

History Section Bylaws

Article I. Name

Section 1. The name of this body will be the History Section (HS) of the Reference and User Services Association of the American Library Association.

Article II. Objectives

Section 1. Purpose. The History Section of the Reference and User Services Association represents the subject interests of reference librarians, history and humanities subject/liaison librarians, archivists, bibliographers, genealogists, historians, and others engaged in historical reference, research, collection development, or instruction. It brings together representatives of history collections in all formats from all types of libraries--including public, academic, and special libraries--as well as archives, special collections, and historical and genealogical societies.

Section 2. Responsibilities. Reflecting the Section's broad representation and areas of interest, the responsibilities of the History Section are:

- a. Identifying, creating, implementing, sharing, and assessing resources, trends, and services
- b. Developing and fostering professional development and educational opportunities
- c. Providing a forum for the exchange of experiences, information, and ideas
- d. Developing and supporting guidelines and best practices for history libraries and collections
- e. Collaborating and sharing information with the other sections of RUSA and other divisions of the American Library Association

- f. Representing the needs and interests of the wide diversity of people involved in history libraries and history librarianship, including Section members, library staff members, and library users
- g. Studying and reviewing Section activities

Section 3. Equity, Diversity, Access, and Inclusion. The History Section recognizes the importance of equity, diversity, access, and inclusion in our Section, and calls on our members to do the same in their work inside and outside of the Section. As a group we are welcoming, open, and accepting of all identities, backgrounds, ages, and abilities, especially with regards to marginalized identities, including race, religion, gender, and sexuality.

Article III. Membership

Section 1. Members of this Section will be members of the Reference and User Services Association of the American Library Association who designate the History Section according to the American Library Association's Bylaws.

Article IV. Meetings

Section 1. General Meetings. The Section will hold an official meeting in connection with the regular, Annual Meeting of the American Library Association. Other informational exchanges or forums may be scheduled throughout the year.

Section 2. Special Meetings. Other Section meetings may be called by the Executive Committee or will be called by the Chair upon the request of at least twenty-five members of the Section. At least one month's notice will be given, and only business specified in the call will be transacted.

Section 3. Quorum. Twenty-five members will constitute a quorum.

Article V. Officers

Section 1. Titles. The officers of the Section will be the Chair, the Vice-Chair (who will be Chair-Elect), the immediate Past-Chair, and the Secretary.

Section 2. Duties. Except as stated otherwise in the bylaws, the duties of the officers are those customarily performed by the officers in the parliamentary authority specified in Article XII.

- a. **Chair:** Chairs meetings of the Executive Committee, as well as the annual membership meeting. With the exception of the Nominating Committee and awards committees, the Chair will serve as an ex-officio member of all Section committees, without the right to vote except in case of a tie.
- b. **Vice-Chair:** Makes committee assignments as defined in Article VII, and performs the duties of the Chair in the absence of the Chair.
- c. **Secretary:** Takes minutes for Executive Committee meetings and makes those minutes available to the membership.

Section 3. Terms of Office.

- a. **Vice-Chair, Chair, Past-Chair Progression:** After being elected Vice-Chair and serving a one year term in this office, the Vice-Chair will become the Chair. After a one year term as Chair, they become Past-Chair. The Past-Chair then serves a one year term.
- b. **Secretary:** The Secretary will serve a two year term.

Section 4. Vacancies of Office.

- a. **Chair:** A vacancy in the office of Chair will be filled for the remainder of the term by the Vice-Chair. This will not prevent the Vice-Chair from serving a normal term as Chair the following year.

- b. **Vice-Chair:** In case of a vacancy in the office of Vice-Chair, the Executive Committee will appoint one of its members to serve as Interim Vice-Chair until the next election; the Interim Vice-Chair will not become Chair automatically.
- c. **Chair and Vice-Chair:** If the offices of both Chair and Vice-Chair become vacant within the same year, the Executive Committee will appoint one of its members as Interim Chair until a Chair and Vice-Chair are elected.
- d. **Past-Chair:** If the position of Past-Chair is vacant, the responsibilities of the Past-Chair will be assigned to other Executive Committee members until the next election.
- e. **Secretary:** In case of a vacancy in the office of Secretary, the Executive Committee will appoint one of its members to serve as Interim Secretary until the next election.

Article VI. Executive Committee

Section 1. Composition. The Executive Committee will consist of the officers and three Members-at-Large elected from the Section. To ensure continuity, Members-at-Large will serve three-year, overlapping terms. The President and Executive Director of the Reference and User Services Association will be ex-officio members of the Executive Committee, without the right to vote.

Section 2. Duties. The Executive Committee acts for and by the authority of the Section during the period between Section meetings. It reports on its work at the meetings of the Section and makes summaries of their actions available to the membership.

Section 3. Meetings. The Executive Committee will meet regularly throughout the year, with one in-person meeting occurring at the Annual Conference.

Section 4. Quorum. A majority of voting members constitutes a quorum of the Executive Committee.

Section 5. Vacancies. In the case of any other vacancy in the Executive Committee not provided for in Article V, Section 4, the Executive Committee will appoint a member of the Section to fill the vacancy until the next election.

Article VII. Nominations and Elections

Section 1. Nominating Committee. The Vice-Chair will serve as Chair of the Nominating Committee. The three Members-at-Large will serve as committee members.

Section 2. Nominations.

- a. **Slate:** The Nominating Committee will select at least two candidates for each office to be filled. If at least two candidates do not accept nominations for a given position, the election may proceed with only one nominee. The Committee will file nominations with the Division's Executive Director, who will arrange for publication and distribution of the official ballot by the American Library Association.
- b. **Additional Nominations:** Additional nominations may be made by a petition of at least 25 members of the Section and submitted with the written consent of the nominee to the Executive Director of the Division by the final deadline specified by the American Library Association for inclusion on the ballot.
- c. **Eligibility:** No person may be nominated who is not a personal member in good standing of the Section at the time of the nomination.

Section 3. Elections. Elections will be held in accordance with the procedures of the American Library Association. For each office, the candidate receiving the largest

number of votes cast will be elected. In the case of a tie vote, the successful candidate will be determined by lot.

Article VIII. Committees

Section 1. Authorization and Discontinuance. The Executive Committee may create and dissolve standing, special, and ad hoc committees. Special and ad hoc committees will continue in existence until their purpose is accomplished or the committee is either discharged or made permanent by the Executive Committee.

Section 2. Duties. The Executive Committee will define the name, duties, and size of all committees. The Chair may add temporary duties in order to carry out the work of the Section.

Section 3. Appointments.

- a. **Appointments for Next Term of Office:** The Section Vice-Chair will appoint the members of committees whose terms will begin at the same time as they become Section Chair.
- b. **Immediate Appointments:** During the Section Chair's term in office, they will make appointments to immediately fill vacancies and will appoint members to new committees.
- c. **Eligibility:** Each appointee must either be a member in good standing of the Section at the time of appointment or be appointed provisionally, contingent upon becoming a member before their term of office begins.
- d. **Terms of Appointment:** Unless otherwise determined by the Executive Committee, the members of committees will be appointed for terms of two years and may be reappointed for a second term. Serving on a committee for more than four consecutive years requires an official dispensation by both the

Executive Committee and that committee's membership. Appointments will be made in such a manner as to provide continuity in committee membership.

Article IX. Discussion Groups

Section 1. Establishment. Any group of at least 25 members interested in discussing issues which fall within the Section's purview may form a discussion group by petitioning the Executive Committee.

Section 2. Participation. All Section members in good standing may participate in Discussion Groups.

Section 3. Conveners. Each Discussion Group will be led by a Convener or Co-Conveners appointed by the Section Vice-Chair. The Section Chair will appoint a new Convener to fill any vacancy that may occur.

The Convener(s) will preside at meetings of the Group during the next year, make a report to the Executive Committee after each meeting, and share information about the discussions with Section membership.

Section 4. Activities. A Discussion Group may:

- Meet together to discuss common issues
- Establish means of communication amongst its members
- Recommend action to the Executive Committee of the Section
- Incur no expenses except as authorized and make no declaration of policy

Section 5. Discontinuance. Each discussion group will continue in existence until dissolved by the Executive Committee.

Article X. Amendments

Section 1. Proposals. Amendments to these Bylaws will be proposed by the Executive Committee or by a petition of at least ten members of the Section.

Section 2. Notice. The complete text of any proposed amendment will accompany the ballot.

Section 3. Voting. Any vote to amend the bylaws will be part of the annual ALA balloting process.

Section 4. Effective Date. Unless otherwise specified, amendments to the Bylaws will become effective immediately upon approval by the membership.

Article XI. Review

Section 1. The Executive Committee will complete a detailed review of these Bylaws at least every five years.

Article XII. Parliamentary Authority

Section 1. The rules of the latest edition of Robert's Rules of Order will govern the Section in all cases to which they are applicable, provided they are not inconsistent with the Bylaws of the Reference and User Services Association.

Article XIII. General Provisions

Section 1. Wherever these Bylaws make no specific provisions, the organization of and procedures in the Section will correspond to the Bylaws of the Reference and User Services Association.

Adopted October 10, 1974. Amended June 1984 and July 1988. Revised and amended February 2019.