Consumer and Patient Health Information Section of the Medical Library Association, Inc

Bylaws

ARTICLE I. Name

The name of this organization shall be the Consumer and Patient Health Information Section, a Section of the Medical Library Association, Inc.

ARTICLE II. Purpose

The purpose of this Section shall be:

A. to provide a forum for health science librarians in the area of consumer health information. Consumer health information is defined as an umbrella term encompassing the continuum extending from the specific information needs of patients to the broader provision of health information for the lay person;

B. to encourage leadership among librarians by health science librarians in the area of consumer health information;

C. to establish the practice of consumer health librarianship as a legitimate specialty within health science librarianship and to encourage the development of standards for the provision of consumer health information;

D. to foster ways for health science librarians to communicate with each other and with other library professionals to better serve consumer health information needs;

E. to define the role of librarians in the provision of consumer health information; and

F. to promote the education of health science librarians in the provision of consumer health information.

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, but 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, and to vote on the selection of a candidate for the MLA Nominating Committee.

B.
.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 Meeting of the Section. Section dues shall not exceed MLA member dues for Regular Members.

B. Section dues shall be payable on joining the Section and thereafter at the same time as are Medical Library Association dues.

C. Dues shall be assessed on an annual basis for the period of the calendar year.

D. If dues are unpaid two months after the renewal date, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges.

ARTICLE IV. Officers

Section 1. Officers and Term of Office

A. Elective officers of the Section shall be a Chair, a Chair-Elect, the Immediate-Past Chair, a Secretary, and a Treasurer.

B. The term of office of the Chair shall be one year as Chair-Elect and one year as Chair and one year as Immediate-Past Chair. No one may serve more than two successive terms as Chair- Elect/Chair.

C. The term of office of the Secretary shall be two years. An individual may not serve more than two successive terms as Secretary.

D. The term of office of the Treasurer shall be two years. An individual may not serve more than two successive terms as Treasurer.

E. 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 are elected and assume 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 serve as a member of Section Council, to preside at all meetings of the Executive Committee, to appoint Committee Chairs, to present these appointments to the Executive Committee for confirmation, to notify members of all regular and special

meetings, to perform all other duties usually associated with the office of Chair, to submit an Annual Report to MLA Headquarters by the date requested, 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 as parliamentarian.

B. The duties of the Chair-Elect shall be to serve as Chair whenever the Chair is not able to do so, to serve as a co-chair of the Program Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section.

C. The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence, to prepare minutes of all meetings, at request of the Chair to notify members of all regular and special meetings and announcements, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section. The Secretary is responsible for the election process.

D. The duties of the Treasurer shall be to receive and account for all monies due to the organization, to disburse Section funds, and to make available to the membership copies of the annual budget, to be responsible for the membership roll, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Section. The Treasurer prepares the annual budget and submits it to the Executive Board for action prior to the beginning of the fiscal year.

E. The duties of the Immediate-Past Chair shall be to represent the Section on the MLA Section Council by attending the meetings of Council, to represent the Section's interests during discussions, make motions, debate, and vote on Council issues on behalf of the Section, to transmit to the Council recommendations that have been approved by the Section, to communicate Council business to the officers and membership of the Section, to serve as Chair of the Nominating Committee and appoint members to this committee.

Section 3. 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 Election should be by secret ballot. Ballots shall be distributed to the voting membership by the Secretary at least 60 days prior to the Section's Annual Meeting and shall be received by the Secretary by the date previously announced for counting ballots. In order to be counted a ballot must be received by the Secretary per balloting instructions. Ballots received after the deadline shall be destroyed, unopened. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect. Results of the election shall be announced at the Annual Meeting.

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. When the Immediate Past Chair is unable to attend the Section Council meeting, the Section Chair may vote. When neither the Section Immediate Past Chair nor the Section Chair is able to attend the Section Council meeting, a Section may appoint another Section officer as the proxy who will represent the Section's interests during discussions, make motions, debate, and vote on Council issues on behalf of the Section. Appointment of a proxy must follow the guidelines developed by the Section's Executive Board.

C. A vacancy arising in any other elected office shall be filled by the Executive Board.

Section 5. Candidate for the MLA Nominating Committee Membership

A. The name of one Voting Member of the Medical Library Association, chosen by election, 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. This candidate also serves as a member of the Section Nominating Committee.

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. 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 Meeting 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.

Section 2. Quorum

Twenty (20) members shall constitute a quorum of this Section.

ARTICLE VI. Executive Board

Section 1. Executive Board

The elected officers of this Section shall constitute the Executive Board. Committee Chairs shall serve as ex-officio non-voting members.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of this Section between its Business Meetings, fix the time and place of meetings, 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 Executive Board shall establish standing committees to consider matters of the Section that require continuity of attention by the members. The Executive Board shall recommend the name and size of each committee.

B. The Chair in consultation with the Executive 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. Unless otherwise approved by the Executive Board, members of standing committees shall be appointed for terms of two years, and may be re-appointed for a second term. The Chair shall have the discretion to terminate appointments.

Section 2. Special Committees

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

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

After the Executive Board has approved the Bylaws changes the Bylaws Committee shall prepare the announcement containing the specific changes for distribution to the Section in advance of the Annual Meeting. The Committee shall present the proposed Bylaws changes to the membership for its vote at the Annual Meeting. The Bylaws may be amended at any regular meeting of the Section by a two-thirds vote of those attending, provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the meeting at which the vote shall be taken.

As amended at the CAPHIS Business Meeting during the MLA Annual Conference in Honolulu, Hawai'i, on May 19, 2009.

CJ Bryant, Bylaws Committee