

# **Special Rules of Order of the MEDICAL LIBRARY ASSOCIATION, INCORPORATED**

**\*THESE SPECIAL RULES OF ORDER INCORPORATE AMENDMENTS ADOPTED BY VOTING MEMBERS AT THE 2004 ANNUAL MEETING AND TOOK EFFECT MAY 2004.**

## **1. VOTER IDENTIFICATION**

To facilitate the counting of votes at the Annual Meeting, the Executive Director shall provide easily seen voter identification to all and only eligible voters attending the meeting.

## **2. ORDER OF BUSINESS**

The order of business at Business Sessions of the Annual Meeting shall be at the discretion of the presiding officer but the business shall include:

- approval of minutes of the Annual Meeting and special meetings of the membership held in the preceding year but not necessarily of earlier meetings of the current session
- reports from the Board of Directors, Executive Director, other appointed officers, and committees and representatives
- action on amendments to the Bylaws when due notice has been given
- announcement of election results with identification of new officers and members of the new Nominating Committee
- new business

## **3. FORMATION AND RECOGNITION OF CHAPTERS AND SECTIONS**

New Chapters and Sections shall be recognized by the Association provided they meet the following conditions:

**A.** The stated purpose of the Chapter or the Section is consistent with and related to purposes stated in the Association's Certificate of Incorporation and Bylaws and its activities are consistent with these purposes.

**B.** The needs of the proposed Chapter area, or the Section needs and interests, cannot be met reasonably or served by an existing Chapter or Section.

**C.** The requirements stated in the Association's Bylaws and these Special Rules of Order are fulfilled.

## **4. APPROVAL OF NEW CHAPTERS AND SECTIONS**

**A.** Petitions signed by Voting Members in numbers set forth in this Section of the Special Rules of Order that state the purposes, projected activities, and/or geographic boundaries of the proposed Chapter or Section shall be sent to the appropriate Council.

**B.** All petitions shall be forwarded to the Board of Directors with a recommendation for approval or disapproval and the reasons for such recommendation.

**C.** After considering a petition, the Board of Directors shall approve or disapprove it. In the latter case, the petition shall be referred back to the appropriate Council for further study and revision. Approval of a petition by the Board of Directors shall authorize a two-year provisional status. Provisional status shall be followed by permanent status, provided the terms of continued recognition are met.

**D.** Following the granting of provisional status, the Bylaws of the proposed Chapter or Section shall be sent to the Association's Bylaws Committee, which shall determine whether they are consistent with those of the Association. After examining the Bylaws, the Bylaws Committee shall return them to the Chapter or Section stating that they are accepted or, if not, indicating what further revision is necessary.

**E.** Petitions to form a new Chapter shall be signed by a minimum of one-half of the Association's Voting Members who reside or work within the area covered by the proposed new Chapter.

**F.** Petitions to form a new Section shall be signed by a minimum of fifty of the Association's Voting Members, except that the Board of Directors may consider a petition with fewer than fifty signatures when a smaller number of members are pursuing a specific interest which may justify formation of a new Section.

## **5. CONTINUED RECOGNITION OF CHAPTERS AND SECTIONS**

Following the granting of permanent status, Chapters and Sections shall continue to be recognized, except that recognition may be withdrawn by the Board of Directors when:

**A.** A Chapter or a Section fails to conduct any programs or activities related to its purposes (not including the election of officers) for a period of three consecutive years.

**B.** For three consecutive years, a Chapter or Section fails to submit annual reports by the specified date to Headquarters.

**C.** In the opinion of the Board of Directors, on the advice of the appropriate Council, the Chapter or Section purposes are not being fulfilled or are no longer relevant to Association purposes and objectives.

**D.** A Chapter or Section so requests.

- In the event of dissolution of a chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Executive Board (or Board of Directors) of the chapter to one or more organizations that at the time qualify under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any United States internal revenue law). No funds shall benefit any individual member of the chapter. If no consensus is met, remaining assets shall be distributed to the Medical Library Association, Inc., within six months as long as the Medical Library Association, Inc., shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code. The chapter charters shall be returned to MLA headquarters.
- In the event of dissolution of a section, all liabilities and obligations shall be paid or adequate provision made for payment. Remaining assets shall revert to the MLA General Fund.

**E.** A Section for a period of three consecutive years fails to maintain a minimum membership of fifty (50), except Sections existing on December 31, 1997, with fewer than fifty (50) members shall retain Section status. After December 31, 1997, other Sections which fail to maintain a minimum membership of fifty (50) may petition the Board of Directors for continued recognition, providing all criteria for the formation of a Section continue to be met.

**F.** Chapter or Section Bylaws are inconsistent with the Association's Bylaws.

## **6. RECOMMENDATIONS FROM CHAPTERS AND SECTIONS TO THE CHAPTER AND SECTION COUNCILS**

Recommendations from individual Chapters and Sections received by Councils shall be considered by them, and shall be either approved or not approved. Approved recommendations shall be forwarded to the Board of Directors; those not approved shall be referred back to the originating body. Recommendations forwarded to the Board of Directors shall be considered by the Board and shall be either acted upon or referred back to the forwarding Council.

## **7. CATEGORIES OF ACTIVE VOTING MEMBERSHIP**

### **A. Regular**

A Regular member is any person who works or has worked in a health- or information-related environment or is interested in library, health, or information issues.

### **B. Life**

A Life member is any person who is a regular member and has paid Life membership dues. Life members shall thereafter be exempt from further payment of annual dues.

### **C. Fellow**

A Fellow is a person who is a Regular member and is elected by the Board of Directors to Fellowship for sustained and outstanding contributions to the advancement of purposes for which this association stands. Fellows shall be exempt from payment of dues upon retirement from active professional work.

### **D. Emeritus**

An Emeritus member is a person who has been a voting member of the association for at least ten years, has requested Emeritus membership, and has retired from active professional work.

### **E. Student**

A student member is a person holding a valid student I.D. who is enrolled in a degree-granting program.

## **8. SUBCLASSES OF NONVOTING MEMBERSHIP**

### **A. Affiliate**

An Affiliate member is a person who is a paraprofessional working in a health- or information-related environment, a representative of a company or organization interested in health sciences librarianship, or a person who does not qualify for other membership categories.

### **B. International**

An International member is a person who works in a health- or health-sciences-related environment and does not reside in the United States or Canada. A person eligible for International membership may choose to join the association as a Regular member.

**C. Honorary**

An Honorary member is a person who is not a Regular member who is elected by the Board of Directors to Honorary membership for outstanding contributions to the advancement of purposes for which this association stands. Honorary members may be exempt from payment of dues except as required by any other class of membership that they may elect to hold.

**9. AMENDMENT OR SUSPENSION OF SPECIAL RULES OF ORDER**

**A.** Upon recommendation by the Board of Directors (or petition by a minimum of one hundred fifty Voting Members), Special Rules of Order may be temporarily suspended by a two-thirds vote at the Annual Meeting. Notice of the proposed suspension shall be sent to each Voting Member at least nine weeks before the date of the meeting.

**B.** Upon recommendation by the Board of Directors (or petition by a minimum of one hundred fifty Voting Members), Special Rules of Order may be amended by a two-thirds vote at the Annual Meeting. Notice of proposed amendments shall be sent to each Voting Member at least nine weeks before the date of the meeting.