

**NEBRASKA LIBRARY ASSOCIATION
PUBLIC LIBRARY AND TRUSTEE SECTION BYLAWS**
Adopted October 26, 2007; Amended October 15, 2010; Amended October 7, 2011

ARTICLE I

NAME

The name of this organization shall be the Public Library and Trustee Section of the Nebraska Library Association.

ARTICLE II

PURPOSE

The purpose of this organization is to serve as a part of the Nebraska Library Association and to promote total library services, communications, and interests among all libraries, particularly public libraries, in the State of Nebraska.

ARTICLE III

MEMBERSHIP

Section 1. Qualifications

Any member of the Nebraska Library Association actively interested in the purpose of this organization is eligible for membership.

Section 2. Dues

Public Library and Trustee Section dues are collected by the Nebraska Library Association. The chairperson shall request the Section's share of dues. This amount shall be turned over to the Secretary / Treasurer for deposit for use by the Section.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. Officers

The officers of this organization shall be Chairperson, Vice Chairperson-Chairperson-elect, and Secretary-Treasurer.

Section 2. Duties

Officers shall attend appropriate Nebraska Library Association and Public Library and Trustee Section meetings and sponsored activities, and fulfill other responsibilities as specified in the Association's By-laws. In order to keep membership dues affordable, Nebraska Library Association and Section officers absorb their expenses when possible.

A. The Chairperson shall:

1. Preside at meetings of the Section.
2. Serve on the Executive Board of the Nebraska Library Association.

3. Appoint committees
4. Submit quarterly and annual reports to the Nebraska Library Association in accord with its By-laws.
5. Together with the incoming Chairperson, convene a Section executive Board meeting of outgoing and incoming officers to transfer files.
6. Be responsible for Section portions of the Nebraska Library Association web site in cooperation with the Association's Internet Site Coordinator, and if needed, secure the services of a volunteer webmaster for that portion.
7. Provide leadership and coordination among Section officers and members.
8. Be empowered to delegate duties to officers or members.
9. Appoint a Trustee, User or Friend to serve as an ex officio member of the Executive Committee of the Section.

B. The Vice Chairperson-Chairperson Elect shall:

1. Serve in the absence or resignation of the Chairperson.
2. Succeed to the office of Chairperson.
3. Be responsible for Section programs at the Association Annual Conference, and serve as the Section's representative on the Association's Continuing Education Committee.

C. The Secretary/Treasurer shall:

as Treasurer, perform all duties incident to the office of the Treasurer, which include:

1. insuring Section dues allocation is received from the Nebraska Library Association Treasurer,
2. filing quarterly and annual reports with the Nebraska Library Association Treasurer and Section Chairperson and
3. preparing an income and expense report of Section activities, including Spring Meetings, for inclusion in the annual meeting minutes.

as Secretary, perform all duties incident to the office of the Secretary, which include:

1. maintaining an orderly file of Section documents,
2. recording the minutes of the annual Section meeting and
3. preparing and distributing agendas, program notices, and other pertinent documents at the direction of the Chairperson.

Section 3. Election and Terms of Office

A. Nominations for officers shall be made by a Nominating Committee of at least three persons.

B. The Nominating Committee shall present a slate of two names for each office to the Association's Nominating Committee chair.

C. Nominations of the Committee shall carry consent of the nominee.

D. Election shall be by ballot, conforming to the practice of the Nebraska Library Association. Results of the election shall be announced at the annual meeting.

E. The term of office for the Chairperson and the Vice Chairperson-Chairperson Elect shall be for one year, from the close of the annual meeting to the close of the next annual meeting. The term of office for the Secretary/Treasurer shall be for two years, from the close of the annual meeting to the close of the annual meeting two years later.

Section 4. Vacancies

The Chairperson may appoint someone to fill the unexpired term if the office of Secretary / Treasurer or Vice Chairperson-Chairperson Elect becomes vacant. An appointee to Vice Chairperson-Chairperson Elect shall not automatically succeed to the office of Chairperson. If the office of Vice Chairperson-Chairperson Elect becomes vacant, an election for the office of Chairperson shall be held at the next election of officers.

ARTICLE V

COMMITTEES

Section 1. Standing Committees

A. The Executive Committee shall consist of the elected officers, the immediate past Chairperson, and an appointed Trustee, User or Friend who serves in an ex-officio capacity.

B. The Awards and Nominating Committees shall each consist of at least three members appointed by the Chairperson.

C. The Trustees, Users & Friends Committee shall consist of at least three members, appointed by the Chairperson. The purpose of this committee shall include acting as a creative partner with the professional sections of NLA, assisting in bringing adequate library service to all citizens in Nebraska through the promotion and study of legislation (state and national) affecting libraries, encouraging citizen support of libraries, and educating and informing trustees throughout the state of library needs and services.

Section 2. Ad-hoc Committees

Ad-hoc Committees may be appointed by the Chairperson as conditions warrant.

ARTICLE VI

MEETINGS

There shall be an annual meeting that shall be held during the annual fall meeting of the Nebraska Library Association, and Spring Meetings held at various locations in cooperation with other Sections of the Nebraska Library Association.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order, Newly Revised shall govern parliamentary procedure of this organization insofar as it does not conflict with these Bylaws or the Bylaws of the Nebraska Library Association.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present at any annual meeting, provided that the amendment(s) has been published on the PLTS website or has been distributed by the PLTS Secretary at least four (4) weeks in advance of the conference.