

Bylaws of the Hospital Libraries Section of the Medical Library Association

ARTICLE I. NAME

The name of this organization shall be the Hospital Libraries Section (HLS) of the Medical Library Association, Inc. (MLA).

ARTICLE II. PURPOSE

The purpose of this Section shall be:

- A.** to promote the interests and act upon the concerns of hospital libraries and librarians;
- B.** to establish itself as the center for hospital libraries' communication;
- C.** to cooperate with health care organizations and accrediting agencies;
- D.** to support the concept of hospital librarianship as a profession;
- E.** to seek to improve hospital libraries' service through cooperative efforts and expanded facilities; and
- F.** to assist in the development of appropriate programs in continuing education for hospital librarians.

ARTICLE III. MEMBERSHIP

Section 1. Members

Only members of MLA may belong to this Section.

Section 2. Rights and Privileges

- A.** Voting members of this organization shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or vote on recommendations to the Section Council regarding Medical Library Association policies or actions, or to vote on the selection of a candidate for the Medical Library Association Nominating Committee.
- 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. 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 Medical Library Association dues.
- C. Dues shall be assessed on an annual basis for the period of the calendar year.
- D. If dues are unpaid two months after the renewal date, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges.

ARTICLE IV. OFFICERS

Section 1. Officers and Terms of Office

- A. Elective officers of the Section shall be a Chair, a Chair-Elect, an Immediate Past-Chair, a Secretary, and a Treasurer.
- B. The term of the 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 two successive terms as Chair-Elect/Chair/Immediate Past Chair.
- C. The term of office of the Secretary shall be one year. An individual may not serve more than two successive terms as Secretary.
- D. The term of office of the Treasurer shall be two years. An individual may not serve more than two successive terms as Treasurer.
- E. The Immediate Past Chair and Chair shall represent the Section on Section Council. The Immediate Past Chair shall be the voting member of the Council. The term of office to the Section Council shall be two years, the first year in their role as Section Chair, and the second in their role as Section Immediate Past Chair.
- 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, to represent the Section at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to serve as a member of the Section Council, to submit an Annual Report to the 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 appointed by the Chair 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, to appoint members to the Program Committee, and to perform all other duties prescribed by these

Bylaws and by the parliamentary authority adopted by the Section. The Chair-Elect is responsible for the routine appointment of members to committees for the year in which the Chair-Elect will serve as Chair.

- C.** The duties of the Immediate Past-Chair shall be to represent the Section on the MLA Section Council by attending the meetings of the Council, to represent the Section's interests during discussions, make motions, debate, and vote on Council issues on behalf of the Section, to transmit to the Council recommendations that have been approved by the Section, to communicate Council business to the officers and membership of the Section; and to serve as Chair of the Nominating Committee; to appoint members to the Nominating Committee; and to update the Section Manual.
- D.** The duties of the Secretary shall be to maintain all records of the Section (except the membership roll); to be responsible for incoming and outgoing correspondence; to prepare minutes of all meetings; to notify members of all regular and special meetings; to distribute and count ballots for the election process; to forward section papers to the MLA Archives; and 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 to prepare an annual budget and submit it to the Executive Board for action prior to the beginning of the fiscal year; to receive and disburse Section funds; to make copies of the annual budget available to the membership; and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

Section 3. Elections

- A.** The Nominating Committee shall prepare annually a slate of two nominees for each elective officer whose term expires, and submit it to the Secretary.
- B.** Ballots shall be distributed to the voting membership by the Secretary by November first at the latest, and shall be received by the Secretary in time for the results to be declared on or before February 15. Candidates shall be declared elected upon receiving a majority of the votes cast.

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.** When the Immediate Past Chair is unable to attend the Section Council meeting, the Section Chair may vote. When neither the Section Past Chair nor the Section Chair is able to attend the Section Council meeting, the Section may appoint another Section officer as the proxy who will represent the Section's interests during discussions, make motions, debate, and vote on Council issues on behalf of the Section. Appointment of a proxy must follow the guidelines developed by the Section's Executive Board.

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

Section 5. Candidate for the MLA Nominating Committee Membership

- A. The name of one HLS Section Member who is a Voting Member of the Medical Library Association, chosen by election, shall be submitted each year to the Section Council as a potential candidate for membership on the MLA Nominating Committee by the date previously announced by the Council. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the Nominating Committee. This statement shall accompany the name submitted. This candidate serves as an ex-officio non-voting member of the Section Executive Board.
- B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already 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 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 Section business meeting shall be held in each fiscal year. All meetings shall be held at a time and place convenient for members. Additional meetings may be held. Notice of meetings shall be distributed 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

Five members of the Section shall constitute a quorum of this Section.

ARTICLE VI. EXECUTIVE BOARD

Section 1. Executive Board

The Chair, Chair-Elect, Immediate Past-Chair, Secretary, Treasurer, and Section Council Representative shall constitute the voting members of the Executive Board. Committee Chairs, the Section Council Representative-Elect, the Candidate for the MLA Nominating Committee, and the Newsletter Editor shall serve as ex-officio non-voting members.

Section 2. Duties

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

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

- A.** The Executive Board shall establish standing committees to consider matters of the Section that require continuity of attention by the members. The Executive Board shall recommend the name and size of each committee.
- B.** The Chair in consultation with the Executive Board shall designate and announce committee members and chairs in advance of the beginning of his or her term of office and when these appointments shall take effect.

Section 2. Special Committees

The Section Chair may establish such other 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. Midyear reports may also be required by the Section Chair.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Rules

The rules contained in the current edition of Roberts 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 IX. AMENDMENT OF BYLAWS

Section 1. Notification

Notice containing the text of proposed amendments recommended by the Executive Board shall be distributed to each voting member at least 30 days before the annual meeting at which it is to be discussed.

Section 2. Debate

Proposed amendments to the Bylaws shall be discussed and may be amended at the HLS Annual Meeting.

Section 3. Amendment

These Bylaws may be amended at any regular meeting of the Section by a two-thirds vote in the affirmative of those attending, provided that the amendment has been distributed to the membership at least thirty (30) days prior to the meeting at which the vote shall be taken. The Bylaws may also be amended by ballot. The Executive Board will determine the method of voting for all proposed amendments.

Section 4. Ballot

If a ballot is selected, the proposed amendments and any further amendments arising from the Annual Meeting, along with a transcription or summary of the Annual Meeting discussion on the amendments, will be distributed to voting members prior to the ballot. The time of the beginning and closing of the ballot and of the reporting of results shall be fixed by the Executive Board. To amend or rescind any portion of the Bylaws, twenty-five percent (25%) of the total ballots distributed must be returned on time and properly completed. Two-thirds of these ballots must be affirmative.

Section 5. Effective Date

The Bylaws and any amendments thereto shall become effective immediately following their acceptance.

ARTICLE X. DISSOLUTION

Upon the dissolution of this Section, its assets remaining after payment, or provision of payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The specific distribution of assets will be determined by the Voting Members of the Section's Executive Board at the time the Section dissolves. Any remaining assets shall revert to the Medical Library Association General Fund.

Amended 1994 Annual Meeting effective February 1, 1995.

Amended 1997 Annual Meeting effective May 27, 1997.

Amended 1998 Annual Meeting effective May 26, 1998.

Amended by mail ballot effective September 1, 2000.

Amended by mail ballot effective January 24, 2002.

Amended 2004 Annual Meeting effective May 27, 2004.

Amended 2005 Annual Meeting effective May 17, 2005.

Amended 2009 Annual Meeting effective May 17, 2009