

**CANCER LIBRARIANS SECTION, A SECTION OF THE  
MEDICAL LIBRARY ASSOCIATION, INC.**

**BYLAWS**

**ARTICLE I. Name**

The name of this organization shall be the Cancer Librarians Section, a Section of the Medical Library Association, Inc.

**ARTICLE II. Purpose**

The purpose of this Section shall be to provide a forum for cooperation and communication among librarians having a special interest in cancer-related libraries or information services; to promote the continued development of cancer libraries and cancer information resources and services; to promote the professional development and improved status of cancer librarians; and to encourage the development of materials and services which fulfill the health education needs of health professionals, patients, and their families, and the general public, regarding the causes, diagnosis, and treatment of cancer.

**ARTICLE III. Membership**

**Section 1. Members**

All and only members of MLA may belong to this Section.

**Section 2. Rights and Privileges**

- A. Voting members of this Section shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or to vote on recommendations to the Section Council regarding MLA policies or actions, to vote on the selection of a candidate for the MLA Nominating Committee, or to vote on the selection of the Section's Representative and Representative-Elect to the Section Council.
- 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 Business Meeting of the Section. Dues shall be assessed on an annual basis for the period of the calendar year. Section dues shall not exceed MLA membership dues for Regular Members. Section dues shall be payable on joining the Section and thereafter at the same time as are Medical Library Association dues.
- B. If dues are unpaid by March 1, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges.
- C. Dues shall be used primarily to cover the cost of communication with the membership and among officers. The remaining income shall be used to maintain a Section reserve fund.

**ARTICLE IV. Officers**

**Section 1. Officers and Term of Office**

- A. Elective officers of the Section shall be a Chair, a Chair-Elect, an Immediate Past-Chair, a Secretary, a Treasurer, a Representative to the Section Council, and a Representative-Elect to the Section Council.
- B. The term of 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 two years. An individual may not serve more than one successive term as Secretary.
- D. The term of office of the Treasurer shall be three years. An individual may not serve more than one successive term as Treasurer.
- E. The term of office of the Representative to the Section Council shall be three years, a one-year term as Representative-Elect, and a two-year term as Representative, except that if the Representative's term be made shorter by action of the Council or the Bylaws of the Medical Library Association, the term will coincide with that action.
- 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 have been chosen and have assumed their duties.

## **Section 2. Duties**

- A. The duties of the Chair shall be to preside over all meetings and to represent the Section at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint the Newsletter Editor(s) and Webmaster, to appoint ad hoc committees as needed, to appoint members to fill vacancies which may occur among the officers of the Section, to submit an Annual Report to MLA Headquarters by the date requested, to maintain up-to-date copies of the Section Bylaws and distribute them to all incoming officers, 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 reappointed to serve additional terms. It shall be the special role of the Chair to promote the interests of the Cancer Librarians Section, to be responsible for liaising with the MLA Board of Directors and with other groups within the Association, and to work with the interests of the Section in mind.
- B. The duties of the Chair-Elect shall be to serve as Chair whenever the Chair is not able to do so, to make all the necessary arrangements for the Section's annual business meeting and program, and perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.
- C. The Immediate Past-Chair shall act as Chair of the Nominating Committee, which is responsible for presenting a slate of officers for the following year. The Immediate Past-Chair shall also serve as liaison to the MLA Membership Committee.
- D. The duties of the Secretary shall be to prepare minutes of all meetings and to 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 receive and account for all monies due to the organization, to maintain the Section's official membership roster, to make an annual statement of the financial condition of the Section, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.
- F. The duties of the Representative to the Section Council shall be to represent the Section on the MLA Section Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Section, and to communicate Council business to the officers and membership of the Section.
- G. The duties of the Representative-Elect to the Section Council shall be to attend the meetings of the Section Council, to serve as Representative whenever the Representative is unable to do so, and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

## **Section 3. Nominations and Elections**

- A. The Nominating Committee shall prepare annually a slate of one or more nominee(s) for Chair-Elect and for each elective officer whose term expires.
- B. Ballots shall be distributed to the voting membership by the Nominating Committee in time for the results to be declared on or before February 15. A majority vote elects unless there are more than two candidates, then a plurality shall elect.

#### **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. A vacancy arising in the office of Representative to the Section Council shall be filled by the Representative-Elect, who shall cease to be Representative-Elect and shall serve out the unexpired term of the Representative.
- C. A vacancy arising in any other elected office shall be filled by the Board of Directors.

#### **Section 5. Candidate for the MLA Nominating Committee Membership**

- A. The name of one Cancer Librarians Section member who is a Regular Voting Member of the Medical Library Association, chosen by the Nominating Committee, shall be submitted each year to the Section Council as a potential candidate for membership on the MLA Nominating Committee; this submission shall be made to the Council before its final assembly at the MLA Annual Meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.
- B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such 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 an 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 meeting shall be held in each fiscal year. Additional meetings may be held. At least one meeting of the Section should be called the "Annual Meeting." All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date. The Section's Business Meetings 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. A program or activity related to the Section's purpose shall be conducted at least once during a consecutive three-year period.

#### **Section 2. Quorum**

Seven voting members shall constitute a quorum of this Section.

### **ARTICLE VI. Board of Directors**

#### **Section 1. Board of Directors**

The elected officers of this Section shall constitute the Board of Directors.

## **Section 2. Duties**

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

## **ARTICLE VII. Committees**

### **Section 1. Standing Committees**

**A.** The Board of Directors shall establish standing committees to consider matters of the Section that require continuity of attention by the members. The Board of Directors shall recommend the name and size of each committee and set the length of the term of appointment.

**B.** The Chair in consultation with the 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. The Chair shall have the discretion to terminate appointments.

**C.** The Nominating Committee shall consist of at least a total of three (3) members, with the Section's Immediate Past-Chair acting as Chair of this Committee. Members are appointed by the Immediate Past-Chair, with the approval of the Board of Directors. This committee shall be responsible for presenting a slate of officers for the following year. [*N.B.* Neither the Chair nor the Chair-Elect shall serve on or appoint members to the Nominating Committee. *Robert's Rules of Order Newly Revised*. 1990, p. 425.]

### **Section 2. Special Committees**

The Section Chair may appoint such other special committees as are necessary with the advice and consent of the Board of Directors.

### **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.

## **ARTICLE VIII. Dissolution**

In the event of dissolution of this Section, all liabilities and obligations shall be paid or adequate provision made for payment. Remaining assets shall revert to the MLA General Fund.

## **ARTICLE IX. Parliamentary Authority**

The rules contained in the current edition of *Robert's 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 X. Amendment of Bylaws**

These bylaws may be amended at any regular business meeting of the Section by a two-thirds vote 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.