



## Operations Manual for Officers

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## Bylaws

### ARTICLE I - NAME AND PURPOSE

**Section 1** - Name. The name of the organization shall be Central Arizona Biomedical Libraries.

**Section 2** - Purpose. The purpose of the Group shall be to promote and provide continuing education for its members; to promote cooperation among medical and allied health libraries; to assist in the development of member library resources.

**Section 3** - This association is organized for educational purposes within the meaning of section 501 © of the Internal Revenue Code of 1954.

### ARTICLE II - MEMBERS

**Section 1** - Members in good standing are persons or institutions engaged in the provision of medical or allied health library information services, including retirees, who have paid dues.

### ARTICLE III - DUES

**Section 1** - Annual dues shall be ratified by a simple majority vote of members in good standing at the December meeting.

**Section 2** - Dues shall be payable at the beginning of the organization year, in January. Notices shall be sent to members who have not paid dues by March 1.

### ARTICLE IV - MEETINGS

**Section 1** - The fiscal and administrative year shall be the calendar year.

**Section 2** - Business meetings of the members shall be held no fewer than four times per year. These and any additional meetings shall be at the call of the President or any member of the Executive Council.

**Section 3** - Authority. Robert's Rules of Order (synopsis on p. 12), latest edition, shall govern the association's deliberations, unless such rules are in conflict with the Group's bylaws or special rules of order.

**Section 4** - Quorum. Twelve members in good standing shall constitute a quorum for the conduct of official business. Action involving purchase or disbursement of funds in excess of 250.00 dollars or other areas of debate in which the Executive Council wants greater input from the membership will be put to the membership for a vote. All members in good standing will be polled using written or electronic ballots. A simple majority of the votes cast in such extraordinary polling will determine the outcome of the issue under consideration.

### ARTICLE V - ELECTED OFFICERS



**Section 1** - The Group's officers shall be the President, President -Elect, Secretary, Treasurer and Immediate Past-President.

**Section 2** - The officers shall be members in good standing.

**Section 3** - The Group's officers shall assume their duties after the December meeting and will hold office for the term of one year (with the exception of the Secretary and Treasurer who shall serve a two-year term and are elected on alternate years) or until their successors are elected.

**Section 4** - The President shall preside at all meetings of the Group and shall perform the necessary duties of office; appoint all committees, e.g. Nominating Committee; carry out assignments and instructions given by vote of the Group; convene the Executive Council.

**Section 5** - The President-Elect shall assume and perform the duties of the President in case of absence or disability of the President; be responsible for the program of each Group meeting; be responsible for the distribution of meeting notices. The President-Elect will serve on the Continuing Education Committee of the Medical Library Group of Southern California and Arizona (MLGSCA), and so must be a member of MLGSCA during the year served as President-Elect.

**Section 6** - The immediate Past-President shall provide consultative assistance to the Executive Council to assure continuity of Group affairs and shall serve as the Chairman of the Nominating Committee; shall prepare and mail election ballots.

**Section 7** - The Secretary shall record minutes of the meetings and distribute prior to the next Group meeting; perform general correspondence duties as requested by the President, President-Elect, or Executive Council.

**Section 8** - The Treasurer shall collect dues, CE registration fees and other monies owed the Group; pay the bills of the Group; present a written account of receipts and expenditures at scheduled meetings; maintain a list of members in good standing; update and distribute annual membership directory.

**Section 9** - The officers shall serve without compensation, but shall be reimbursed for any expenditures incurred in the discharge of their duties.

**Section 10** - The officers shall be expected to attend all scheduled meetings.

## **ARTICLE VI - EXECUTIVE COUNCIL**

**Section 1** - The Executive Council shall be composed of the President, President-Elect, Secretary, Treasurer and Immediate Past-President, and other representatives as appointed by the President.

**Section 2** - The Executive Council shall have general supervision of the affairs of the Group between its business meetings; shall fix the day of those meetings; shall make recommendations to the Group; shall adopt the Group's annual budget; and shall perform other duties prescribed by these Bylaws. A copy of

any budget adopted by the Council shall be sent to members of the Group. The Council shall be subject to the orders of the Group and none of its acts shall conflict with actions taken at the Group's business meetings.

**Section 3** - The Executive Council shall hold regular meetings prior to scheduled Group meetings. Special meetings can be called by the President or upon written request by ten percent of the active members of the Group.

#### **ARTICLE VII - NOMINATIONS AND ELECTIONS**

**Section 1** - A Nominating Committee shall consist of three members to include the immediate Past-President as Chairman and two members appointed by the President at the fall meeting.

**Section 2** - The Nominating Committee shall present to the Executive Council prior to the issuance of the ballots the names of one or more active members of the Group for the following offices and terms: President-Elect every year, Secretary and Treasurer every other year.

**Section 3** - Election shall be by ballot which shall be distributed to each active member prior to the December meeting. Provision shall be made on the ballots for write-in candidates. Ballots shall be returned to the Chairman of the Nominating Committee by the date specified. The Nominating Committee shall count the ballots. Candidates receiving a majority of the votes returned shall be elected. If there are more than two candidates, a plurality of the votes shall be sufficient for election. In case of a tie for any office, decision shall be by a majority vote of members attending the December meeting. Ballots shall be retained by the Secretary for a period of one year.

**Section 4** - The Chairman of the Nominating Committee shall announce the names of the newly elected officers at the December meeting.

**Section 5** - A vacancy arising in the office of the President shall be filled by the President-Elect, who shall serve out the unexpired term of the President. A vacancy arising in the office of the President-Elect, Secretary or Treasurer shall be filled by appointment of the President.

#### **ARTICLE VIII - ARCHIVIST**

**Section 1** - An archivist shall be appointed by the President for one year at the December meeting and may serve an unlimited number of consecutive terms.

**Section 2** - The archivist shall have the duty to collect, maintain and house the records of the Group.

#### **ARTICLE IX - HOSPITALITY COORDINATOR**

**Section 1** - A person shall be appointed by the President for a one year term at the December meeting and may serve an unlimited number of consecutive terms.

**Section 2** - The Hospitality Coordinator shall have the duty to arrange social correspondence and new information regarding members and their life events.

**ARTICLE X - WEB SITE COORDINATOR**

**Section 1** - A person shall be appointed by the President for a one year term at the December meeting and may serve an unlimited number of consecutive terms.

**Section 2** - The Web Site Coordinator shall be responsible for overseeing the maintenance of the CABL Web site.

**ARTICLE XI - COMMITTEES**

**Section 1** - A Nominating Committee of three members in good standing shall be appointed by the President at the Fall Meeting. The Past-President shall serve as chairman of the committee.

**ARTICLE XII - AMENDMENTS**

**Section 1** - Bylaws amendments may be proposed by any member in good standing. Written notice containing the change will be sent to each member in good standing at least thirty days before the vote on the amendment takes place. All members in good standing will be polled using written or electronic ballots.

**Section 2** - Bylaws shall be adopted after approval by a simple majority of the votes cast and become effective the month following the vote.

**ARTICLE XIII - INTERLIBRARY LOAN**

**Section 1** - To foster cooperation and maximize resources, CABL encourages its members to provide interlibrary loan services to other members free of charge, whenever possible. Individual institutions are encouraged to implement reciprocal no-charge agreements when it is advantageous and desirable to the libraries involved. Such agreements should be documented by the libraries involved using NLM and DOCLINE statistics.

**Section 2** - When a CABL member finds that (s)he must initiate charges for interlibrary loan services, the member should present the proposed fee schedule to the membership at least two months in advance of its implementation.

**Section 3** - If a library (lender) is being asked to lend excessively to one particular library (borrower), then the lender is encouraged to request that the borrower move the lender to a higher cell in the DOCLINE routing table as an alternative to charging all member libraries.

As amended December 5, 2008.

## Duties of Officers

### Elected Officers

- President Duties
- President Elect
- Past President
- Secretary
- Treasurer

### Appointed Officers

- Web Coordinator Duties
- Archivist Duties
- Hospitality Duties

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## Elected Officer Duties

### President Duties

- Prepare and distribute agenda for all business meetings
- Solicit agenda items/reports from officers/committees/members
- Bring needed copies of agenda and any reports to business meetings
- Preside at all business meetings
- Give officer/committee reports at business meetings in the absence of such members
- Appoint all committees (Nominating, etc.)
- Convene the Executive Council
- Appoint the following: archivist, hospitality coordinator, web site coordinator
- Should there be vacancies in President-Elect, Secretary, or Treasurer positions, appoint a member to serve the remainder of the term
- Work with the Treasurer on the annual membership directory (like nagging members to renew and/or review the previous directory for accuracy of institutional section)
- Work with the Archivist to see that all needed records are included in the CABL archives
- Work with the Web Site Coordinator and officers to ensure that the website is complete and accurate
- Represent CABL as needed in communications/discussions/meetings with other organizations or individuals

### **President-Elect Job Duties**

#### **The President-Elect shall:**

- assume and perform the duties of the President in case of absence or disability of the President
- be responsible for the program of each Group meeting
- be responsible for the distribution of meeting notices.
- will serve on the Continuing Education Committee of the Medical Library Group of Southern California and Arizona (MLGSCA), and so must be a member of MLGSCA during the year served as President-Elect.

### **Past President Job Duties**

#### **The Immediate Past-President shall:**

- provide consultative assistance to the Executive Council to assure continuity of Group affairs
- serve as the Chairman of the Nominating Committee
- prepare and mail election ballots.

### **Secretary Job Duties**

#### **The Secretary shall:**

- record minutes of the meetings
- distribute prior to the next Group meeting
- perform general correspondence duties as requested by the President, President-Elect, or Executive Council.



### Treasurer Job Duties

#### The Treasurer shall:

- Be elected for a two-year term at alternate December meetings and may serve an unlimited number of consecutive terms.
- Collects membership dues, beginning each December
- Maintains the group's bank accounts
- Provides and submits tax forms as needed
- Pays bills, reimbursements, expenses, etc.
- Maintains current membership listing so that it can be sorted by personal name and institutionally
  - Produces the annual updated CABL membership directory in PDF format for website and distribution
  - Maintains CABL listserv via the University of Arizona list server
- Welcomes new and prospective members by email and/or in person
- Produces annotated treasurer's reports at regular meetings and as needed, to include but not be limited to:
  - Total Assets as of [date]
  - Revenue and expense details for recent time period
  - Current number of CABL members
  - Names of newly added CABL members since last treasurer's report
  - Report should include treasurer's full name and date submitted

#### At end of term, transfer to incoming treasurer:

- Files, documents, checkbooks, etc.
- Records all records and documents **electronically**, e.g., on a CD or thumb drive
- Signature authority

## **Appointed Officers**

### **Web Coordinator Duties**

- Shall be appointed by the President for a one-year term at the December meeting and may serve an unlimited number of consecutive terms.
- The Coordinator shall be responsible for overseeing the maintenance of the CABL website.

### **Archivist Duties**

- Shall be appointed by the President for a one-year term at the December meeting and may serve an unlimited number of consecutive terms.
- Shall have the duty to maintain and hold the historic and current records of the group.

### **Hospitality Duties**

- Shall be appointed by the President for a one-year term at the December meeting and may serve an unlimited number of consecutive terms.
- Shall have the duty to arrange social correspondence and new information regarding members and their life events.



**Central Arizona Biomedical Libraries**

*Membership Form*

Please make your check **payable to CABL** for \$10.00 dollars

Please mail this form along with your check to:

<p><b>Insert Treasurer name, address and contact info here.</b></p>
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Deadline for CABL Dues is March 31<sup>st</sup> be listed in the annual directory

Check this box if you prefer to **NOT** have your information listed in the online directory. A supplemental sheet with your information will **ONLY** be distributed to CABL members and not published online.

Name:		Title:	
Library Name			
Institution			
Address		City/State/Zip	
DOCLINE LIBID			
Telephone #		Fax #	
Email Address		Library Web Site URL	

**Robert's Rules of Order - Summary Version – from : <http://www.robertsrules.org/>**

### **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

### **Guidelines**

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the

motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

### The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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