

Colorado Council of Medical Librarians

Bylaws

Drafted February 9, 2023

ARTICLE I. Name

The name of this association shall be the Colorado Council of Medical Librarians, Incorporated.

ARTICLE II. Mission

The Colorado Council of Medical Librarians (CCML) is an association of individuals involved with information management in the health sciences. Opportunities for professional growth are provided by CCML through networking, education, and organizational participation. By collaborating with other organizations, CCML strives to increase public awareness of, and support for, the profession. CCML monitors developments in health care and information science, and assesses their impact on the profession and its future.

ARTICLE III. Members

Section 1. Membership

1. Members are individuals who currently work, have previously worked, or are interested in work in health sciences libraries or informatics.

Section 2. Rights and Privileges

1. All members are eligible to vote, hold office, and serve on and chair task force.
2. All members may be appointed to task forces by the Board of Directors.
3. All members shall receive access to the Directory of Members, announcements, and minutes of meetings.

Section 3. Dues

1. The amount of dues shall be determined by the Board of Directors, based on the financial needs of the association, and approved by a majority of the members eligible to vote.
2. Annual dues shall be payable on receipt of an invoice, before the beginning of each association year.
3. Applications for membership received during the last six months of the association year pay a portion of the yearly dues.

Section 4. Membership Application and Approval

1. Application for membership is subject to review and refusal by the Board of Directors, guided by Article III, Section 2.
2. Applicants meeting the requirements set forth in Section 1 of this Article of the Bylaws shall be entitled to all rights and privileges of membership, from the time they pay their dues.

Section 5. Association and Fiscal Years

The association year shall be September 1 through August 31. The fiscal year shall be July 1 through June 30.

ARTICLE IV. Membership Meetings

Section 1. Annual Meeting

The annual business meeting shall be held in April each year.

Section 2. Regular Meetings

There shall be a minimum of three (3) events each year organized by the Board of Directors in addition to the annual business meeting.

Section 3. Special Meetings

At any time in the interval between regular meetings, special meetings may be called by the Board of Directors.

Section 4. Quorum

A quorum of twelve (12) voting members shall be required for the transaction of business. The Board will be responsible for determining the presence of a quorum. In the absence of a quorum, all business shall be tabled until a quorum is present; however, reports and announcements may be made for informational purposes.

Section 5. Meeting Technology

Annual, standing, and ad hoc committee meetings may be conducted using technologies including but not limited to video and teleconference platforms as long as the meeting technology allows all participants to hear and speak to one another synchronously. Hybrid in-person/teleconference meetings are permitted.

ARTICLE V. Elected Officers

Section 1. Election and Terms of Office

1. The elected officers of the association shall be a three-member Board of Directors. One new Director shall be nominated and elected each year by electronic ballot as provided in ARTICLE VIII *[or rather its new number, here and elsewhere]* of these Bylaws.
2. The new Director shall assume office at the end of the annual meeting, and shall serve until a successor has been duly chosen and qualified, or until that Director has resigned. The term of office shall be three years.
3. No Director may serve more than two consecutive terms. After serving two consecutive terms, a Director must wait for a period of one year before being nominated again.

Section 2. Filling Vacated Offices

1. In the event that a Director resigns, a special election shall be held by electronic ballot as provided in ARTICLE VIII of these Bylaws. The new Director shall serve until the end of the resigning Director's term.

Section 3. Duties and Responsibilities

1. The Directors shall meet, at a minimum, four times a year. Meetings may be conducted using technologies including but not limited to video and teleconference platforms as long as the meeting technology allows all participants to hear and speak to one another synchronously. Hybrid in-person/teleconference meetings are permitted.
2. The Directors shall assist with the business of the association, and may incur expenses as described in ARTICLE IX of these Bylaws.
3. The Directors shall, as a body:
 - a. Create a three-year strategic plan with membership input
 - b. Create and recruit volunteers for task forces as needed to achieve goals for the year
 - c. Appoint other positions, e.g. Treasurer, Parliamentarian, and Webmaster, as needed
 - d. Identify and document best practices to guide the task forces and appointed positions
4. The Directors shall designate one of their number to perform each of the following duties:
 - a. Preside at all membership meetings of the association
 - b. Handle external and internal correspondence
 - c. Serve as an ex-officio member of each ad hoc committee
 - d. Organize the association's programs
 - e. Maintain the records of the association
 - f. Take minutes at meetings

ARTICLE VIII. Nominations and Elections

Section 1: Membership and Terms of Office of the Nominating Task Force

1. The Board of Directors will call for volunteers to form a Nominating Task Force who will prepare a slate of at least one candidate for the vacant seat.
2. The members of the Nominating Task Force will elect a chair from within the Task Force.
3. Current Directors may not serve on the Nominating Task Force.

Section 3. Elections

1. If no additional candidates are nominated during the business portion of the last meeting of the calendar year, the slate will be submitted to the membership at that time for a voice vote.
2. If additional candidates are nominated, the election will be conducted at the first meeting of the calendar year following the procedures described in Article IX. A write-in vote for a qualified member, with no previous nomination, is legal.
3. New Directors shall be notified of their election by the Board of Directors, before the first membership meeting of the calendar year unless the election takes place at that meeting. Formal announcement of the new Director(s) shall be made to members at the first membership meeting of the calendar year.
4. In the event of a tie, the Board of Directors will break the tie by another vote.

ARTICLE IX. Voting

1. Candidates for elective office and motions for extraordinary expenses (Article X), amendment of Bylaws (Article XI), or other matters deemed appropriate by the Board of Directors must be communicated to the membership at least two (2) weeks prior to the meeting at which they will be voted upon.
2. Vote will be by voice, hand, or paper ballots at that meeting, unless a member requests that the vote be conducted by e-mail or electronic polling, with votes to be returned at least three weeks before the first membership meeting of the calendar year for elections, before the designated membership meeting for other votes.
3. Election ballots shall be counted by the nominating committee, before the first membership meeting of the calendar year, at a time and place designated by the nominating committee chairperson, with results confirmed by the Board of Directors.
4. Other ballots shall be counted by the Board of Directors at the designated membership meeting.

ARTICLE IX. Authority to Incur Expenses

Operating expenses may be incurred by authorization of a majority of the Board of Directors. Extraordinary expenses must be presented and approved by the majority of voting members following the procedures described in Article IX.

ARTICLE XI. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the association in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, and any special rules of order the association may adopt.

ARTICLE XII. Amendment of Bylaws

These Bylaws may be amended at the time of the annual meeting by a two-thirds majority of all members following the procedures described in Article IX. If less than two-thirds of the membership is present at the annual meeting, the vote will be conducted electronically.