

BYLAWS

GOVERNMENT DOCUMENTS ROUND TABLE

Article I Name

The name of this section shall be Louisiana Library Association Government Documents Round Table (LLA GODORT).

Article II Purpose

The purpose of LLA GODORT shall be to (a) provide a forum for the discussion of information resources produced by all levels of government, and (b) initiate and support programs and publications which will increase or improve the availability, use, or management of government information.

Article III Membership

The membership of LLA GODORT shall be composed of those who, upon payment of their annual dues in the Louisiana Library Association, designate the Government Documents Round Table as a sectional preference.

Article IV Officers

Section 1. The officers of LLA GODORT shall be Chair, Vice-Chair/Chair-Elect, Second Vice-Chair, and Secretary, all of whom shall be members in good standing of LLA GODORT. These officers shall be elected by ballot in the election conducted for LLA officers.

Section 2. No member shall hold more than one elected office at a time and no member shall be eligible to serve more than one consecutive term in the same office.

Section 3. The officers shall perform the duties prescribed by the *Louisiana Library Association Manual (LLA Manual)*, and these bylaws.

A. The Chair shall preside at meetings of the Round Table and its Executive Council, shall appoint two LLA GODORT members to serve on the Award Committee, shall appoint other committees as needed to carry on the work of the Round Table, shall appoint a representative to the *Louisiana Libraries* Editorial Board, shall be responsible or shall appoint someone to be responsible for issuing LLA GODORT publications, shall be responsible or shall appoint someone to be responsible for maintaining the LLA GODORT web page, shall serve or appoint someone to serve as liaison to ALA/GODORT (who attends affiliates meeting at the mid-winter and annual conference, and sends copies of all LLA GODORT publications to ALA headquarters as appropriate), shall perform the other duties assigned to section chairs in the "Code for All Sections" in the *LLA Manual*, and shall have general supervision of the affairs of LLA GODORT. At the end of his/her term, the Chair shall forward appropriate papers and files to the Louisiana Library Association Office to be added to the Association's archives.

B. The Vice-Chair/Chair-Elect shall serve as program chairperson for the annual meeting by initiating and planning the programs sponsored by LLA GODORT during the annual LLA conference. He/she shall serve as an ex-officio member of the LLA Conference Program Sub-Committee. He/she shall serve as the liaison to the Louisiana Federal Depository Library Council. He/she shall act for the Chair during the Chair's absence or inability to preside. The Vice-Chair/Chair-Elect shall assume the office of chair following his/her term as Vice-Chair/Chair-Elect.

C. The Second Vice-Chair shall act for the Chair and Vice-Chair/Chair-Elect in that order in the event of their absence or inability to preside. He/she will assume the office of Vice-Chair/Chair-Elect or Chair in that order, should vacancies occur in these offices. The Second Vice-Chair shall also serve as Chair of the Award Committee. The Second Vice-Chair is eligible to run for office as Vice-Chair/Chair-Elect at the end of his/her term.

D. The Secretary shall keep and disseminate the minutes of the LLA GODORT meetings and shall conduct the correspondence of the Round Table and shall act for the Chair, Vice-Chair/Chair-Elect, and the Second Vice-Chair in the event of their absence or inability to preside.

E. If an office other than Secretary becomes vacant before the end of the term, each officer in a position below the vacancy shall assume the office above his/her current office. In the event of the absence or inability of the Secretary

to serve, the Chair shall, in consultation with the Executive Council, appoint another individual. In the event of the absence or inability of all the officers to serve, the past chair shall either serve as chair or appoint an individual to serve as chair until the next election. The interim Chair shall then appoint individuals to fill the other offices until the next election.

Section 4. The Chair shall see that a slate of nominees for office is prepared and submitted as required by LLA. The slate of nominees for office will include Vice-Chair/Chair-Elect, Second Vice-Chair, and Secretary. Officers shall be elected by mail ballot through the Louisiana Library Association Office. The term of new officers shall begin July 1st after their election and continue through June 30th of the following year.

Article V Executive Council

The officers of LLA GODORT and the past chair shall constitute the Executive Council, which shall have power to act for the Round Table in intervals between meetings, including filling of vacancies in office.

Article VI Meetings

The annual meetings of LLA GODORT shall take place during the annual conference of the Association and in the same locality.

Unless otherwise ordered by the Executive Council, those LLA GODORT members who are present at the annual meeting shall constitute a quorum.

Article VII Committees

Section 1. All committees shall be composed of members of LLA GODORT in good standing who shall serve until their successors have taken office or until the committee is dissolved.

Section 2. Committee chairpersons shall submit a report of their activities to the LLA GODORT Chair upon request.

Section 3. The Award Committee is a standing committee chaired by the Second Vice-Chair. At the beginning of his/her term, the LLA GODORT Chair shall appoint two additional members to constitute the committee. The committee is charged with overseeing the process of presenting the Margaret T. Lane Award. Criteria for the award and a description of the award-granting process are contained in the *LLA Manual*.

Article VIII Amendments

These bylaws may be amended only at the annual meeting, by a two-thirds vote, provided the amendment has been submitted to the membership at least thirty days prior to the annual meeting.

Adopted March 28, 1985
Lafayette, Louisiana

Revised March 16, 1989
Baton Rouge, Louisiana

Revised March 10, 1995
Lafayette, Louisiana

Revised March 5, 2001
Lafayette, Louisiana

Revised March 25, 2004
Monroe, Louisiana