

Bylaws of the Computing Services Special Interest Section  
of the  
American Association of Law Libraries  
(As revised June 1989, June 1997, March 2000, July 2003, and May, 2008)

Field Code Changed

**Article I: Name**

The name of this special interest section of the American Association of Law Libraries (hereinafter referred to as the "Association" or "AALL") shall be the Computing Services Special Interest Section (hereinafter referred to as the "Section"), abbreviated "CS-SIS" or "CS SIS."

**Article II: Object**

The objects of the Section shall be:

1. To provide a forum for the exchange of ideas and information on computing services in law libraries, and to represent its members' interests and concerns within AALL;
2. To serve the professional development needs of law librarians interested in the provision of computing services, whatever their job title or type of library;
3. To provide leadership in the adoption, evaluation, and use of technology in law libraries;
4. To provide technical advice and assistance to the Association in its educational programs and other activities; and
5. To promote relations with non-library computing professionals serving our parent organizations.

**Article III: Membership**

Membership shall be open to any member of the Association requesting affiliation with the Section, as provided in the Association's bylaws. Membership shall be renewable each year.

**Article IV: General Business Meetings**

- Section 1. There will be a general business meeting held annually at the annual ~~convention meeting and conference~~ of the Association. It shall be held at a time and place so that all business which needs to be conducted can be.
- Section 2. At each annual meeting a financial summary of the Section will be submitted to the membership for approval.
- Section 3. For purposes of tabulating votes, only members in full standing of the Section may vote; a quorum shall consist of the members present at the meeting; and majority shall be based on the number of voting members who vote (i.e. do not abstain).
- ~~Section 4. The presence of twenty section members at the commencement of the annual section business meeting shall constitute a quorum for the transaction of business.~~

**Comment [KH1]:** AALL terms its annual event a meeting and conference, not a convention. Let's adopt the term here for consistency.

**Article V: Officers and Elections**

- Section 1. Officers and Term.
- The elected officers of the Section will include a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, and two (2) Members-at-Large. The Chairperson and the Vice-Chairperson shall each serve for a term of one year; however, the Vice-Chairperson shall assume the office of Chairperson at the end of their terms of office. The Secretary/Treasurer and Members-at-Large shall serve for two-year terms, with the terms of the Members-at-Large being staggered so that one new Member-at-Large assumes office each year. During the

**Comment [KH2]:** The absence of a definition for quorum would imply that a majority of the membership must be present to conduct business, under both the Standard Code and Roberts' Rules.

even-numbered years there will be an election for Vice-Chairperson and one Member-at-Large. During the odd-numbered years there will be an election for Vice-Chairperson, Secretary/Treasurer, and one Member-at-Large.

**Section 2. Election Procedures.**

- (a.) The election of officers will be conducted every year by mail or electronic ballot, to be completed not later than two months prior to the annual meeting.
- (b.) Nominations for office may be submitted in advance to a Nominating Committee appointed by the Chairperson as provided in Article VII. The Nominating Committee shall submit a slate of at least two candidates for each office and the slates shall appear on the ballot. Write-in votes will be permitted on the official ballot.
- (c.) In the event paper ballots are used, the Secretary/Treasurer shall mail a copy of the ballot to each member of the Section. Marked ballots shall be returned to the Secretary/Treasurer by a specified deadline. The candidates for each office receiving the largest number of votes shall be elected.
- (d.) In the event electronic ballots are used, the details of conducting the election shall first be approved by the Executive Committee. The Committee shall ensure that an election conducted by electronic balloting is fundamentally fair and preserves the right of secret ballot. The candidate for each office receiving the highest number of votes shall be elected. In case of a tie vote, a run off election shall be held at the annual business meeting. Run off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected. In the event the runoff candidates are tied, the winner shall be selected by drawing lots or other method of random selection.

**Comment [KH3]:** Ties are unlikely as it is, but let's cover the bases.

Section 3. If a Chairperson leaves his office, the Vice-Chairperson will assume his duties.

Section 4. If a Vice-Chairperson, Secretary/Treasurer, or a Member-at-Large leaves his office, the Chairperson will appoint a member of the Section to assume that office until the next annual ~~convention~~ meeting and conference of the Association, whereupon an election will be held to fill the office for the remainder of the term.

Section 5. If a majority of the members present at the Annual Business Meeting determine that the current Vice-Chairperson has demonstrated either an inability or an unwillingness to assume the duties of the Chairperson, the newly-elected Vice-Chairperson automatically becomes the Chairperson, and a new Vice-Chairperson is to be elected by a majority of those present at the Business Meeting.

**Article VI: Duties and Powers of the Officers**

The Chairperson, Vice-Chairperson, Secretary/Treasurer, and Members-at-Large shall perform the duties usually pertaining to their respective offices, and such other duties as may be assigned by the membership, or temporarily by the Chairperson.

**Article VII: Committees**

Section 1. There shall be an Executive Committee consisting of the officers named above and the immediate past Chairperson.

Section 2. There shall be such standing or special committees as the Executive Committee, or the membership of the Section, shall create.

Section 3. The Chairperson may appoint a Nominating Committee in anticipation of coming elections. The Nominating Committee shall be a special committee, whose term will end with the election. No action of such Committee shall be presumed to preclude write-in votes on the official ballot.

**Article VIII: Amendments to the Bylaws**

Section 1. These bylaws may be amended at the annual meeting of the Section by a majority of the members present and voting, or at any time following the provision of notice required by Section 2 below by a majority of the votes cast by a mail or electronic ballot conducted by the Secretary/Treasurer. Any amendment must be presented to the AALL Committee on Constitution and Bylaws for review before the vote of the membership.

**Comment [KH4]:** Clarifying language to remove inference that bylaw votes can be held only in connection with annual business meeting.

Section 2. Notice of proposed amendments shall be mailed to the Section's members, or be published in the Section's newsletter, or be sent by electronic mail to the members' electronic mail addresses of record with the association, 30 days in advance of the meeting, or of the mailing of ballots, or of the conducting of an election by electronic ballot.

**Comment [GD5]:** Suggested by MS: When there is continuity in the bylaws committee, someone usually know that this is the procedure, but sometimes not. I say this because when I was on the AALL bylaws committee I saw several instances of an SIS or chapter contacting us after they voted.

**Article IX: Parliamentary Procedure**

Sturgis Standard Code of Parliamentary Procedure, in the latest edition, shall govern all deliberations of the Section, except as otherwise specified in these bylaws. When used throughout this document, terms of gender (for example, pronouns) shall be considered to be gender-neutral in intent.

**Comment [KH6]:** "ing" is surplusage. Conduct is proper form of verb.

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