

GOVERNMENT DOCUMENTS ROUNDTABLE  
OF THE KANSAS LIBRARY ASSOCIATION  
BY-LAWS

**Article I -- Statement of Purpose and Organization**

A. - The name of this group shall be the Government Documents Roundtable of the Kansas Library Association (KLA). It may be referred to as KLA/GODORT.

B. - The purposes of Kansas GODORT are:

- (a) to provide opportunities for group discussion of problems, concerns and practices of librarians working with government information;
- (b) to exchange ideas about the selection and use of bibliographic tools;
- (c) to consider the availability, format and use of various types of information; and
- (d) to promote the education and training of personnel who work with government information.

In a broader context of our stated purposes, we strive to work:

- (a) to better organize politically in partnership with other stakeholder groups;
- (b) to better define our role in the development of the new age of government information and the vision we have for our libraries in an electronic environment;
- (c) to educate legislators as they develop new information policy standards;
- (d) to develop a more prominent role in the modernization of our libraries;
- (e) to develop a better meld of international, Federal, state, and local concerns within KLA/GODORT;
- (f) to exert more influence within KLA and other professional associations of which we are members;
- (g) to assert our role in the development of collection policy and automation in our home institutions;
- (h) to use the advantage of our diversity as a group to share our differing expertise regarding the evolving information environment; and
- (i) to promote the use of government information.

**Article II -- Administrative Duties**

A. - The office of record for KLA/GODORT shall be the Kansas Library Association.

B. - All funds and financial records of the organization shall be held in trust by the Kansas Library Association

**Article III -- Election, Term and Rules of the Officers**

A. - The officers of the Roundtable shall be a Chairperson, a Vice-Chairperson (who shall be the Chairperson-elect) and a Secretary.

B. - Ballots will be mailed or distributed by electronic means that ensures confidentiality of one (1) vote per KLA/GODORT member to the membership no less than thirty (30) days prior to the Annual Conference.

- 1. - Write-in votes will be accepted provided the nominee has indicated a willingness to serve if elected.
- 2. - A majority of votes cast constitutes election.

C. - The officers shall serve a one-year term commencing the first of July following their election.

D. - The Chairperson shall preside at all meetings and be responsible for fulfilling the purposes of the Roundtable. This person shall serve as an ex-officio member of all Committees (except the Nominating Committee), and represent the Roundtable on the Kansas Library Association Council.

E. - The Vice-Chairperson (Chairperson elect) shall preside in the absence of the Chairperson and assist the Chairperson by the execution of delegated duties.

F. - The Secretary shall be responsible for recording, maintaining and reporting all membership meetings and notifying the membership of special meetings. This person shall obtain and submit a financial statement at each meeting of the Roundtable. Following the summer meeting, the previous secretary shall submit the meeting minutes and bylaw changes from the previous year to the KLA Historian to end the Secretary's responsibilities.

#### **Article IV – Committees**

A. - The Nominating Committee shall have three members including the past-Chairperson as well as two other members selected by the presiding Chairperson. The immediate past-Chairperson shall serve as Coordinator for the Committee. The Committee shall nominate at least one member for each vacancy including the names of any volunteers. All nominees must agree to serve before their names are placed in nomination.

B. - Ad Hoc Committees and/or Task Forces may be created or abolished as needed by the Roundtable Chairperson.

C. - The Chairperson of each Committee and/or Task Force shall be a member of KLA/GODORT.

D. - Each Committee or Task Force may meet or confer at least once a year.

#### **Article V – Meetings**

A. - The Roundtable may have up to four quarterly meetings a year.

B. - The Spring meeting of the Roundtable is the Annual Meeting, and is held during the annual conference of the Kansas Library Association.

C. - Meeting locations of the other three meetings during a year will rotate among the Roundtable membership on a volunteer basis.

D. - The Fall meeting shall be scheduled in the month following the Fall Federal Depository Library Conference and may include training or work on a special project.

E. - The Summer meeting may include a workshop session related to current documents issues.

F. - The Winter meeting will be in January or February and may include training or work on a special project.

G. - Special meetings may be called by the Chairperson or by written request of thirty percent (30%) of the membership.

H. - Due notice of each meeting shall be given to all members.

**Article VI – Quorum**

- A. – Twenty-five (25%) of the personal membership is necessary for a quorum at the Annual Meeting.
- B. – The members present shall constitute a quorum for other meetings.

**Article VII -- Membership Year and Dues**

- A. - Membership shall consist of any personal members of KLA who are interested in the purposes of this Roundtable and pay its annual dues. Such individuals acquire the right to vote and hold office.
- B. - The membership year shall be the same as that for KLA.
- C. - Dues shall be established or revised at the Annual Meeting.

**Article VIII -- Parliamentary Procedure**

- A. - The latest edition of "**Robert's Rules of Order**" shall serve as the basic guide for the conduct of meetings.

**Article IX -- Amendment of By-Laws**

- A. - By-Laws may be amended by majority vote of a quorum of members present at the Annual Meeting (see Article VI. Section A. -- Quorum). Notice of proposed changes must be mailed or distributed by electronic means to the membership at least thirty (30) days prior to the Annual meeting date.
- B. - Amendments proposed at the Annual meeting without prior announcement must receive at least a two-thirds (2/3) majority vote of a quorum for passage (see Article VI. Section A. -- Quorum).

Approved 22 March 1995, Topeka, KS  
Amended 30 March 2005, Overland Park, KS  
Amended 02 April 2009, Wichita, KS  
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