

NEW JERSEY LIBRARY ASSOCIATION
DIVERSITY AND OUTREACH SECTION
BY-LAWS

I. Name

The name of this section is the Diversity and Outreach Section of the New Jersey Library Association.

II. Purpose

The purpose of this Section is to address the needs of New Jersey's diverse populations with corresponding library services, as well as to support and encourage outreach efforts directed at both patrons and library staff.

III. Membership

The members of this Section shall be those NJLA members who designate this Section as specified in the NJLA By-laws.

IV. Officers and Executive Board

A. The elected officers of this Section shall be a President, a Vice-President (President-Elect), a Secretary, two Members-at-Large, and a Communications Manager. These officers shall perform the duties prescribed by these By-laws.

B. The Executive Board shall consist of the officers and the immediate Past President. The Executive Board shall manage the business of the Section.

C. The Officers and Executive Board shall assume office July 1, in compliance with the NJLA By-laws, and shall serve for 1 year.

V. Elections

Nominations for the Executive Board will be made upon request of NJLA's Chair of Nominations and Elections. A vote will take place according to the procedures put into place by the NJLA Nominations and Elections subcommittee.

VI. 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 the Executive Board. A Vice-President thus elected will not automatically become President at the end of the term, but must choose to run for that position.

C. All other vacancies of the elected Executive Board members shall be filled by appointment of the President with approval, by majority vote, of the members of the Executive Board.

VII. Committees

Section 1. Standing Committees shall be created by the Executive Board to perform duties which continually recur in the work of the Section. They will report to the Executive Board as requested. Standing Committee Chairs are appointed by the D&O President. These Chairs serve one year terms, beginning July 1st. The President shall serve as an ex-officio member of all committees.

D&O Standing Committees:

- Conference: Plan and run D&O's yearly conferences.
- Holiday Calendar: Update D&O's yearly Holidays and Observances Calendar, calculating the new dates each year, and updating the demographics and adding new holidays/observances as needed.
- Librarianship and Race: Continue D&O's efforts with librarianship's issues with race and diversity.
- Resource Database: Update and maintain the D&O Resource Database on the LLNJ website.

Section 2. Ad-Hoc Committees may be authorized by the Executive Board to complete specific tasks or for a specific timeframe.

Section 3. Task Forces may be authorized by the Executive Board to complete broader goals with indeterminate timeframes.

VIII. Meetings

A. An Annual Meeting of the Section shall be held every spring. The date is to be set by the Executive Board and announced to the membership a minimum of 30 days in advance of the meeting. Regular monthly meetings shall be called by the Section Executive Board. Ten percent of the membership shall constitute a quorum.

B. Executive Board meetings shall be held on the call of the President.

IX. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the Section in all cases in which it can be applied and in which it is not inconsistent with the By-Laws of this Section or the By-laws of the New Jersey Library Association.

X. Amendment of By-laws

These By-laws may be amended by a two-thirds vote of the Section members present at any meeting, provided that specific notice of the proposed change was given in the call for the meeting at least 30 days prior to the meeting.

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