

By-Laws of the Technical Services and Collection Development Section

Article 1. Officers

The officers shall consist of the President, Vice President, and Secretary. The duties of each officer are as follows:

- **President**—Conducts the meetings; Makes committee appointments as specified in the by-laws.
- **Vice President**—Conducts meetings in the absence of the President; Serves as Program Chair; Automatically serves as Section President the following year.
- **Secretary**—Notifies members of meetings; Records minutes of meetings; Uploads minutes and other documents to the Section members' webpage on the NJLA website.

Each term of office shall begin July 1st and run through June 30th of the following year.

Article 2. Nominations and Elections

- a. Nominating Procedure: The President of the Section shall solicit nominations from the membership via email, either at the beginning of the calendar year or approximately one month before the slate of candidates is to be delivered to the NJLA Nominations and Elections Committee. Nominations for officers of the Section may be made by Section membership. Section officers may also post a notice to the general NJLA membership inviting petitions. All nominees must be members of the Technical Services and Collection Development Section. The slate of candidates for offices of the Section will be delivered to the NJLA Nominations and Elections Committee by the President.
 - a. Nominees must be active in the section to be considered for election.
- b. Election Procedure: The election shall be conducted electronically following all procedures and dates set forth by the NJLA Nominations and Elections Committee. Section members will be emailed a link to the ballot, and voting will take place until the election is closed. To be elected, a candidate must receive a majority of the votes cast for the office.
 - a. If no one eligible is nominated the president may appoint a section member to the open position.

Article 3. Vacancies

- a. **President:** A vacancy in the office of President shall be filled for the remainder of the term by the Vice President. This shall not prevent the Vice President from serving a normal term as President the following year.
- b. **Vice President (President-Elect):** A vacancy in the office of Vice President shall be filled by a majority vote of active members present at the next Section meeting. A

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Vice President thus elected will not automatically become President at the end of the term but can choose to run for that office.

- c. **Secretary:** A vacancy in the office of Secretary shall be filled by appointment of the President.

Article 4. Meetings

There shall be at least three (3) meetings of the Technical Services and Collection Development Section per year.

Article 5. Working Committees

Working committees of the Section shall be created as needed. These may include one or more for the purposes of Nominations, Programming, or to carry on work of permanent significance to the membership, including performing duties which constantly recur in the work of the Section. As such, other committees may be appointed by the President.

Article 6. By-Laws

Section by-laws may be adopted by a majority vote of the members in good standing present at any meeting, provided that specific notice of the proposed change has been given prior to that meeting. These by-laws shall be reviewed every five (5) years by members of the Section.

Article 7. Amendments

Section by-laws may be amended by a majority vote of the members in good standing present at any meeting, provided that specific notice of the proposed change has been given in advance of that meeting.