

## Bylaws

### Midlands Conference of Librarians Serving the Blind and Physically Handicapped

May 1995

[04/97 recommended changes in brackets]

#### I. Name

The name of the this organization shall be the Midlands Conference of Librarians Serving the Blind and Physically Handicapped.

#### II. Purpose

The purposes of the conference are:

- 1) to exchange ideas and materials.
- 2) to discuss and solve common problems.
- 3) to make recommendations to the National Library Service for the Blind and Physically Handicapped.
- 4) to work with the other three regional conference, NLS, and other agencies and groups to improve service.

#### III. Membership

All librarians on the staff of regional and subregional libraries and directors of machine lending agencies shall be members of the Midlands Conference. Other interested librarians from the region and other staff members of regional and subregional libraries and machine lending agencies are encouraged to become members of the conference.

[Note: There is no explanation of how to become a "member of the conference," nor a mention of dues.]

The Midlands region consists of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Ohio, Oklahoma, and Wisconsin.

There shall be one vote for each regional librarian, subregional librarian, and head of machine lending agencies.

#### IV. Officers

Officers shall include chairperson, vice-chairperson, [treasurer,] and a secretary. The executive committee shall include these officers and the immediate past chairperson.

All offices are elective.

The chairperson shall be responsible for conducting the business meetings of the conference, appointing committee members, appoint-

ing representatives to NLS ad hoc committees, planning the agenda for conference meetings, and making a report on conference recommendations at the national conference.

The vice-chairperson serves on the executive committee and assumes the office of chairperson in the event of resignation. Other offices vacated by resignation shall be filled by appointment of the chairperson.

**[The treasurer shall maintain all financial records of the conference, preparing, at minimum, an annual fiscal report for the membership; shall receive all dues and contributions; shall make investments, if possible; and shall disburse funds with the approval of the executive committee.]**

The secretary shall keep the minutes of conference meetings, and assist with conference correspondence.

The length of term of offices shall be two years. The chairperson serves an additional year, after his term, on the executive committee.

The conference representatives to the various ad hoc and advisory committees organized by NLS shall attend meetings and give a report to the conference at business meetings. Representatives shall serve two years and shall be appointed by the conference chairperson, based on input from the region. The chairperson shall keep the conference informed of committees organized and representatives appointed.

## V. Elections

Officers will be elected at the Midlands regional conference in odd-numbered years and will serve two years. At least three months prior to election, the chairperson shall appoint a nominating committee of three persons. The committee shall prepare a slate and secure the consent of a minimum of one candidate for each elective office.

The nominating committee shall present the names of the candidates at least forty-eight hours before the election. Additional candidates may be nominated from the floor at the time of the election providing their consent has been obtained.

Elections shall be by secret ballot and by majority vote of those members present and voting.

Vacancies shall be filled for the unexpired term by the Chairperson.

## **VI. Meetings and Quorums**

The regional conferences shall meet at the national conference in even-numbered years. In the month of May [**substitute "spring"**] in odd-numbered years, the Midlands Conference shall meet at a site selected by vote of the Midlands Conference.

The host librarian shall chair the conference planning committee for the Midlands regional conference. The members of the executive committee will also serve on the conference planning committee.

Invitations for the next Midlands regional conference meeting site shall be presented at the preceding Midlands regional conference. The membership will, preferably, vote on a site at the time of invitation at the Midlands regional conference or at the national conference the following year.

A Midlands membership quorum shall consist of twenty-five voting members.

Voting shall be by a simple majority of the voting members present at a meeting which has a quorum. As explained in Article III, voting members are all regional librarians, subregional librarians, and heads of machine lending agencies.

## **VII. [Membership Dues and] Conference Fees**

**[Annual individual dues of \$10.00 shall be payable by January 1.  
Annual institutional dues of \$25.00 shall be payable by January 1.]**

A registration fee may be charged for the Midlands regional conference. This fee will be determined by the host librarian based on projected conference expenses.

## **VIII. Amendments**

Only revisions and amendments to the bylaws must be voted on by the entire membership. These votes will be a two-thirds vote. Votes of the entire membership must be conducted by mail.

**[change this section to the following "Amendments to the bylaws must be approved by a two-thirds vote of the voting members present at Midlands Conference meeting which has a quorum."]**

## **IX. Archives**

An archive of conference papers shall be maintained by the director of the Multistate Center for the West. Multistate Center personnel are excluded from elective office and voting membership.

