GOVERNMENT DOCUMENTS ROUNDTABLE BYLAWS

ARTICLE I - NAME
The name of this Roundtable will be GOVERNMENT DOCUMENTS ROUNDTABLE OF THE IOWA LIBRARY ASSOCIATION.

ARTICLE II - PURPOSE
The purpose of the Roundtable is the promotion of documents library service by providing an avenue for discussion of problems and concerns and for exchange of ideas among librarians working with government publications in all types of libraries.

ARTICLE III - MEMBERSHIP
Section 1. Membership will be open to all members of the Iowa Library Association interested in government document service.
Section 2. Each personal member will have one vote.
Section 3. Dues will be set by a majority vote of members present at the Annual Business Meeting and will be payable with ILA dues.

ARTICLE IV - EXECUTIVE COMMITTEE
Section 1. The Executive Committee of the Roundtable will consist of the Chair, Vice Chair, and Secretary/Treasurer.
Section 2. The Executive Committee will meet at the Annual Conference of ILA and at other times at the discretion of the Chair. Between meetings the Executive Committee will conduct the business of the Roundtable through alternative methods of communication.
Section 3. The Executive Committee may call meetings of the membership in addition to the Annual Business Meeting.
Section 4. The Executive Committee has the power to act on behalf of the membership of the Roundtable between meetings of the Roundtable.
Section 5. Members will be made aware of Executive Committee activities as required by ILA.

ARTICLE V - OFFICERS
Section 1. The officers consist of the Chair, Vice Chair (who will be Chair Elect), and Secretary/Treasurer. Section 2. Officers are nominated by a Nominating Committee consisting of the Vice Chair (who will be Committee chair), the Chair, and one other member. Nominations are also accepted from the floor at the Annual Meeting. Election takes place at the close of nominations during the Annual Business Meeting.
Section 3. Officers serve for a one-year term beginning January 1 following the Annual Business Meeting at which they are elected. They will not serve more than 2 consecutive elective terms.
Section 4. Qualifications for office consist of paid membership in ILA and membership in the Roundtable, and willingness to serve.
Section 5. Mid-term vacancies will be filled by the Executive Committee, with first consideration given to any runners-up in the last election. Such appointees will complete only the term for which they were appointed. The Chair will be replaced by the Chair Elect.
Section 6. Duties of Officers
Pt.1. Chair
A. Presides at all meetings of the Roundtable.
B. Prepares agendas for meetings.
C. Calls meetings of the Executive Committee.
D. Executes the wishes of the membership as expressed in the motions and resolutions at the last Annual Business Meeting.
E. Liaison for the Roundtable with the ILA Executive Board.
F. Coordinates work of officers.
G. Appoints and directs the work of committees, as recommended by the membership.
H. Acts, in consultation with the Executive Committee, upon all issues requiring action between scheduled business meetings of the Roundtable.
I. Files reports as required by ILA.
J. Approves expense vouchers.
K. Serves on Nominating Committee.

Pt.2. Vice Chair
A. Presides at meetings in the absence of the Chair.
B. Plans programs at the Annual ILA Conference and other meetings.
C. Attends all Roundtable and Executive Committee meetings.
D. Serves as Nominating Committee chair.
E. Prepares annual budget in consultation with Secretary/Treasurer.
F. Assumes the office of Chair at the conclusion of a term as Vice Chair, or whenever that office becomes vacant.
G. Acts as Parliamentarian.
H. Performs related duties as requested by the Chair.

Pt.3. Secretary/Treasurer
A. Attends all Roundtable and Executive Board meetings, and keeps minutes.
B. Serves as liaison to ALA GODORT, ensuring continual affiliation with GODORT, and forwarding of minutes and reports.
C. Handles correspondence where possible, and maintains Roundtable archives.
D. Prepares the annual budget in consultation with Vice Chair.
E. Keeps track of the financial status of the Roundtable.
F. Edits newsletter.
G. Performs related duties as required by the Chair.

ARTICLE VI - MEETINGS
Section 1. There will be an Annual Business Meeting of the Roundtable during the Annual Conference of the ILA. Other meetings may be called by the Executive Committee as deemed necessary to conduct the business or the programs of the Roundtable. Members will be notified of planned meetings as required by ILA.
Section 2. A quorum will equal the number of members attending the Annual Business Meeting. A simple majority decides an issue.
Section 3. Voting for election of officers will take place at the Annual Business Meeting. Voting for other business may take place at the Annual Business Meeting, at special meetings, or by mail when the Executive Committee determines a mail ballot is necessary.
Section 4. The Roundtable may conduct programs at the ILA Conference, planned in cooperation with and approved by the ILA President.
ARTICLE VII - COMMITTEES
Section 1. The Nominating Committee consists of the Vice Chair (who serves as chair), the Chair, and one other member appointed by the Chair.
Section 2. The Awards Committee: • Consists of the immediate past president (who serves as chair), the Secretary/Treasurer, and one additional member appointed by the Roundtable Chair • Will consult with the ILA GODORT Executive Committee to designate and publicize awards, which will not exceed the amount specified in the Roundtable budget in accordance with ILA policies.
Section 3. Other committees will be appointed by the Chair as recommended by the members or Executive Committee.

ARTICLE VIII - AFFILIATION
The Government Documents Roundtable is affiliated with the Government Documents Roundtable of the American Library Association.

ARTICLE IX - DISSOLUTION
Section 1. The Roundtable may be dissolved by membership vote at an Annual Business Meeting.
Section 2. The Roundtable will be dissolved by the ILA Executive Board if the roundtable fails to comply with ILA requirements.

ARTICLE X - AMENDMENTS TO THE BYLAWS
The Bylaws may be amended by a two-thirds majority vote of the members attending any Annual Business Meeting. Proposed changes will have been submitted in writing at least 30 days prior to the vote.

ARTICLE XI - PARLIAMENTARY AUTHORITY
The rules of order governing the Roundtable will be Robert's Rules of Order Newly Revised, in all cases where they are applicable and when not in conflict with the Bylaws of the Roundtable.