

Mission and Bylaws

READS Mission Statement

The Reference and Adult Services Section (READS) is a professional sounding board and advocate for matters relating to reference and adult services. READS provides informational and educational opportunities relevant to work in circulation, technical and interlibrary loan services, reference, readers' advisory, collection development and programming. READS uses formal discussions, workshops and other informal formats to educate, empower and provide opportunities for collaboration with the entire New Hampshire library community. (Updated February 2012.)

Bylaws of the Reference and Adult Services Section of the New Hampshire Library Association

ARTICLE I. Name.

The name of this organization shall be the Reference and Adult Services Section of the New Hampshire Library Association.

ARTICLE II. Objective.

The objective of the Reference and Adult Services Section is to disseminate information and advocate for matters pertaining to work in

- *reference*
- *adult services*
- *circulation*
- *technical services*
- *interlibrary loan*
- *readers' advisory*
- *collection development and*
- *adult programming*

In addition to an annual conference, various informal formats will be used to educate, empower and provide opportunities for collaboration.

ARTICLE III. Membership.

Membership shall be open to dues-paying members of the New Hampshire Library Association.

ARTICLE IV. Officers.

Section 1. The officers of the Reference and Adult Services Section shall be the President, Vice President/President-Elect, Secretary, Treasurer, Immediate Past President.

A. The Past-President, President, Vice-President/President-Elect shall serve for one year.

B. The Secretary and Treasurer shall serve for two years.

Section 2. Vice President/President-Elect, Secretary, Treasurer shall be elected by ballot and shall begin their term at the first executive board meeting after the annual meeting. In the event that the position of President becomes vacant before the end of the term, the Vice President / President Elect shall fill the position for the remainder of the term. The board may appoint interim officers to fill unexpected vacancies during the course of a term within 60 days of the notice of vacancy.

Section 3. The duties of the officers shall be as follows:

A. The President shall conduct all meetings and, with the advice of the Executive Board, shall appoint any special committees as necessary. The President shall be an ex-officio member of each committee, voting only in the case of a tie. The president shall represent the Reference and Adult Services Section to the NHLA Executive Board. The President shall ensure fiscal oversight of the annual budget in cooperation with the Executive Board.

B. The Vice-President/President-Elect shall assume the responsibilities of the President in the absence of the President. Vice-President/President-Elect shall serve as parliamentarian and shall coordinate all bylaw revisions. The Vice President/President-Elect will also serve with other committees as needed and under the direction of the Executive Board.

C. The Secretary shall notify all Executive Board members of Board meetings, shall keep minutes of all general membership and Executive Board meetings and forward these to the Reference and Adult Services Section President.

D. The Treasurer shall keep and report all necessary and proper financial records, and shall work with the NHLA Treasurer to manage READS finances. The Treasurer shall draft and submit an annual budget for approval to the Executive Board. The Treasurer will forward the approved budget to the NHLA Treasurer.

ARTICLE V. Executive Board.

Section 1. The Past-President, President, Vice-President/President-Elect, Secretary, Treasurer, and all Committee Chairs shall constitute the Executive Board.

Section 2. The Executive Board shall determine policies and changes therein within the limits of the bylaws of the section and shall take such actions it considers necessary to carry out the objectives of the section.

ARTICLE VI. Committees

Section 1. There shall be the following standing committees: Award Selection, Membership, Programming, Nominating, Publicity, and READS-To-Go.

Section 2. Each committee shall appoint one designee to serve as a Chairperson and member of the READS Executive Board for a period of two years, or until their successor is appointed. Chairpersons may be removed from office at the pleasure of the Executive Board as provided in the parliamentary authority. An exception is made for the Nominating and Award Selection Committees which shall be chaired by the immediate Past President.

Section 3. Vacant committee chair positions shall be appointed by the Executive Board.

ARTICLE VII. Nominations and Elections.

Section 1. Nominations

A. The Past President shall chair a Nominating Committee of three members appointed by the President to nominate candidates for each office. The President shall not be a member of the Nominating Committee.

B. Nominations from the general membership shall also be accepted, provided they are accompanied by written acceptances of the nominees.

C. Names of candidates (whether from the Nominating Committee or the general membership), together with their written acceptance, must be submitted to the President no later than August 15.

D. The Secretary shall prepare an official ballot.

E. All candidates must be members of the READS. It shall be the responsibility of the nominator to verify such membership. The Secretary shall omit from the official ballot any names improperly submitted.

Section 2. Elections

A. Not later than 60 days prior to the Annual Business Meeting, the Secretary shall deliver a copy of the ballot, using procedures approved by the Executive Board, to each voting member. Ballots shall be returned so that they are received by the Secretary at least two weeks prior to the Annual Business Meeting.

B. The chair of the Nominating Committee shall certify the results of the election, which shall be determined by the tally of the Secretary, and shall notify each candidate and each member of the Committee of such results.

C. New officers shall be announced at the READS Annual Meeting and reported to the Executive Board of the New Hampshire Library Association.

ARTICLE VIII. Amendments.

Notices of proposed amendments to the by-laws must be appended to the call for a meeting. Amendments shall be passed upon affirmative vote of two-thirds of the membership present.

ARTICLE IX Meetings.

Section 1. General Membership.

A. The annual business meeting and special meetings of the general membership shall be held at such time and place as the Executive Board shall designate.

B. A quorum will consist of 10% of the section membership, attending in-person or virtually.

Section 2. Executive Board.

A. Quarterly meetings of the Executive Board shall be held at such time and place as the President shall designate, including virtually via an on-line platform.

B. A quorum shall consist of fifty percent of the Executive Board. The position of Website Coordinator shall be considered a voting member of the Executive Board.

C. The President may call for a question, discussion, and a vote by e-mail when issues arise and cannot be deferred to the next Executive Board meeting. The e-mail discussion and vote shall be recorded by the Board secretary and be documented as Board minutes. Voting by e-mail shall require the minimum of fifty percent of the Executive Board.

ARTICLE X. Parliamentary Authority.

The latest edition of Robert's Rules of Order shall govern all deliberations of this organization.

September, 1987
Revised May, 1990
Revised June, 2002
Revised October, 2005
Revised October, 2006
Revised October, 2008
Revised October, 2010
Revised October, 2011
Revised October, 2012
Revised November, 2015
Revised October, 2017
Revised November 2021