

Colorado Council of Medical Librarians
Duties of the Bylaws Committee

Bylaws:

ARTICLE XI. Amendment of Bylaws

These Bylaws may be amended at the annual membership meeting by a two-thirds majority of members present and voting, provided an announcement of proposed amendments has been distributed to members at least two (2) weeks prior to the meeting.

Duties/Guidance

1. Traditionally, the bylaws are reviewed each year in late September or early October by the Past-Past President, the Past President, and the Parliamentarian to determine if changes are needed to ensure the smooth operation of the organization.
2. Input from the Executive Committee is sought by email and at the October meeting of the Executive Committee.
3. Revisions and new additions are made and presented to the Executive Committee at the January Executive Committee meeting.
Sections of the bylaws can be presented separately for vote if one or more revisions are thought to be controversial. If changes are non-controversial then the revisions can be presented together and can be presented and voted upon as a group.
A motion is made to approve the bylaws revisions for distribution and vote by the membership at the annual business meeting.
During discussion, revisions further revisions can be made, and a vote can be called to approve the bylaws revisions for distribution to and vote by the membership at the annual business meeting.
4. The bylaws are distributed with the Jan/Feb and Mar/Apr mailings (this is done to be certain that all members receive the changes at least two (2) weeks prior to the meeting), and an article is written outlining the changes and reasons for the changes and submitted to the Jan/Feb Council Quotes. Please see below a sample of a proposed bylaws changes document and a Council Quotes article.
5. Write an annual report in March and send it to the President for inclusion the Annual Report of the association. The report is filed before the annual business meeting vote and the final outcome of the vote is reported in the Secretary's minutes of the annual meeting.
6. After a short recap of the revisions and their purpose, a motion is made by the Past-Past President or their substitute to approve separate revisions to sections or to approve all the revisions as a group (see #3 above) during the New Business section of the annual business meeting. Discussion is held and a vote is called.
7. The Past-Past President updates the Bylaws for the website, and instructs all Executive Committee members to update their notebooks with the current version.

SAMPLES

Proposed Bylaw Changes 2006

Submitted to CCML members by the Bylaws Committee, Lynne Fox (chair), Margaret Bandy, & Jerry Carlson (committee members) in compliance with Article XI of the CCML Bylaws. For the full Bylaws document, please see <http://www.ccmlnet.org/bylaws.html#bylaws> These bylaws will be voted on at the April 2006 Business meeting.

ARTICLE XI. Amendment of Bylaws

These Bylaws may be amended at the annual membership meeting by a two-thirds majority of members present and voting, provided an announcement of proposed amendments has been distributed to members at least two (2) weeks prior to the meeting.

Please note that the proposed changes appear underlined below.

As chair of the bylaws committee, I (Lynne M. Fox) move that the following changes be made to the CCML Bylaws:

Article VI. Executive Committee

Section 1. Members

The executive committee shall consist of the following ~~eight (8)~~ nine (9) members:

Appointed Members:

- o Advocacy Committee Chairperson
- o Education Committee Chairperson
- o Internet Committee Chairperson
- o Journal Locator Committee Chairperson Marla Graber Award Committee Chairperson
- o Membership Committee Chairperson

ARTICLE VII. Committees and Representatives

Section 3. Internet Committee

An Internet committee, consisting of a chairperson and at least four members, shall promote CCML through the development and maintenance of electronic communications, including a listserv and web site. [A Journal Locator Coordinator, appointed by the President, shall serve as an ex-officio member.]

Section 4. ~~Journal Locator Committee~~ [Marla Graber Award Committee]

~~A journal locator committee, consisting of a chairperson and at least two members, shall oversee the data entry necessary for, and the production of, a current list of serials.~~

[An award committee, consisting of a chairperson and at least 2 members, shall solicit and evaluate nominees for an annual Marla Graber award. If no suitable nominees are received in a single year, then no award will be made that year.]

Section 5. Membership Committee

A membership committee, consisting of a chairperson and at least ~~three~~ two members, shall market the benefits of association membership and work to recruit and retain members of the association. [A Membership Database Coordinator, appointed by the President, shall serve as an ex-officio member.]

Section 6. Nominating Committee

A nominating committee, consisting of a chairperson and ~~three~~ at least two members, shall perform the duties outlined in Article VIII of these *Bylaws*.

Section 8. Other Committees

Other ad hoc committees or individual members shall be appointed by the President, as deemed necessary by the executive committee, to carry on the work of the association.

[In the event that an ad hoc committee is responsible for a budget exceeding that of any Standing Committee, the Chair of that ad hoc committee must be endorsed by a vote of the membership at the next Membership Meeting following the Chair's appointment. If the Chair-designate is not endorsed, an election for the Chair position will immediately follow.]

An endorsement will also be required for anyone already serving as Chair of such an ad hoc committee at the time that this Bylaw is adopted.]

BYLAWS CHANGES PROPOSED (From the February 2006 Council Quotes)

SUBMITTED BY LYNNE M. FOX,

Bylaws Committee Chair

A list of proposed bylaws changes is included in this mailing of Council Quotes. Thanks for work on these changes go to Bylaws Committee members Margaret Bandy and Jerry Carlson. Major changes include adding the Marla Graber Award Committee composition and charge and removing the Journal Locator Committee. The CCML Executive Committee, responding to advice from the Journal Locator Committee, has decided that the work related to the Journal Locator can be accomplished by an appointed

Journal Locator Coordinator who will handle the Journal Locator update.

Some committees felt they could operate with fewer members and several changes reflect requests to downsize the committee size specified in the Bylaws. Also, the Database Coordinator who has sat in on Membership Committee meetings for years has been specified as an ex-officio member of that committee.

Finally, a new clause has been added requiring membership approval of ad hoc committee chairs when those chairs have authority over significant expenditures. This clause will probably only affect approval of the volunteer for chair of the MCMLA Meeting Planning Committee.

Bylaws changes are sent to you with this mailing and voted on at the April business meeting to ensure that members receive and can consider the changes well before voting. ca

Revised April 2006