

**NEBRASKA LIBRARY ASSOCIATION
PUBLIC LIBRARY AND TRUSTEE SECTION BYLAWS**

ARTICLE I

NAME

The name of this organization shall be the Public Library and Trustee Section (PLTS) of the Nebraska Library Association (NLA).

ARTICLE II

PURPOSE

The purpose of PLTS is to serve public library staff and trustees by providing educational, professional, and networking opportunities.

ARTICLE III

MEMBERSHIP

Section 1. Qualifications

Any member of NLA actively interested in the purpose of this organization is eligible for membership.

Section 2. Dues

PLTS dues are collected by NLA which determines the dues structure. The PLTS Secretary/Treasurer is responsible for requesting these funds for deposit into the PLTS account.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. Officers

The officers must be members in good standing with NLA and PLTS. The Chair, Vice Chair/Chair-Elect, Secretary/Treasurer, and Past Chair shall constitute the officers of PLTS and are the voting members of the PLTS Board.

Section 2. Duties

Officers shall attend appropriate NLA and PLTS meetings and sponsored activities and fulfill other responsibilities as specified in NLA's bylaws. Travel or other personal expenses are not typically reimbursed for PLTS officers. Exceptions to this rule require prior approval by the PLTS Board.

A. The Chair shall:

1. Preside at meetings of PLTS.
2. Serve on the NLA Board.
3. Appoint committees.
4. Submit quarterly and annual reports to NLA in accord with its bylaws and practices and provide copies to the PLTS Secretary/Treasurer in order to maintain the PLTS archive.
5. Organize and convene meetings of the PLTS Board as necessary to conduct the business of PLTS.
6. Be responsible for updating the PLTS portion of the NLA web site in cooperation with NLA's Internet Site Coordinator and, if needed, secure the services of a volunteer webmaster for that portion.
7. Provide leadership and coordination among PLTS officers and members.
8. Be empowered to delegate duties to officers or members.

- B. The Vice Chair/Chair-Elect shall:
 - 1. Serve in the absence or resignation of the Chair.
 - 2. Succeed to the office of Chair.
 - 3. Chair the PLTS Programming Committee and serve as the PLTS representative on the NLA Continuing Education Committee. (See the NLA bylaws for details.)

- C. The Secretary/Treasurer shall:
 - 1. As Treasurer:
 - a. Insure PLTS dues allocation is received from the NLA Treasurer.
 - b. File quarterly and annual reports with the NLA Treasurer and PLTS Chair.
 - c. Prepare an income and expense report of PLTS activities, including Spring Meetings, for inclusion in the annual meeting minutes.

 - 2. As Secretary:
 - a. Maintain an orderly file of PLTS documents.
 - b. Record the minutes of the PLTS annual meeting.
 - c. Prepare and distribute agendas, program notices, and other pertinent documents at the direction of the Chair.
 - d. Provide full access to the PLTS file archive to the other officers, preferably through digital means.
 - e. Ensure an orderly transfer of the PLTS archive and bank account whenever a new Secretary/Treasurer is elected.

Section 3. Election and Terms of Office

- A. Nominations for officers shall be made by a Nominating Committee of at least three persons.

- B. The Nominating Committee shall present a slate of two nominees for each office, including short biographies and photos, to the NLA Nominating Committee Chair.

- C. Nominations submitted by the Committee shall carry prior consent of the nominee.

- D. Results of the election shall be announced at the annual meeting.

- E. The term of office for the Chair and the Vice Chair/Chair-Elect shall be for one year, from January 1 to December 31. The term of office for the Secretary/Treasurer shall be for two years, from January 1 to December 31 of the following year.

Section 4. Vacancies

- A. In the event of a vacancy of the office of Chair, the Vice Chair/Chair-Elect will complete that term of office plus the original term to which they were elected.

- B. In the event of a vacancy of the office of Vice Chair/Chair-Elect, the Chair shall appoint someone to fill the unexpired term of office. An appointee to Vice Chairperson shall not automatically succeed to the office of Chair at the beginning of a new term of office. In this case, an election for the office of Chair shall be held at the next election of officers in addition to the normal election of Vice Chair/Chair-Elect.

- C. In the event of a vacancy of the office of Secretary/Treasurer, the Chair shall appoint someone to fill the unexpired term of office.

Section 5. Removal of Officers

Any officer may be removed from office for failure to adequately perform the duties required of that office. Any PLTS officer may call a special meeting of all officers to discuss the removal of an officer. This meeting must make all reasonable attempts to include all officers and can occur in person or virtually. A majority vote, in favor of the removal of an officer, at this meeting will remove the officer

ARTICLE V

COMMITTEES

Section 1. Standing Committees

- A. The standing committees include Awards, Bylaws, Nominating, and Programming.
- B. Each standing committee shall consist of at least three members appointed by the Chair.

Section 2. Ad Hoc Committees

Ad hoc committees may be appointed by the Chair as conditions warrant.

ARTICLE VI

MEETINGS

There shall be an annual PLTS meeting held during the annual NLA Conference. Spring Meetings shall be held at various locations across the state.

ARTICLE VII

PARLIAMENTARY AUTHORITY

In general, Robert's Rules of Order will be used to govern meetings when a formal process is needed and when requested by any member of the PLTS Board.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present at any annual PLTS meeting provided that the amendment(s) has been published on the PLTS website and has been distributed at least four (4) weeks in advance of the annual NLA Conference.

Amended October 3, 2019

Amended October 13, 2017

Amended October 7, 2011

Amended October 15, 2010

Adopted October 26, 2007