

# GOVERNMENT DOCUMENTS ROUNDTABLE BYLAWS

## ARTICLE I. - Name

**Section 1.** This organization will be known as the Government Documents Roundtable of the North Dakota Library Association.

**Section 2.** The Roundtable's abbreviation is GODORT.

## ARTICLE II. - Purpose

**Section 1.** The purpose of this organization will be to:

**A.** provide a force for initiating and supporting programs to increase availability, use, and bibliographic control of federal, state and local documents;

**B.** provide a forum for discussion and exchange of ideas for librarians working with federal, state and local documents;

**C.** develop standards for the administration of federal, state and local documents;

**D.** monitor, influence and recommend policies and legislation which affects state, federal and local documents;

**E.** collaborate with the State Library to facilitate the collection, indexing and distribution of state documents;  
and,

**F.** and, promote the increased awareness and use of state, federal and local documents throughout the state.

## ARTICLE III. - MEMBERSHIP

**Section 1.** Membership is open to any member of the North Dakota Library Association who supports the purposes of the GODORT and have the right to vote.

## ARTICLE IV. - MEETINGS

All meetings where GODORT business is discussed, or where any formal action is taken are open.

### **Section 1. Annual Meetings**

There will be an annual Government Documents Roundtable business meeting during the North Dakota Library Association's annual conference.

### **Section 2. Special Meetings**

Special meetings of the membership may be held at the call of the Chair or at the call of a majority of the Executive

Committee members. The call requires a two week notice to the GODORT membership.

**Section 3. Quorum**

A quorum will consist of 10% of the members.

**ARTICLE V. - NOMINATIONS AND ELECTIONS**

**Section 1. Nominations**

The Chair will forward the names of the nominees to the NDLA Nominations and Election Committee. The NDLA Executive Board approves the nominations prior the creation of the ballot.

**Section 2. Elections**

The NDLA Nominations and Election Committee assumes responsibility for the election. All elections of GODORT officers will be conducted by ballot in compliance with NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

**ARTICLE VI. - OFFICERS**

**Section 1. Term**

Officers shall be elected for a one-year term. The Chair-Elect shall succeed the Chair upon expiration of the Chair's term. Officers will assume their duties at the close of the annual conference following their election and will serve until the close of the annual conference at the end of their term.

**Section 2. Executive Committee**

Officers of the Roundtable are the Chair and Chair-Elect.

**Section 3. Duties of the Officers**

**A.** The Chair presides at all meetings; submits annual budget to the Finance Committee; assures a slate of nomination for offices is submitted to the NDLA Nominations and Elections Committee; attends Executive Board meetings; submits reports to the Executive Board; appoints committees necessary to conduct Roundtable business.

**B.** The Chair-Elect assists the Chair and performs program planning for the annual conference; assumes responsibilities as assigned by the Chair; and submits GODORT news of the editor of *The Good Stuff*.

**Section 4. Vacancies**

Vacancies in office will be filled for the duration of an unexpired term by appointment by the Chair, except for the office of Chair, which shall be filled by the Chair-Elect. Any Officer moving from the state must resign from office if the move interferes with the execution of the duties of the office.

**Section 5. Removal of Officers**

**A.** Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

**B.** Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws violation of statutory law which tarnish the reputation of the Association or Section, or incapacity in executing the responsibilities of the office.

#### **ARTICLE VII - COMMITTEES AND APPOINTMENTS**

##### **Section 1. Secretary**

The Chair will select a Secretary from those in attendance for the purpose of recording the minutes and submitting a written copy to the Chair.

##### **Section 2. Committees**

The Chair will appoint the membership of committees established to perform the function or to meet the purpose of the Roundtable. Committees may be created or abolished by a majority vote of the roundtable membership.

#### **ARTICLE VIII - AMENDMENTS**

**Section 1.** All proposed amendments by the Roundtable membership will be submitted in writing to the Constitution, Bylaws and Policies Committee. The Association's Executive Board approves roundtable bylaws revisions.

**Section 2.** Proposed Bylaws changes will be presented in writing to the Roundtable membership at least one month before voting. Passage will require a majority of those voting.

#### **ARTICLE IX - FEES**

**Section 1.** Fees, grants, or special assessments under consideration by the Section will be submitted to the NDLA Executive Board for approval.

#### **ARTICLE X - AFFILIATION**

**Section 1.** The Roundtable shall maintain membership in the American Library Association's Government Documents Roundtable otherwise known as ALA-GODORT, and exercise the rights and privileges which pertain to this membership. A liaison representative will be elected at the fall business meeting

to supply ALA-GODORT with a copy of the bylaws and reports of activities of the organization.

Approved: 1985

Revised: 1988

Revised: April 1999

Approved by the NDLA Executive Board: May 15, 2000

Ratified by the Roundtable: September 2000

Revised: July 2004

Approved by the NDLA Executive Board: September 2004

Ratified by the Roundtable: September 2004

Revised: September 2008