

# Massachusetts Library Association Youth Services Section

## BYLAWS

### ARTICLE I - NAME

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

### ARTICLE II – Mission

The mission of this organization shall be to

- promote library service to youth
- promote the profession of youth librarianship
- further the awareness of youth within the profession
- further the awareness of youth within the community at large
- aid in implementing MLA state standards for the Massachusetts Library Services for Children and Young Adults

### ARTICLE III - Members

Section 1. Any member in good standing of the Massachusetts Library Association interested in the objectives of YSS may become a member. The membership shall consist of those individuals who notify the Executive Manager of MLA of their interest in the Section on their annual membership application.

### ARTICLE IV - The YSS Executive Board

Section 1. The YSS Executive Board shall consist of the officers of YSS as defined in Article V, the immediate past Chair, and up to four At-Large members from diverse areas of the state. YSS officers and the immediate past Chair are counted towards filling At-Large positions on the YSS Executive Board. At-Large members shall be appointed by the Chair. No member shall serve on the YSS Executive Board for more than six consecutive years.

Section 2. The YSS Executive Board shall have full power and authority over the affairs of YSS 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 YSS 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 YSS Executive Board may appoint a person to serve for the unexpired term of that office.

Section 5. Should the immediate past Chair not be able to serve the YSS Executive Board may appoint a previous past Chair to serve for the unexpired term.

Section 6. A majority of its members shall constitute a quorum of the YSS Executive Board.

## **ARTICLE V - Officers**

Section 1. The officers of YSS shall be a chair, a vice chair, a Conference Committee Liaison, and a secretary.

### Section 2. Duties of Officers

- A. The Chair shall be the executive officer of the Section and as such shall convene and preside over meetings of the YSS Executive Board and the general membership; submit an annual budget to the MLA; prepare an annual report for the membership; maintain an official file, and perform other duties prescribed by these bylaws and by the parliamentary authority adopted by MLA.
- B. The Vice Chair shall assist the Chair, act as Chair in the absence of the Chair, carry out public relations duties as suggested by the membership, and perform the duties prescribed by these bylaws and by the parliamentary authority adopted by MLA.
- C. The Conference Committee Liaison shall attend monthly Conference Committee meetings and prepare a report for membership, to be presented to the YSS Executive Board at bimonthly YSS meetings.
- D. The Secretary shall obtain a list of MLA members from the MLA Executive Manager and assist the Chair with correspondence; keep accurate minutes of all meetings of the YSS Executive Board and of the general membership; distribute the agenda and minutes of all meetings to members of the YSS Executive Board at least one week before their next regularly scheduled meeting; send an additional copy of all minutes to the Chair for inclusion in the official file, and assist the Chair in preparing an annual report to the membership.

### Section 3. Term of office

- The Chair shall serve a term of 2 (two) years. They shall serve in a supervisory role as Past Chair for 6 (six) months following their 2 (two) year term.
- The Vice Chair shall serve a term of 2 (two) years. The Conference Committee Liaison shall serve a term of 2 (two) years. The Secretary shall serve a term of 1 (one) year.
- Officers-elect shall assume office upon election.
- The incoming Chair shall call a joint meeting of the outgoing and incoming YSS Executive Boards no later than two calendar months following the YSS Annual Meeting.
- Appointed members of the YSS Executive Board shall have been selected and notified prior to that meeting.

## **ARTICLE VI - Elections**

Section 1. The Nominating Committee shall be appointed yearly by the YSS Executive Board prior to the Massachusetts Library Association annual conference. These appointees may not be members of the YSS Executive Board.

Section 2. The Nominating Committee shall announce to the membership at the Massachusetts Library Association annual conference in the year preceding the election of officers, the call for nominations for positions of Chair, Vice Chair, Conference Committee Liaison, and Secretary. The Nominating Committee shall welcome suggestions for nominees from individual members. The Nominating Committee will be announced to the membership after the first YSS Executive Board meeting in September.

Section 3. The Nominating Committee shall submit to the YSS Executive Board a slate of candidates willing to run for the offices of Chair, Vice Chair, Conference Committee Liaison, and Secretary by the January YSS Executive Board meeting. A call for the position of Chair, Vice Chair and Conference Committee Liaison will only occur if the current terms are complete. The slate of officer candidates shall be announced to the Membership no later than 60 (sixty) days prior to the Annual YSS Membership meeting at the MLA Annual Conference.

Section 4. Any member may present to the Board by March 1 a petition signed by five personal members of YSS proposing additional nominations. Nominations presented by petition must be presented to the membership no later than April 1.

Section 5. Election shall be by majority vote at the annual conference. All candidates, whether nominated by committee or petition, shall be included on the slate.

## **ARTICLE VII - Meetings**

Section 1. Section meetings held in conjunction with MLA's Annual Conference are regular membership meetings. A meeting held in conjunction with MLA's annual conference shall be known as the YSS 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 2. At the discretion of the Chair and/or YSS Executive Board, business, including voting, may also be conducted at other meetings, and at special meetings called in accordance with Section 3 of this article.

Section 3. Special meetings may be called by the Chair or by the YSS Executive Board and shall be called upon written request of fifteen members of YSS. 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 4. Fifteen members of YSS shall constitute a quorum for the transaction of any business that requires a vote of the membership.

## **ARTICLE VIII - Committees**

Committees, standing or special, may be created by the Chair of YSS with the approval of the YSS Executive Board. The Chair of such committees shall be appointed by the YSS Chair with the approval of the YSS Executive Board. Committee chairs shall appoint Committee members.

The Chair of each committee shall report to the YSS Executive Board, and submit a copy of the report to the Chair of YSS 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 YSS in all cases to which they are applicable and in which they are not inconsistent with the bylaws of YSS and MLA, and any special rules of order that YSS or MLA may adopt.

#### **ARTICLE X - Amendment of Bylaws**

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

Approved February 2022