots at that time shall provide for election of a Chair as well as Chair-elect and Secretary. If the Secretary cannot complete a term of office, the remaining officers shall select a replacement for the vacancy.

#### **ARTICLE V – Nominations**

Sec. 1. At least four months prior to the call for the annual meeting, the nominating committee shall submit a report to the officers of the Section nominating at least one candidate each for the positions of Chair-elect and Secretary.

Sec. 2. A member's consent must be obtained before his/her name can be placed in the nomination report. All ballots will contain a space for write-in candidates for each office.

Sec. 3. The report of the Nominating Committee and the resultant ballots shall be transmitted to the WLA Nominations and Elections Committee not less than three months before the WLA Annual Meeting. The WLA Nominations and Elections Committee, in cooperation with the Executive Secretary, will handle the mailing, receipt, and counting of ballots.

#### **ARTICLE VI – Meetings**

Sec. 1. Annual Meetings. There shall be an Annual Meeting of the Section during the Association's annual convention dates. Fifty percent of the members of the Section registering for the WLA Annual Meeting shall constitute a quorum.

Sec. 2. Spring Meetings. The Section Chair may call a Spring Meeting of the Section for the purpose of conducting business and/or presenting a program. Business may be conducted by the action of a majority of the attending members.

Sec. 3. Special Meetings. Special meetings may be called by the officers provided the membership is given 30 days notice. Business may be conducted by the action of a majority of the attending members.

Sec. 4. To avoid conflicts with other Sections, all meeting dates should be cleared with the Association's President.

#### **ARTICLE VII – Sub-sections and Committees**

Sec. 1. The Section may create sub-sections of special interest when necessary.

Sec. 2. There shall be the following Standing Committees: Mentoring, Continuing Education. Standing Committees shall have a minimum of three members. Members shall serve two-year staggered terms.

Sec. 3. The Chair of the Section shall fill vacancies resulting from resignations in Standing Committees, and may appoint ad hoc committees as necessary, e.g. by-laws.

#### **ARTICLE VIII – Finances**

Sec. 1. Section Officers shall set section dues subject to approval by Section membership and the WLA Executive Board. Dues shall be collected by the Executive Secretary of WLA in conjunction with Association Dues.

Sec. 2. Funds for financing the activities of the Section are derived from Section dues and Section fundraising activities.

Sec. 3. The Chair of the Section shall authorize payment of Section bills from Section funds by the Executive Secretary of WLA. The Executive Secretary of WLA shall maintain the financial records for the section.

#### **ARTICLE IX – Amendment of the By-laws**

Sec. 1. By-laws may be adopted and amended by vote of the majority of the members voting at any annual meetings, provided the specific notice of any change has been given in the call for the meeting at least 30 days prior to the meeting. Any By-laws may be suspended by vote of the majority of those present at the annual meeting.

#### **ARTICLE X – Issues not covered**

Sec. 1. Any issue not covered in these By-laws or found to be at odds with the By-laws of WLA, shall be governed by the WLA By-laws.

#### **ARTICLE XI – Dissolution of the Section**

Sec. 1. Upon recommendation of the Executive Board, the Section may be dissolved by action of the members of the Wyoming Library Association at an annual business meeting provided at least 30 days notice has been given prior to the meeting. The Section may dissolve itself by a majority vote of the Section membership; formal notification should then be sent to the Executive Board of the Wyoming Library Association.

Sec. 2. Upon dissolution of the Section, any remaining Section funds shall be credited to the WLA Legislative Committee.

WLA Public/Trustee Section By-laws, rev. approved 10/98