

## 5.4 Government Documents Special Interest Group Bylaws

### ARTICLE I. Name

This organization shall be known as the Government Documents Special Interest Group (SIG) of the Missouri Library Association.

### ARTICLE II. Objectives

The purpose of the Government Documents SIG is to disseminate and promote federal and state and international government documents information that may be of interest to members of the Missouri Library Association and other librarians within the state of Missouri; and to discuss issues involved with the depository systems and methods of dissemination of government information as it pertains to librarians and libraries.

### ARTICLE III. Membership

Section A. Membership is open to all members of the Missouri Library Association.

Section B. This SIG shall have a steering committee composed of three persons elected by the membership of the SIG attending the annual conference. The elected officers shall be a Chair, a Vice-Chair, and a Recorder. One committee member shall be elected at each annual meeting and shall serve a three-year term of office in the following progression.

1. First year: Serve as recorder of the minutes for the SIG
2. Second year: Serve as vice-chair, who shall preside in the absence of the chair;
3. Third year: Serve as chair, who shall preside at all meetings of the steering committee and SIG.

Section C. Vacancies in elective positions shall be filled as follows:

1. The office of the chair shall be filled by the vice-chair.
2. Should any other office become vacant before the expiration of the term, the steering committee shall fill the offices by appointment. The appointment shall be effective for the remainder of the unfinished term only.

Section D. If a vacancy occurs in the office of Chair and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next Annual Meeting at which time the members of the SIG shall select another Chair.

Section E. A majority of the steering committee's membership shall constitute a quorum.

Section F. The chair or other representative of the SIG shall attend Executive Board meetings, but shall have no vote.

Section G. All meetings will be open to observers.

#### ARTICLE IV Nominations and Election

Section A. Nominations are open to all members of the SIG.

Section B. Nominations will be for a recorder to serve a three-year term on the steering committee. Nominations should be submitted to the steering committee. The chair will notify the membership of the nominations.

Section C. Election shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor.

#### ARTICLE V. Meetings

Section A. The SIG shall hold a regular business meeting in conjunction with the annual meeting of the Missouri Library Association. Other meetings may be held at the discretion of the steering committee.

Section B. The steering committee will meet at the May meeting of the Missouri Government Documents Librarians, if feasible, or some time in the spring to consolidate plans for the annual conference.

Section C. All meetings will be open to observers.

## ARTICLE VI. Funds

If funds are needed, prior to the date of the preparation of the Missouri Library Association budget, the steering committee for the SIG will prepare a statement of program and a budget to be presented to the Executive Board of the Missouri Library Association. The budget request should be presented to the Executive Director no later than December 1 and should be based on the program of activities planned by the SIG for the ensuing year.

## ARTICLE VII. Amendments of the Bylaws

The SIG may, by two-thirds vote of the members present at a regular business meeting, suspend or amend the Bylaws, provided that members are notified thirty days in advance of the proposed changes.