

## LRL Bylaws

### Article I: General Provisions

#### Section 1: Name

The name of the organization shall be the Legislative Research Librarians (LRL) ~~Staff Section~~ Professional Staff Association of the National Conference of State Legislatures (NCSL). LRL is part of the legislative staff division of NCSL.

#### Section 2: Membership

1. Full Membership is open to state, commonwealth and territorial legislative librarians and other staff providing similar state legislative library services. Full members may vote in LRL elections, hold elective office in the staff ~~section~~ association and participate in all activities of the staff ~~section~~ association.
2. Associate Membership is open to all other interested individuals. Associate members may not vote in LRL elections or hold elective office, but may be appointed to serve on committees or as a regional director at the discretion of the LRL chair or Executive Committee, and participate in all other activities of the staff ~~section~~ association.

#### Section 3: Purpose

The purpose of the LRL Staff ~~Section~~ Professional Association is to provide an effective information exchange network and quality services for legislators, their constituents, and legislative staff. The staff ~~section~~ association's objectives to implement this overall purpose are:

1. Enhance the professionalism and skills of members of the staff ~~section~~ association;
2. Contribute to the accuracy and authenticity of legislative products and other pertinent information provided to state legislatures;
3. Sponsor the annual NCSL LRL Notable Documents Awards; and
4. Promote the involvement of staff ~~section~~ association members in the activities of NCSL.

### Article II: Meetings

The staff ~~section~~ association may sponsor professional development activities to provide continuing education and enhance professionalism. An annual business meeting shall be held to coincide with the NCSL Legislative Summit. Additional meetings may be called at the discretion of the chair.

### Article III: Governance

#### Section 1: Executive Committee

The LRL Executive Committee is composed of the staff ~~section~~ association officers. It shall have the authority to transact the business of the staff ~~section~~ association, including planning and presenting staff ~~section~~ association programs at the NCSL Legislative Summit and other NCSL meetings. Meetings may be conducted at the discretion of the chair.

#### Section 2: Officers

The staff ~~section~~ association officers are the chair, vice chair, secretary, and immediate past chair. Each officer must be a full member of the staff ~~section~~ association.

1. The chair shall serve a one year term and shall preside at meetings of the LRL Executive Committee and staff ~~section~~ association, and shall have general management and control of the affairs of the staff ~~section~~ association subject to the approval of the LRL Executive Committee. The chair will annually appoint the chair of the Notable Documents Awards Committee and may appoint special committees to assist in conducting LRL activities. The chair shall succeed the following year to the office of immediate past chair.
2. The vice chair shall serve a one year term and shall perform such duties as may be assigned by the chair. In the absence of the chair, the vice chair shall preside at LRL Executive Committee and staff ~~section~~ association meetings. The vice chair shall succeed the following year to the office of chair.
3. The chair and vice chair, or their designees, shall represent LRL on the Legislative Staff Coordinating Committee (LSCC) of NCSL and shall participate in the activities and projects of such committees of the LSCC to which they are assigned.
4. The secretary shall serve a one year term and shall record minutes of all staff ~~section~~ association meetings and perform additional duties as may be assigned by the chair. The secretary shall preside at LRL Executive



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Committee and staff ~~section~~ association meetings in the absence of both the chair and vice chair. The secretary shall succeed the following year to the office of vice chair.

5. The immediate past chair shall serve a one year term, and in the absence of the chair, vice chair, and secretary, shall preside at LRL Executive Committee and staff ~~section~~ association meetings.

**Section 3: Regional Directors**

The regional directors of the staff ~~section~~ association shall be appointed by the chair for a term of one year and are eligible for re-appointment. Former officers may be appointed as directors. The duties of the office include:

1. maintain communications with the states assigned to them;
2. submit reports to the NCSL staff liaison on activities within their region for inclusion in the staff ~~section~~ association newsletter;
3. assist in compiling updates for the staff ~~section~~ association directory; and
4. assume responsibilities as assigned by the staff ~~section~~ association chair.

**Section 4: Vacancies**

1. If the office of the chair becomes vacant, the LRL Executive Committee shall appoint a new chair to fulfill the remainder of the term. Wherever possible, consideration should be given to members with prior LRL officer experience.
2. If the office of the vice chair becomes vacant, the LRL Executive Committee shall appoint a member to assume the duties of that office until the next election. Wherever possible, consideration should be given to members with prior LRL officer experience.
3. If the office of the secretary becomes vacant, the LRL Executive Committee shall appoint a new secretary to fulfill the remainder of the term.
4. If a regional director position becomes vacant, the chair shall appoint a replacement to fulfill the remainder of the term.

**Article IV: Elections**

**Section 1: Nominating Committee**

The Nominating Committee is composed of the immediate past chair, who shall serve as chair of the Nominating Committee, the vice chair, and one other voting member appointed by the Nominating Committee chair, with consideration to geographic representation. The Nominating Committee shall solicit nominations from voting members for the office of secretary and secure a candidate. The Nominating Committee shall inform the LRL Executive Committee of their proposed candidate prior to April 30 of each year.

**Section 2: Voting and Elections**

LRL Elections will take place during the month of May in a manner prescribed by the LRL Executive Committee, which may include, but is not limited to, conducting the election by email ballot. The candidate will be approved by a simple majority of eligible members casting a vote. The deadline for voting will be set by the LRL Executive Committee but shall be no later than May 31. The newly elected secretary and list of continuing LRL officers will be announced to the full membership no later than June 5.

**Section 3: Terms of Office**

The current chair shall preside at the LRL business meeting held in conjunction with the NCSL Legislative Summit. The terms of office of the newly elected secretary and other officers will commence at the end of the Legislative Summit held in that year.

**Article V: Publications and Communications**

The staff ~~section~~ association shall publish an annual online membership directory, a periodic newsletter and other publications and reports at the discretion of the LRL Executive Committee or chair.

**Article VI: LRL Revenue Account**

A revenue account for LRL shall be maintained by NCSL and used for professional development purposes of the staff ~~section~~ association. Professional development activities include, but are not limited to, speaker honoraria and travel expenses; brochures, handouts and meeting materials; program-related costs such as audio-visual charges, meeting room rental and ground transportation for site visits; and other expenses approved by the LRL Executive Committee.

**Article VII: Amendments**



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The bylaws may be amended at any staff ~~section~~ association meeting by a majority of eligible members casting a vote. The LRL Executive Committee or chair shall provide notice of proposed amendments to the bylaws to the membership at least 30 days prior to the meeting.

**History:**

Amended August 1986

Amended August 1990, Nashville, Tennessee

Amended July 1994, New Orleans, Louisiana

Amended July 1998, Las Vegas, Nevada

Amended August 2007, Boston, Massachusetts

Amended July 2010, Louisville, Kentucky

Amended August 2013, Atlanta, Georgia

Amended, October 2014, electronically