

Bylaws of the Medical Library Association, Incorporated*

*These Bylaws incorporate amendments adopted by the voting membership by mail ballot in August 2008, and take effect January 1, 2009.

ARTICLE I. NAME

The name of this Association shall be the Medical Library Association, Incorporated.

ARTICLE II. OBJECTIVES

This Association shall be organized exclusively for scientific and educational purposes, and shall be dedicated to the support of health sciences research, education, and patient care. To accomplish these ends, this Association shall be committed to fostering the art and science of health sciences library service, and to promoting cooperation and communication among its members.

ARTICLE III. MEMBERS**Section 1. Eligibility**

Any person or institution interested in health sciences libraries may become a member of the Association provided they meet the conditions set forth in these Bylaws and in the Special Rules of Order of the Association.

Section 2. Classes of Membership

A. The classes of membership shall be Voting and Nonvoting.

B. The subclasses of Voting Members shall be Active and Institutional.

- Active Members shall be persons who at the time of qualification were actively engaged in, retired from, or interested in professional library or bibliographic work, or a health or information sciences profession.

- Institutional Members shall be libraries of the health sciences or professions or schools of library and information science. The authorized representative of an Institutional Member shall be any person designated in writing by the institution at the time of payment of dues, unless otherwise and later designated in writing by the institution at least five weeks before the Annual Meeting or distribution of ballots in which the representative is to vote.

C. Categories of Active and Institutional Members and subclasses of Nonvoting Members may be established, and if so established, shall be set forth in the Special Rules of Order of the Association.

Section 3. Rights and Privileges

A. All and only Voting Members shall be eligible to hold elective office, except that no employee of the Association shall be eligible to hold elective office.

B. All and only members may be appointed to committees. Only Voting Members may chair committees.

C. Institutional representatives who hold elective office or chair a committee and change their institution of employment shall, within twelve weeks, either be designated as the authorized representative in their new institution or join the Association as an Active Member.

Section 4. Membership Application and Approval

Application for membership in the Association shall be made, on forms provided for the purpose, to the Executive Director. Applicants meeting the requirements set forth in these Bylaws and in the Special Rules of Order of the Association shall be entitled to all rights and privileges of membership from the time they pay their dues.

Section 5. Dues

The Board of Directors shall review the dues structure annually. Recommendations for change shall be based on generally accepted formulae indicative of financial conditions affecting the Association. Dues shall be determined by majority vote at the Annual Meeting after discussion and amendment of any proposed change in the dues. Annual dues shall be payable at the beginning of each fiscal year. Notice of a proposed change in dues shall be sent to each Voting Member at least nine weeks before the date of the next Annual Meeting. The notice shall indicate the time and place of the next Annual Meeting where the proposed dues structure will be discussed.

Section 6. Fiscal Year

The fiscal year of the Association shall be the calendar year.

Section 7. Suspension and Reinstatement

A. Dues shall be considered to be in arrears if unpaid twelve weeks after the renewal date, and without further notice, the member shall be suspended from all rights and privileges appertaining to the class of membership for which dues are unpaid.

B. Suspended members may be reinstated upon payment of dues for the twelve-month period following suspension. If a member who has been suspended for unpaid dues does not reinstate membership within a twelve-month period following suspension, a new application for membership must be made.

ARTICLE IV. OFFICERS

Section 1. Elected Officers

A. The elected officers of the Association shall be a President, a President-Elect, an Immediate Past President, and nine Directors, nominated and elected as stipulated in Article V. of these Bylaws.

B. Elected officers shall take office at the close of the Annual Meeting following their election and shall serve, unless they resign, die, become incapacitated, or are removed, until the close of the Annual Meeting at the end of their terms of office or until successors are elected and assume their duties.

C. The President-Elect shall be elected annually.

D. The President shall assume the office of Immediate Past President at the close of the term as President. A member shall wait three years from the completion of the term as Immediate Past President before again being eligible to serve as President-Elect.

E. Seven Directors shall be elected by the membership at large to serve for three years each, with two Directors elected annually, except that every third year, three Directors shall be elected. The Chairs of the Chapter and Section Councils shall each serve as ex-officio Directors for the duration of their terms of office as Council Chairs.

F. Elected officers may be removed from office for just cause after due process and by affirmative vote of two-thirds of the members of the Board of Directors.

Section 2. Vacancies in Elected Offices

A. A vacancy arising in the office of President shall be filled by the President-Elect, who shall cease to be President-Elect, shall serve out the unexpired one-year term of the President, and shall continue as President for the full succeeding one-year term to which he or she was elected.

B. A vacancy arising in the office of President-Elect shall be filled by the Board of Directors. A member appointed by the Board of Directors to fill a vacancy in the office of President-Elect shall serve in that office only until the close of the next Annual Meeting, at which time a newly elected President-Elect shall take office.

C. Any vacancy arising in the offices of the seven Directors elected by the membership at large shall be filled by the Board of Directors. Any vacancy arising in the offices of the Council Chairs shall be filled through an election as stipulated in Article XII. of these Bylaws.

D. Vacancies not covered by these Bylaws shall be filled in a manner determined by the Board of Directors.

Section 3. Duties of Elected Officers

A. The President shall preside at all meetings of the Association and of the Board of Directors and shall

perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association. The President shall appoint a Parliamentarian and a Sergeant-at-Arms each to serve a term concurrent with that of the President.

B. The President-Elect, at the request of the President and the Board of Directors or during the President's absence or inability to act, shall perform the duties of the President, and when so acting, shall have the powers of the President. The President-Elect shall have such other powers and shall perform such other duties as may be assigned by the Board of Directors or prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

C. The Directors shall perform such duties as designated by the Board of Directors or prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

Section 4. Appointed Officers

The appointed officers of the Association shall be an Executive Director, an Editor of the *Journal of the Medical Library Association*, an Editor of the *MLA News*, an MLANET Editor, a Treasurer, and a Secretary. The Executive Director, the *Editor of the Journal of the Medical Library Association*, the Editor of the *MLA News*, and the MLANET Editor shall be appointed by the Board of Directors and shall serve at its pleasure and under its direction. The Treasurer shall be appointed by the President from among the Board of Directors and shall hold office for a term of three years, the first year as Treasurer-Elect, and the two successive years as Treasurer, or until a successor is appointed. The Secretary shall be appointed by the President from among the Board of Directors and shall hold office for a term of two years or until a successor is appointed.

Section 5. Duties of Appointed Officers

A. The Executive Director shall serve as chief executive officer for the Association and as such shall have responsibility for planning, implementation, execution, and coordination of the Association's programs under and in concert with the Board of Directors. The Executive Director shall represent the Association and shall perform such other duties as the Board of Directors may assign.

B. The Editor of the *Journal of the Medical Library Association* shall have final authority over the content and format of the *JMLA* within the limits of the budget and the Association's purposes. In exercising this authority, the Editor shall consult with the Board of Directors and any committee or holder of any position established by the Board to advise on *JMLA* matters.

C. The Editor of the *MLA News* shall have final authority over the content and format of the *News*

within the limits of the budget and the Association's purposes. In exercising this authority, the Editor shall consult with the Board of Directors and any committee or holder of any position established by the Board to advise on *News* matters.

D. The MLANET Editor shall ensure that MLANET editorial policies are consistent with the Association's Strategic Plan and priorities, as well as the direction of its publishing program, and shall perform such other duties as the President and Board of Directors may assign.

E. The Treasurer shall have responsibility for the fiscal integrity of the Association in concert with the Executive Director, and shall perform such other duties as the President and Board of Directors may assign.

F. The Secretary shall sign the minutes of all meetings of the Board of Directors and the proceedings of the Annual Meeting business sessions, and shall perform such other duties as the President and Board of Directors may assign.

Section 6. Bond

The Executive Director shall be bonded in an amount decided upon by the Board of Directors.

ARTICLE V. NOMINATIONS AND ELECTIONS

Section 1. Membership and Term of Office of the Nominating Committee

A. Nine Voting Members shall be elected annually to the Nominating Committee. The Immediate Past President shall serve as ex-officio, nonvoting Chair of the Nominating Committee. Members of the Board of Directors may not serve as Voting Members of the Nominating Committee.

B. All ten shall serve for a term beginning as soon as votes of the election in which they were elected have been counted and ending when votes have been counted in the election using the ballot they prepared.

C. Any vacancy arising in the offices of Nominating Committee members shall be filled by the Board of Directors. No one shall serve on the Committee as a Voting Member for more than one term during a period of five years.

Section 2. Candidates for Nominating Committee Membership

A. Each Chapter and each Section of the Association shall submit to its Council annually the name of one Voting Member, chosen in accordance with Chapter or Section Bylaws, as a potential candidate for membership on the Nominating Committee by the date previously announced by each Council. Each potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the Nominating Committee. These statements shall accompany the names submitted.

B. The Chapter Council and the Section Council shall each select six candidates from the names submitted by the Chapters and Sections and shall present those names to the Chair of the Nominating Committee by the date announced by the Chair of the Nominating Committee.

C. The Board of Directors shall present to the Chair of the Nominating Committee no later than September 25 the names of six Voting Members as its candidates, and any additional names needed to achieve a minimum of nine candidates on the ballot, all with the accompaniments as stipulated in Section 2. of this Article.

D. No person shall consent to being a potential candidate or a candidate for membership on the Nominating Committee who is already such a potential candidate or candidate from some other unit of the Association; no candidate for membership on the Nominating Committee shall also be a candidate for an elective office of the Association, or vice versa.

Section 3. Nomination of Officers

The Nominating Committee shall prepare annually a slate of at least two nominees for President-Elect and for each Director elected by the membership at large whose term expires. The slate shall be accompanied by a biographical statement about each candidate, a photograph of the candidate, a written statement of the candidate's consent to serve if elected, and a statement prepared by the candidate describing his or her aims as an officer of the Association.

Section 4. Nomination by Petition

Candidates for the Nominating Committee or any elective office may also be nominated by petitions signed by not fewer than one hundred fifty (150) Voting Members, and shall be included on the next ballot, provided the petitions are accompanied by the items as stipulated in Section 2. or in Section 3. of this Article, as applicable, and are presented to the Chair of the Nominating Committee not later than September 25.

Section 5. Report of the Nominating Committee

The Nominating Committee shall submit a copy of its report and shall ensure that a ballot is submitted that includes all the candidates and accompaniments as stipulated in Sections 2. and 3. of this Article to the Board of Directors not later than September 30.

Section 6. Elections

A. Ballots, accompanied by the required biographical data, photographs, and statements of aims, shall be distributed to the voting membership by Headquarters not later than nine weeks prior to the Annual Meeting and received at Headquarters by the date previously

announced for counting ballots, which shall be at least three weeks after ballots are distributed. Ballots received after the date announced for counting shall be destroyed.

B. Candidates for President-Elect shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect. Candidates for the positions of Director and member of the Nominating Committee receiving the highest number of votes for the number of vacant positions shall be declared elected. If a tie occurs, selection from among the tied candidates shall be by lot.

ARTICLE VI. MEETINGS

Section 1. Annual Meeting

The Association shall hold annually, usually in the spring, a regular meeting of the members for the transaction of general business. Except as otherwise stated in these Bylaws, Voting Members at the Annual Meeting shall be the final authority in governing the Association.

Section 2. Special Meetings

In the interval between Annual Meetings, special meetings of the members shall be called by the President if requested in writing by a majority of the Voting Members of the Board of Directors, or by twenty (20) percent of the Voting Members of the Association. For this purpose, a person eligible to cast two votes shall be counted as two Voting Members. Only business specified in advance notices of such meetings shall be transacted.

Section 3. Place of Meetings

The Board of Directors shall designate a suitable place for each Annual Meeting and each special meeting. The site of each Annual Meeting shall be publicized before the end of the fourth preceding Annual Meeting.

Section 4. Notice of Meetings

The Executive Director shall send members written notice of Annual Meetings and special meetings at least nine weeks in advance by mailing the notice to each member's address as it appears in Association membership records. Notice of every meeting shall state the place, day, and hour of such meeting, and in the case of a special meeting, shall specify the business to be transacted.

Section 5. Voting Body

The voting body of the Annual Meeting or of a special meeting shall consist of all Voting Members who are in good standing and who are present at the business meeting. One person may cast two votes only if

eligible as an Institutional Representative and also as an Active Member.

Section 6. Quorum

Two hundred fifty (250) of the Voting Members of the Association shall constitute a quorum. For purposes of determining a quorum, a person eligible to cast two votes shall be counted as two Voting Members.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Membership

The President, President-Elect, Immediate Past President, seven Directors elected by the membership at large, and Chairs of the Chapter and Section Councils shall serve as Voting Members of the Board of Directors. The President shall serve as Chair of the Board of Directors and shall not vote except to make or to break a tie. The Executive Director shall serve as a Nonvoting Member of the Board of Directors.

Section 2. Powers

The Board of Directors shall have general supervision of the affairs of the Association between its business meetings; shall fix the day, hour, and place of those meetings; shall make recommendations to the Association; shall adopt the Association's annual budget; and shall perform other duties prescribed by these Bylaws. A copy of any budget adopted by the Board shall be sent to members of the Association before the next Annual Meeting. The Board shall be subject to orders of the Association; none of its acts shall conflict with actions taken at Association business meetings.

Section 3. Meetings of the Board

A. The Board of Directors, for the purpose of transacting business, shall meet immediately after each Annual Meeting of the Association, shall meet immediately before each Annual Meeting, and shall meet at least once between Annual Meetings.

B. Special meetings of the Board may be called by the President with approval of a majority of the Board's Voting Members. The time and place shall be designated in the notice of the meeting.

C. A majority of the Voting Members of the Board shall constitute a quorum for the transaction of business.

D. Meetings of the Board shall be open to any member of the Association, except that advance notice to the membership of such meetings, while desirable, shall be required only for the three regular meetings listed in this Section of the Bylaws, and except that executive sessions may be held to discuss matters affecting personnel or other matters requiring discretion. The Board may exclude any or all of its Nonvoting

Members from an executive session when reviewing or evaluating the performance of an appointed officer.

Section 4. Notice of Meetings

Notice of the place, day, and hour of every meeting shall be given in writing by the Executive Director to each Board member ten days or more before the meeting, except that for the meeting held immediately after the Annual Meeting, notification shall be given by the close of the meeting held immediately before the Annual Meeting. Notice of at least the three regular meetings listed in Section 3. of this Article shall be given also to the membership of the Association by advance publication in the *MLA News* or advance announcement at the Annual Meeting.

Section 5. Executive Committee

The Board of Directors may appoint an Executive Committee from among its members to assist, as directed by these Bylaws and the Board, in management of the Association's business. The size, composition, and Chair of the Executive Committee shall be specified by the Board. Meetings of the Executive Committee shall be open to any member of the Association, except that advance notice to the Association of such meetings is not required and except that executive sessions may be held to discuss matters affecting personnel or other matters requiring discretion. The Executive Committee may exclude any or all of its members who are appointed officers of the Association from an executive session when reviewing or evaluating the performance of an appointed officer.

ARTICLE VIII. COMMITTEES AND REPRESENTATIVES

Section 1. Administrative Committees

There shall be the following administrative committees with composition and duties as prescribed by these Bylaws: Nominating Committee and Executive Committee.

Section 2. Standing Committees

A. The Board of Directors, upon recommendation of the Executive Committee, shall establish standing committees to consider matters of the Association that require continuity of attention by the members. The Executive Committee shall recommend the name and size of each such committee.

B. To the extent possible, the President shall designate and shall announce committee members and Chairs in advance of the beginning of his or her term of office, when these appointments shall take effect. Unless otherwise recommended by the Executive Committee and approved by the Board of Directors, members of standing committees shall be appointed for terms of three years, and may be reappointed for a second but

not a third consecutive term. The President shall have the discretion to terminate appointments.

Section 3. Panels

The Board of Directors, upon recommendation of the Executive Committee, shall establish panels, with members appointed by the President, to serve as peer review and editorial boards for the Association. The Executive Committee shall recommend the name and size of each such panel.

Section 4. Ad Hoc Committees and Task Forces

There shall be such other committees and task forces appointed by the President as the Board of Directors shall from time to time deem necessary to carry on the work of the Association. The President shall designate the Chairs of all ad hoc committees and task forces. The life of an ad hoc committee or task force shall be limited to two years, unless the Board of Directors shall otherwise provide.

Section 5. Representatives to Allied Organizations

There shall be representatives appointed by the President to facilitate communication between the Association and allied organizations. Representatives shall serve terms as required by the sponsoring organization or as prescribed by the Executive Committee.

Section 6. Publication of Rosters

A list of all the Association's committees, panels, and task forces, together with their members, chairs, Board of Directors' liaison representatives, and charges, as well as a list of representatives to allied organizations, shall be published annually.

Section 7. Association Business

The work of all committees, panels, task forces, and representatives shall be under the charge of the Board of Directors, and none shall commit the Association to a policy or action without prior approval of the Board of Directors or the President on behalf of the Board.

Section 8. Meetings

Meetings of all committees, panels, and task forces shall be open to any member of the Association, except that advance notice to the Association shall not be required and except that executive sessions may be held to discuss matters affecting personnel or other matters requiring discretion. The Executive Director shall publicize in advance all committee, panel, and task force meetings scheduled for the Annual Meeting.

ARTICLE IX. THE EXCHANGE

Section 1. Purpose There shall be an Exchange for the purpose of facilitating the exchange of library

materials among Institutional Members of the Association in accordance with the Certificate of Incorporation.

Section 2. Management

Management of the Exchange shall be determined by the Board of Directors, who shall oversee Exchange activities in consultation with Headquarters and the Exchange Advisory Committee.

ARTICLE X. PROFESSIONAL DEVELOPMENT AND RECOGNITION

The Association shall provide relevant opportunities for professional development and shall confer recognition for levels of achievement.

ARTICLE XI. CHAPTERS AND SECTIONS OF THE ASSOCIATION

Section 1. Formation and Recognition of Chapters and Sections

A. A group based on geographical area shall be referred to as a Chapter. Both members and nonmembers of the Association may organize and function as Chapters of the Association. A group based on special interest shall be referred to as a Section. Only Association members may organize and function as Sections.

B. New Chapters and Sections shall be recognized by the Association provided they meet the conditions set forth in the Special Rules of Order of the Association. Following the granting of permanent status, Chapters and Sections shall continue to be recognized, except that recognition may be withdrawn by the Board of Directors when a Chapter or Section does not conform to the standards set forth in the Special Rules of Order of the Association.

Section 2. Chapter and Section Names

Any appropriate name may be chosen for Chapters or Sections. The phrase a Chapter (or Section) of the Medical Library Association shall follow the Chapter or the Section name when this fact is not clearly evident in the name chosen.

Section 3. Chapters

Geographical areas of Chapters shall be mutually exclusive. A member shall be eligible to belong to more than one Chapter.

Section 4. Sections

A member shall be eligible to belong to more than one Section.

Section 5. Committees

Chapters and Sections shall form their own committees as needed. These committees shall maintain close

liaison with Association committees and conform to Association standards and policies where national matters are concerned.

Section 6. Officers and Committee Chairs

Officers of Chapters and Sections and Chairs of Chapter and Section Standing Committees shall be Voting Members of the Association.

Section 7. Dues

Chapters and Sections may establish such dues as they deem necessary to carry out their activities, provided that such dues shall not exceed Association membership dues for Regular Members.

Section 8. Association Business

Chapters and Sections shall not take direct action with respect to Association business or in the name of the Association, but may make recommendations to the appropriate Council regarding Association policies or actions. Only Voting Members of the Association shall be qualified to move or to vote on such recommendations.

Section 9. Meetings Chapter and Section meetings shall be held at any time and at any place convenient for members, except that Section Business Meetings shall be held during the same period and at the same location as the Association's Annual Meetings. 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 10. Reports

Annual Reports shall be submitted to Headquarters by each Chapter and Section; these shall be incorporated into the *Annual Report of the Medical Library Association*.

ARTICLE XII. CHAPTER AND SECTION COUNCILS

Section 1. Definition

A. There shall be two Councils, a Chapter Council and a Section Council. These shall serve in an advisory capacity to the Board of Directors, shall promote interchange between Chapters and Sections, and shall receive recommendations from individual Chapters and Sections.

B. Each Council shall have a Chair elected as stipulated in Sections 2. and 3. of this Article; they shall serve staggered terms of three years, except as otherwise provided, and may not serve consecutive terms. Council Chairs shall serve also as ex-officio members of the Board of Directors.

C. The Chapter Council and the Section Council shall meet at least once each year in conjunction with the Annual Meeting.

D. Unless otherwise stated, all terms of office as stipulated in this Article shall end and begin at the close of the Annual Meeting.

Section 2. The Chapter Council

A. The Chapter Council shall be composed of one Representative from each Chapter who shall be a Voting Member selected in accordance with the Bylaws of that Chapter; these Representatives shall be the Voting Members of the Council. Participation in the selection of Representatives shall be limited to Voting Members of the Association. Representatives to the Chapter Council shall be elected for staggered terms of three years, except that election for a shorter term shall prevail when it is necessary to maintain a one-third annual rotation of Council membership.

B. An Alternate Chapter Representative (hereinafter "Alternate") shall be selected in the same manner, at the same time, and for the same term as the Representative. Alternates shall serve as Nonvoting Members of the Council, except that when a Representative is not present at a Council meeting, the Alternate shall temporarily assume the office of Representative, including the right to vote. An Alternate shall replace a Representative should the latter become Chapter Council Chair, resign, or otherwise become unable to serve, and shall serve the remaining term of that Representative; a new Alternate from the affected Chapter shall be selected by that Chapter when this occurs, and shall serve the remaining term of the Alternate who is being replaced.

C. One year prior to the expiration of the term of the existing Chair, the Voting Members of the Chapter Council shall, at the Annual Meeting, elect from among themselves a new Chair of the Council. The person elected shall serve a one-year term as Chair-Elect while remaining his or her Chapter's Representative (unless he or she is an outgoing member), followed by a three-year term as Chair. An outgoing member who is elected shall serve as an ex-officio member without vote while Chair-Elect of the Chapter Council. In the event of the Chair's inability to serve or removal from office, the Chair-Elect, if any, shall immediately become Chair and shall serve until the close of the next Annual Meeting and for the ensuing three years. If there is no Chair-Elect, the President of the Association shall appoint from the Council's Voting Members a Temporary Chair, who shall serve only until the next Annual Meeting, at which time a new Chair, qualified as above, shall be elected; the person elected shall immediately assume office and shall serve for three years, except that he or

she shall serve for only two years if this is necessary to maintain staggered terms.

Section 3. The Section Council

A. The Section Council shall be composed of the Section Immediate Past Chairs and Section Chairs from each Section. The Section Immediate Past Chairs shall be the Voting Members of the Council. Members of Section Council shall serve two-year terms, the first year in their roles as Section Chairs and the second year in their roles as Section Immediate Past Chairs.

B. When the Section 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 adopted by the Board of Directors.

C. In the case of a vacancy in both the office of Section Immediate Past Chair and of Section Chair, a Section shall appoint a replacement to serve until the next scheduled election. Appointment shall follow the guidelines adopted by the Board of Directors.

D. One year prior to the expiration of the term of the existing Council Chair, the Voting Members of the Section Council shall, at the Annual Meeting, elect from among themselves a new Chair of the Council. The person elected shall serve a one-year term as Chair-Elect while remaining his or her Section's Voting Member, followed by a three-year term as Chair. In the event of the Chair's inability to serve or removal from office, the Chair-Elect, if any, shall immediately become Chair and shall serve until the close of the next Annual Meeting and for the ensuing three years. If there is no Chair-Elect, the President of the Association shall appoint from the Section Council's Voting Members a Temporary Chair, who shall serve only until the next Annual Meeting, at which time a new Section Council Chair, qualified as above, shall be elected; the person elected shall immediately assume office and shall serve for three years.

Section 4. Reports

The Chairs of Chapter and Section Councils shall submit Annual Reports to the Board of Directors prior to the Annual Meeting of the Association. The Chairs shall report relevant action by the Board of Directors to their Councils as soon as possible after Board meetings.

**ARTICLE XIII. PARLIAMENTARY
AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association 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 Association may adopt.

**ARTICLE XIV. AMENDMENT OF THE
BYLAWS**

Section 1. Notification

A. The Bylaws may be amended or rescinded by two-thirds of those voting by ballot on any properly proposed and considered amendment as specified in this Article.

B. Notice of proposed amendments recommended by the Board of Directors (or petitioned by a minimum of one hundred fifty (150) voting members at least sixteen weeks before the start of the next Annual Meeting) shall be sent to each Voting Member at least nine weeks before the date of the meeting. The notice shall indicate the time and place of the next Annual Meeting where the proposed amendments will be considered.

Section 2. Consideration at Annual Meeting

Opportunity shall be given at the Annual Meeting for debating and amending any properly proposed amendments to any part of the Bylaws.

Section 3. Ballot

A ballot containing all proposed amendments, along with a transcription or summary of the Annual Meeting discussion on the amendments, shall be distributed to each Voting Member. The time of the beginning and closing of the ballot and of the reporting of results shall be fixed by the Board of Directors. To amend or rescind any portion of the Bylaws, twenty-five (25) percent of the total ballots distributed must be returned properly filled in and on time, and two-thirds of these ballots must be affirmative.

Section 4. Effective Date

The Bylaws and any future amendments thereto shall become effective on January 1 of the year following their acceptance by ballot.