

Bylaws

Approved January, 2017

Article I. NAME AND AFFILIATION

Section 1. Name

The name of the Organization shall be the Government Documents Round Table (GODORT) of the American Library Association (ALA).

Section 2. Relationship to the American Library Association

The Government Documents Round Table is a unit of the American Library Association. The constitution and bylaws of that organization, to the extent they are applicable, take precedence over the bylaws of this Round Table.

Article II. PURPOSE

The purposes of the Government Documents Round Table are: (a) to provide a forum for the discussion of problems and concerns and for the exchange of ideas by librarians working with government documents; (b) to provide a nexus for initiating and supporting programs to increase the availability, use and bibliographic control of documents; (c) to increase communication between documents librarians and the larger community of information professionals; (d) to contribute to the education and training of documents librarians.

Article III

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 the *PPM*. The Chair of the Publications Committee is a member of the Steering Committee and the Executive Committee.

Section 7.

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 the Executive Committee. The Councilor serves as an ex-officio member of the Legislation Committee.

The Councilor reports to the 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.

Section 8.

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

a. An Archivist shall be appointed by the GODORT Chair and serve until either party terminates Archivist the term of office.

b.

Article V. MEETINGS AND QUORUM

Meetings may be conducted in person, virtually, or a combination thereof.

Section 1.

All GODORT meetings will be open to anyone who wants to attend, unless otherwise indicated, 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 will meet at ALA Midwinter Meetings and Annual Conferences.
- c. Task Forces will meet at ALA Annual Conferences and as necessary.
- d. The Nominating Committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the ballot.
- e. Other committees will meet as necessary.

Section 3.

The membership shall be given notice prior to all meetings.

Section 4.

A quorum is constituted as follows:

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

Section 5.

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 of order the Round Table may adopt, or with the Constitution and Bylaws of the American Library Association.

Article VI. STEERING COMMITTEE

This committee is composed of the officers of the Round Table as defined in Article IV, task force coordinators, and the Chairs of standing committees.

Section 1.

The Steering Committee shall perform the following duties:

- a. General supervision of the affairs of GODORT;
- b. Approve the topic(s) of the program(s) for the Annual Conference;
- c. Approve by majority vote the appointments and designations of Chairs made by the GODORT Chair to standing and special committees;
- d. Approve creation, change, or discontinuation to membership of committees, task forces, discussion groups, and special committees;
- e. Approve official liaison positions of GODORT, as needed and where positions may be filled;
- f. Appoint members to ALA unit positions which accrue to the Chair ex officio;
- g. Solicit volunteers for recommendations to ALA committees;
- h. Report all actions of the Steering Committee at Midwinter Meeting and Annual Conferences.

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.

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.

and conduct budget reviews as requested by the GODORT chair. No action taken by this committee shall conflict with action taken by the Steering Committee. All action taken will be reported to the Steering Committee.

Article VIII. TASK FORCES, COMMITTEES, DISCUSSION GROUPS, AND INTEREST GROUPS

Section 1. Task Forces

a. Task forces are action-oriented groups related to levels of government which are created to perform the ongoing work of the Round Table. Task forces are created, changed, or discontinued by the Steering Committee. Task Forces can be created by the Steering Committee, or by the submission of a proposal with twenty-five supporting signatures of personal members. The Steering Committee, upon the recommendation of the concerned body, may discontinue or change the status of a task force. Officers of task forces shall be Coordinator and Assistant Coordinator and shall be elected as provided in these Bylaws. Membership in a task force is not specified or limited. Any GODORT member may be a member of a task force in which he or she has an interest. All GODORT members attending a task force meeting may vote.

b. A statement of the pu4(GR)-7(ws. Me)4(mber)5(sh)3 12 Tf1 0 0 1 120.74 404shalllll

Section 3. 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 *PPM*.

Section 4. Discussion Groups

A discussion group is an informal group that allows for the discussion of topics of common interest. The Steering Committee must approve a statement of each discussion group's purpose and duration for inclusion in the *PPM*. The discussion group leader is appointed by the GODORT Chair to define discussion topics, coordinate discussion and report back to GODORT membership as appropriate.

Section 5. Interest Groups

An interest group is an informal group welcoming all ALA members for participation in discussions. The Steering Committee must approve a statement of each interest group's purpose and duration for inclusion in the

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 meeting immediately prior to the ALA budget submission deadline.

Section 4.

The Steering Committee shall have control of all monies earned or expended by the Round Table. Officers, committee chairs and task force coordinators may request funds as necessary to implement approved programs of the organization.

Section 5.

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

Article XI. AMENDMENTS

Section 1.

These Bylaws may be amended by a majority vote of the members of the Round Table in attendance and voting at any Annual Conference or Midwinter Meeting, provided that notice of the proposed version has been sent to members or published in *DttP* at least thirty days prior to the meeting. These Bylaws may also be amended by a majority vote of those responding in a referendum to personal members, provided that notice of the proposed revision has been sent to members or published in *DttP* at least thirty days prior to the vote.

Section 2.

Proposals for revision may be sent by any member of the Steering Committee to the Chair of the Bylaws Committee, which will review the proposed revision and report it to the Steering Committee. Upon approval by the Steering Committee, the proposed revision shall be disseminated to the membership as provided for in this article.

Section 3.

Any personal member(s) may propose amendments with twenty-five supporting signatures. In order to obtain the supporting signature a proposed amendment may be published on the GODORT website with an accompanying form which supporters may sign and return to the Bylaws Committee Chair. Upon receipt of a proposal with twenty-five supporting signatures from personal members, the Bylaws Committee will review and report on the language and compatibility of the proposal with other provisions in these Bylaws to the GODORT membership. The proposed amendment will be

republished on the GODORT website, and discussed and voted on as provided in this Article, Section 1.