



Governance Procedures of the Law and Political Science Section

Accepted January 16, 2010; Revised November 2013

A. Name

The name of the organization shall be the **Law and Political Science Section (LPSS)** of the Association of College and Research Libraries, a division of the American Library Association, hereinafter referred to as the Section.

B. Purpose

ACRL Sections are established primarily for the purpose of building communities of learning and providing professional development and networking opportunities for their members. A Section's name, purpose, and mission are as proposed by the Section and approved by the ACRL Board. The ACRL Board ascertains that overlaps between the mandates of various Sections are minimized.

LPSS shall represent librarians in the fields of law and political science. It will act for ACRL in cooperation with other professional groups in regard to those aspects of library service that require special knowledge of law and political science.

C. Membership

Any member of the Association of College and Research Libraries may elect membership in this Section. Every personal member has the right to vote and is eligible to hold office.

D. Relationship to ACRL Board

The Board's liaison role to LPSS is to provide a critical connection between membership structures and the ACRL Board of Directors. This liaison role can be particularly helpful in providing perspective, guidance, and insight regarding ACRL policies, procedures, and initiatives; and providing helpful advice regarding proposals. The liaison relationship is meant to enhance communication; it is not an advocacy role and for that reason Board members are asked to liaison with sections in which they have not been active.

The Board of Directors is the voice for the association. Sections, committees, and other established units are not authorized to speak for the association except through the Board. LPSS will refrain from issuing statements, taking positions, or endorsing any statements or positions except with Board approval.

E. Meetings

The Section shall hold an annual meeting at the time and place of the Annual Conference of the American Library Association. Other meetings may be called at the discretion of the Executive Committee. Ten members constitute a quorum for any meeting of the Section. All meetings are conducted in accordance with the policies of ACRL and ALA.

Section meetings at the ALA Midwinter Meeting and ALA Annual Conference are scheduled by the Section chair.

The *ALA Policy Manual 7.4.1* defines a meeting as “an official assembly, for any length of time following a designated starting time, of the members of any board, committee task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions.” Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (*ALA Policy 7.4.4*). Committees must confirm all decisions made in these forums by affirming the actions at the next face-to-face meeting.

There is a distinction between carrying on work of a committee electronically and conducting an electronic meeting. Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time (*ALA Policy Manual 7.4.1*).

The *Standard Code of Parliamentary Procedure* (Alice Sturgis) applies to meetings of the Section to the extent that it is applicable, upholds the integrity of the voting processes, helps facilitate progress, and ensures equality, fairness, and common sense.

F: Officers

The officers of this Section shall be a Chair, Vice-Chair / Chair-Elect, a Past Chair, a Secretary, and two Members-at-Large. The Chair-Elect serves as Vice-Chair for one year. At expiration, or earlier in case of a vacancy in the office of Chair, the Chair-Elect succeeds to the office of Chair and serves until the expiration of the term for which elected. The Secretary is elected for a term of two years. The Members-at-Large are elected for two-year staggered terms.

All officers shall serve terms ending at the adjournment of the annual meeting.

The duties of the officers are as follows.

Chair

1. Serves as officer of section, and assists in advancing the goals and objectives of the section and ACRL. Serves as LPSS voice on ACRL leadership boards.
2. Holds a training session for committee chairs.
3. Chairs Executive Committee/General Membership meetings at Midwinter and Annual Conferences.
4. Attends the all-committee meeting.
5. Continues as ex-officio member of the Annual Conference Program Planning committee.
6. Is responsible for projects which the Section will pursue during the year. Meets deadlines for budget requests for payment or reimbursement, according to the budget submitted
7. Schedules all LPSS committee meetings and programs for Midwinter and Annual conferences.
8. Notifies ALA staff of meeting times and space needs for all section meetings and programs.
9. Submits annual report to ACRL on LPSS activities.
10. Responds to inquiries from members and non-members regarding LPSS interests and activities.
11. Serves as master of ceremonies at the annual program, the annual award ceremony, and other public LPSS events.

Vice-Chair / Chair-Elect

1. Serves as officer of section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter conferences, including, if possible, those at the Annual conference immediately preceding the taking of office.
3. Appoints a Nominating Committee and committee chair, which is responsible for producing a slate of candidates for section office.
4. Appoints a Conference Program Planning Committee and committee chair, which is responsible for planning the section's program at the Annual Conference during the year as Chair. Serves as ex-officio member of the committee.

5. Makes appointments to all other LPSS committees in consultation with the appropriate committee chair. Refers inquiries from members regarding assignments to appropriate committee chair.
6. Participates in ACRL budget orientation.
7. Assists in planning the programs and projects which the Section will pursue during year as Chair.
8. Responds to inquiries from members and non-members regarding section interests and activities.
9. Serves on the ACRL Conference Program Committee. Reports to ACRL staff at meeting of the committee on LPSS program being planned for Annual conference during year as Chair.
10. Co-represents (with LPSS Chair) LPSS on the ACRL Communities of Practice Assembly. Attends the ACRL New Leaders Orientation and Leadership Council meetings.

Past Chair

1. Serves as an officer of the section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter conferences.
3. Serves as a member of the Review and Planning Committee in first year of term and as committee chair in second year of term
4. Performs other tasks as assigned by the Executive Committee.

Secretary

1. Serves as an officer of the section, and assists in advancing the goals and objectives of the Section and ACRL.
2. As a member of the Executive Committee, attends and takes minutes at the Executive Committee and General Membership meetings at Annual and Midwinter conferences. If possible, also attends Executive Committee meetings at Annual conference immediately preceding taking office.
3. Takes attendance at all meetings by passing around a sign-up sheet which asks for name, institutional affiliation and email address. Additional information, such as whether attendee is an LPSS member or if he or she is interested in serving on an LPSS committee, can also be solicited in this way.
4. Distributes minutes to: Executive Committee members; all LPSS committee chairs; other meeting attendees; any other interested persons requesting them. Posts minutes to LPSS listserv and appropriate LPSS online locations.

5. Accepts proposals for extraordinary governance procedures amendments from groups of LPSS members and widely distributes them at least thirty days before ALA Annual Conference General Membership meeting.
6. Performs other tasks as assigned by Executive Committee.

Members-at-Large

1. Serves as an officer of the section, and assists in advancing the goals and objectives of the section and ACRL.
2. As a member of the Executive Committee, attends meetings of the Executive Committee/General Membership at Annual and Midwinter conferences, including, if possible, those at the Annual conference immediately preceding the taking of office.
3. Serves as a member of the Membership Committee. Chairs the Membership Committee in the second year of the term
4. May be asked to attend or plan ACRL Membership Committee meetings or functions.
5. Performs other tasks as assigned by Executive Committee.

G. Executive Committee

The Executive Committee shall consist of the elected officers and the Section's Social Media Coordinator and Webmaster(s). In addition to the Executive Committee, LPSS will have those committees deemed appropriate for its smooth operation by the membership. Committee chairs and members shall be appointed by the Vice-Chair / Chair-Elect.

The Executive Committee is responsible for the stewardship of the Section and the coordination of its activities, provided that it operates within the Section mandate and budget as determined by membership level (ACRL Guide to Policy and Procedure, Basic Services, 4.3.2).

The Executive Committee may establish and appoint standing or ad-hoc committees to assist it in fulfilling the Section's mandate.

H. Representatives to Other Bodies

The Executive Committee may appoint and charge a representative of the Section to other sections or bodies, as appropriate.

I. Nominations and Elections

To be nominated, elected, and continue to serve on LPSS's Executive Committee, a person must be a current member of the Section (with ALA, ACRL, and section dues—if applicable—paid).

The Section Vice-Chair / Chair-Elect shall appoint a Nominating Committee of at least three members and designate one member as chair. The Nominating Committee shall choose a slate of two candidates for each elective office. All nominees must be members of the Section and must consent to candidacy.

Elections shall be conducted by ballot through the auspices of the American Library Association. For each office, the candidate receiving a plurality of the votes cast shall be elected. Ties will be determined according to ALA policies.

J. Vacancies

Vacancies in other offices, other than the Chair-Elect, shall be filled by appointment made by the remaining elected officers. If needed, a new Chair-Elect shall be selected through a special election.

K. Amendments to Governance Procedures

Proposed amendments to these Operating Procedures may be made in writing to the Executive Committee by a member or members of the Section, as long they are not in conflict with ALA/ACRL bylaws, policies, and procedures. Changes to these governance procedures do not require, and should not include, a ballot vote by the membership; but amendments of extraordinary consequence must be approved by a two-thirds vote of those members attending the business meeting at the Annual Conference, providing notice of the impending vote is given in the section newsletter. A current copy of these Governance Procedures shall be provided to the Executive Director per ACRL Bylaws, Article XV, Section 3.