

# Bylaws

Updated January 2008

[ARTICLE I Name and  
Affiliation](#)

Section 1.

Any member of ALA may el

## Section 6.

The following special officers shall serve the Chair and the Steering Committee:

a. **Archivist.** An Archivist shall be appointed by the GODORT Chair and serve until either party terminates the term of office. The Archivist receives all materials being submitted to the GODORT archives, reviews the materials to ensure that they conform to the retention period and list of appropriate materials as described in the *GODORT Policies and Procedures Manual*, requests additional materials as necessary, and transfers materials to the GODORT archives as appropriate.

b. **Parliamentarian.** A parliamentarian shall be appointed by the GODORT Chair to serve until either party terminates the service. The Parliamentarian shall give advice to the Chair on matters of parliamentary procedure. The Chair may consult with the Parliamentarian prior to meetings in order to anticipate problems and determine proper procedures. During meetings the Parliamentarian shall give advice when called upon by the Chair. The Chair retains the right to make a final ruling and may accept or reject the advice of the Parliamentarian.

c. **GODORT Website Administrator.** The GODORT Website Administrator is responsible for developing and maintaining the GODORT website, under the direction of the GODORT Publications Committee and the GODORT Steering Committee. The Website Administrator is a member of the Publications Committee and the Schedule Committee.

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## Article V DUTIES OF THE OFFICERS

### Section 1. **Chair.**

The Chair shall have the customary duties of the office of Chair and shall preside over all meetings of the Government Documents Round Table and of the Executive Committee and the Steering Committee for fulfilling the purposes of this organization.

### Section 2. **Assistant Chair/Chair-Elect.**

The Assistant Chair/Chair-Elect shall serve as a member of the Nominating Committee, the Schedule Committee, the Executive Committee, and the Steering Committee, and as Chair of the Program Committee.

### Section 3. **Immediate Past Chair.**

The Immediate Past Chair shall serve as a member of the Executive Committee, the Steering Committee, the Membership Committee and the Schedule Committee and shall perform such duties as assigned by the GODORT Chair.

### Section 4. **Secretary.**

The Secretary shall perform the customary duties of this office. The Secretary is a member of the Executive Committee and the Steering Committee. The Secretary shall keep an accurate record of all meetings of the Round Table and the Steering Committee and have these records available at or before the next regularly called

meeting of the Round Table or Steering Committee; shall make a report of the proceedings of each annual meeting to ALA.

**Section 5. Treasurer.**

The Treasurer shall perform the customary duties of this office and serve on the Development Committee, the Publications Committee, the Executive Committee, and the Steering Committee.

**Section 6. Chair of the Publications Committee.**

The Chair shall, with the aid of the entire committee, perform the duties outlined in [Article X](#) of the Bylaws. The Chair of the Publications Committee is a member of the Steering Committee and serves on its Executive Committee.

**Section 7. GODORT Councilor**

The GODORT Councilor shall be elected in accordance with the ALA Bylaws and shall represent the interests of the Government Documents Round Table on the ALA Council. The GODORT Councilor is a member of the Steering Committee and serves on its Executive Committee. The Councilor serves as an ex-officio member of the GODORT Legislation Committee.

The Councilor reports to the GODORT Steering Committee and to the membership on ALA Council Activities, and presents those ALA issues and Council documents upon which the Steering Committee may wish to act. The Councilor receives direction from the Steering Committee regarding ALA Council issues, and sponsors Council resolutions as requested by the Steering Committee.

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## **Article VI MEETINGS**

**Section 1.**

All GODORT meetings will be open to anyone who wants to attend, unless otherwise indicated on the schedule, but only GODORT members have voting privileges.

**Section 2.**

The meetings of the Government Documents Round Table are held as follows:

- a. Membership meetings shall be held at ALA Midwinter Meetings and Annual Conferences.
- b. The Steering Committee and Task Forces will meet at ALA Midwinter Meetings and Annual Conferences.
- c. The Nominating Committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the ballot.
- d. Other committees will meet as necessary.

**Section 3.**

Prior notice shall be given the membership of all meetings.

**Section 4.**

A quorum is constituted as follows:

- a. Twenty-five members shall constitute a quorum at any GODORT membership meeting.
- b. Fifteen members constitute a quorum at task force meetings.
- c. For committees and other bodies with designated specified membership, the presence of a majority of the members constitutes a quorum.
- d. For work groups and other bodies with unspecified membership a quorum is the number of people attending the meeting.

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## **Article VII STEERING COMMITTEE**

This committee is composed of the elected officers of the Round Table as defined in [Article IV](#), task force coordinators, the Chairs of standing committees, and the Immediate Past Chair of the Round Table.

### Section 1.

The Steering Committee shall perform the following duties:

- a. Approve the topic(s) of the program(s) for the annual conference;
- b. Submit projects or endorse projects submitted by constituent units of the Round Table;
- c. Approve by majority vote the appointments and designations of Chairs made by the GODORT Chair to standing and special committees as specified in [Article X, Section 2](#) and [Article XI](#);
- d. Appoint members to ALA unit positions which accrue to the Chair ex officio;
- e. Solicit volunteers for recommendations to ALA committees;
- f. Report all actions of the Steering Committee at the annual conferences and midwinter meetings.

### Section 2.

Vacancies on the Steering Committee and vacancies in other task force offices and committees caused by an incumbent's resignation, disability, etc. shall be filled for the remainder of the term by the Chair with the concurrence of a majority of the Steering Committee members either by mail vote or at the Midwinter Meeting.

### Section 3.

Invitations to name a representative to serve as an ex-officio, non-voting member of the Steering Committee shall be extended by the Committee to organizations sharing common interest and purposes with GODORT.

**Section 4.**

Ex-officio memberships on the Steering Committee shall be reviewed periodically.

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prepare a statement of membership, purpose, goals, structure and duration of operation which shall be approved by the task force and forwarded to the Steering Committee for approval and inclusion in the *GODORT Policies and Procedures Manual*.

Section 3.

The following task forces are established:  
Federal Documents Task Force  
State and Local Documents Task Force  
International Documents Task Force.

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## Article X STANDING COMMITTEES

Section 1.

Standing committees shall be created to perform the ongoing work of the Round Table. Standing committees can be created only by amending these Bylaws as provided in [Article XV](#). A statement of the functions and membership of a new standing committee shall be written into these Bylaws at the committee's creation. Committees can appoint subunits for specific tasks. No member of a standing committee shall be eligible to serve more than two consecutive terms on the same committee. Policies and procedures of standing committees shall be submitted to the Steering Committee for approval and included in the *GODORT Policies and Procedures Manual*.

Section 2.

The GODORT Chair shall seek the advice of the Standing Committee Chair when filling appointed positions on that committee.

Section 3.

The Round Table shall have the following standing committees:

a. **Awards Committee.** This committee is composed of six members elected to staggered two-year terms. Three members will be elected each year. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee from among the elected members.

The Awards Committee shall select the recipients of Round Table awards and report the selection to the Steering Committee.

b. **Bylaws and Organization Committee.** This committee is composed of four members elected to staggered two-year terms. Two members will be elected each year. The Chair shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Committee chair shall appoint ad hoc members (non-voting) with the approval of the Steering

Committee, as needed to complete the work of the Committee. The Committee shall be concerned with the structure and organization of GODORT.

1. The Committee will revise these Bylaws as necessary or upon the request of membership. Such revisions shall be submitted to the membership according to procedures outlined in these Bylaws, [Article XV](#).
2. The Committee will compile and update the *GODORT Policy and Procedures Manual* (PPM) and review the manual for editorial consistency.
3. The Committee will conduct a periodic organizational review of GODORT and its units.

c. **Legislation Committee.** This committee is composed of nine members appointed to staggered two-year terms, and the GODORT Councilor (ex-officio). Four members shall be appointed by the GODORT Chair with the approval of the Steering Committee (two members shall be appointed each year). Three members, two in even years and one in odd years, shall be appointed by the coordinator of the Federal Documents Task Force and one each by the coordinators of the State and Local Documents (even years) and International Documents (odd years) Task Forces. The Chair of this committee shall be appointed by the GODORT Chair with the approval of the Steering Committee.

(1) The Legislation Committee shall identify issues requiring action; prepare or advise on resolutions for the membership, Steering Committee, task forces and committees; assist the ALA Washington Office on issues affecting federal government legislation; and assist and coordinate legislative action with other ALA bodies.

(2) The Legislation Committee shall maintain the National Action Alert Network to elicit responses on issues requiring immediate attention between meetings.

d. **Membership Committee.** This committee is composed of four members appointed by the GODORT Chair to staggered two-year terms, and the immediate Past GODORT Chair. Two members shall be appointed in even years and two in odd years. The Chair of this committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

The Membership Committee shall actively promote membership in ALA and the Round Table and shall promote the participation of Round Table members in ALA and Round Table activities. The Committee shall also maintain communication with state and local affiliates to share information and promote membership in the Round Table. The Chair of the Committee shall designate one member of the committee as coordinator of these activities.



e. **Nominating Committee.** This committee is composed of four members elected to staggered two-year terms with the Chair appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Assistant Chair/Chair-Elect of GODORT shall serve as ex-officio member. This committee shall use information contained in the *GODORT Policies and Procedures Manual* and information furnished by the Steering Committee to determine the offices for which vacancies exist, and the requirements for these offices.

This committee shall coordinate the nominating process, nominate and recruit candidates and compile GODORT's slate of candidates for the election. The committee shall maintain a full record of the election results in order to have a record of eligibility for vacancies.

f. **Publications Committee.** This committee is composed of nine members, including a Chair, a Vice-Chair/Chair-Elect elected annually, the GODORT Treasurer, the Editor of *Documents to the People (DttP)* (non-voting), the GODORT Website Administrator (non-voting), the Chair of the Notable Documents Panel, and one representative from each of the Task Forces appointed to staggered two-year terms. The Publications Committee shall:

- (1) Coordinate the dissemination of information by issuing *DttP* and/or other GODORT publications or through correspondence to member affiliates;
- (2) Approving any publications produced under the auspices of ALA/GODORT;
- (3) Compiling information with the assistance of the Editorial Review Board on publication options and procedures, review all publications projects and make recommendations on publishing to the GODORT Steering Committee;
- (4) Maintain a Notable Documents Panel responsible for the compilation and publication of an annual list of significant government documents;
- (5) Direct the maintenance of the GODORT website, recommending a qualified candidate to serve as GODORT Website Administrator when approved by the GODORT Steering Committee;
- (6) Function as publisher of *DttP*, recommending a qualified candidate to serve as *DttP* Editor when approved the GODORT Steering Committee, and approving qualified candidates to be members of the *DttP* Editorial Board based upon recommendations of the *DttP* editor.

g. **Cataloging Committee.** This committee is composed of eight members appointed to staggered two-year terms. Five members shall be appointed by the GODORT Chair with the approval of the Steering Committee, two members to be appointed during even years and three members to be appointed during odd years.

The Federal Documents Task Force Coordi

Archives and Restoration Section (PARS) of the Association of Library Collection and Technical Services (ALCTS).

**j. Program Committee.** This committee is composed of five members. The GODORT Assistant Chair/Chair-Elect shall serve as the committee Chair, but will have only one vote on the Steering Committee. The other four members are appointed to staggered two-year terms. One member shall be appointed by the GODORT Chair with the approval of the Steering Committee in odd years. One member shall be appointed by each Task Force Coordinator. The Federal Documents Task Force member shall be appointed in odd years and the members of the International and State and Local Documents Task Forces in even years.

The Program Committee shall (a) propose the annual program(s); (b) plan the annual program(s); and (c) implement the program plans.

**k. Government Information Technology Committee.** This committee is composed of nine members appointed to staggered two-year terms. Six members shall be appointed by the GODORT Chair with the approval of the Steering Committee, three members to be appointed during even years and three members during odd years. Three members shall be appointed by the Task Force Coordinators with the approval of the Steering Committee. The Federal Documents Task Force Coordinator and the International Documents Task Force Coordinator shall each appoint one member to the committee during even years and the State and Local Documents Task Force Coordinator shall appoint one member during odd years. The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

The Government Information Technology Committee shall serve as a forum for information relating to access, provision and distribution of electronic government information. Its role will include (a) conducting surveys, (b) providing for the exchange of information, and (c) identifying and evaluating emerging technologies applicable to government information.

**l. Development Committee.** This Committee is composed of the GODORT Treasurer and four members appointed by the Chair of GODORT to staggered two-year terms. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee from among the appointed members. The Committee chair shall appoint ad hoc, non-voting members with the approval of the Steering Committee, as needed to complete the committee task.

The Development Committee, working with other entities within GODORT, oversees the creation and implementation of the Development Plan, with functions to include:

1. Identifying and soliciting funds from external sources;
2. Developing a list of potential individual and corporate donors, and private foundations;
3. Researching and developing various fundraising projects for the purpose of support to the scholarship endowment and subsidizing group events, speakers and programs;
4. Planning and implementing fund raisers for GODORT activities;
5. Aiding the Chair with solicitations and contacts as needed;
6. Coordinating with the ALA Development Office, as necessary.

m. **Schedule Committee.** This committee is composed of three members. The GODORT Past Chair shall serve as the committee Chair, but will have only one vote on the Steering Committee. The other two members are the GODORT Website Administrator and the GODORT Assistant Chair/Chair-Elect.

The Schedule Committee shall communicate with the committee chairs and task force coordinators and coordinate meeting plans with GODORT ALA staff liaison and with ALA Conference Services.

n. **Conference Committee.** This committee is composed of 5 members appointed to staggered two-year terms. The members shall be appointed by the GODORT Chair with the approval of the GODORT Steering Committee (three during even years and two during odd years). The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Committee chair may appoint ex-officio member(s), as needed, for local arrangements.

The Conference Committee plans and coordinates local arrangements for GODORT including relations with ALA and host city information. The Committee coordinates with the GODORT Immediate Past-Chair to ensure equipment is delivered as requested for meetings and programs.

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## Article XI SPECIAL COMMITTEES

The Steering Committee may establish special committees for any particular or specific purpose within the purview of the Round Table. Special committees shall be of limited and specified duration. In creating a special committee, the Steering Committee must approve a statement of its purpose, organization, membership and duration. This statement will be included in the *GODORT Policies and Procedures Manual*.

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## **Article XII POLICIES AND PROCEDURES**

Operating policies and procedures of GODORT and its subunits are contained in the *GODORT Policies and Procedures Manual*. The PPM will be maintained by the Bylaws and Organization Committee in consultation with other GODORT units, and is published on the GODORT website.

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## **Article XIII FINANCES**

### Section 1.

Funds to support Round Table activities will come from the dues of the general membership, contributions, and monies from workshops and publications.

### Section 2.

Dues for personal members, affiliate groups, and others shall be proposed by the Steering Committee and presented to the membership for approval or revision at its annual meeting.

### Section 3.

The Steering Committee shall prepare a budget for the next fiscal year and present it to the membership at its annual meeting.

### Section 4.

Elected and appointed officers may request funds as necessary to implement approved programs of the organization.

### Section 5.

The Steering Committee shall allocate funds to each task force based upon budgets submitted by the task forces and funds available.

### Section 6.

The Steering Committee shall have control of all monies earned or expended by the Round Table.

### Section 7.

The Treasurer is authorized to approve requests for reimbursement and payment of bills from funds in the custody of the ALA Executive Board.

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## **Article XIV PARLIAMENTARY AUTHORITY**

The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or any special rules or order the Round Table may adopt, or with the Constituti