

## **Government Documents Round Table**

The organizational meeting for GODORT was held in Louisville on November 12, 1982 at a joint meeting of SELA GODORT and the Kentucky Library Association GODORT. The SELA Board gave approval for the establishment of an ad hoc Documents Steering Committee during the ALA Midwinter meeting of 1982. The steering committee, consisting of four members, drafted a set of bylaws over the Summer of 1982. The bylaws draft was then read aloud and approved by acclamation at a meeting of the SELA Board and adopted on November 12, 1982. The Steering Committee continued serving until the election of GODORT officers took place at the 1984 SELA convention held in Biloxi.

### Bylaws

Adopted November 12, 1982. Revised October 2, 2012.

#### Article I. Name

The name of the organization shall be the Southeastern Library Association/Government Documents Round Table, hereafter referred to as SELA GODORT.

#### Article II. Objectives

The objectives of SELA GODORT shall be as follows:

1. To provide a forum for discussion of problems, concerns, and for exchange of ideas by librarians working with government documents.
2. To provide a force for initiating and supporting programs to increase availability, use, and bibliographic control of documents.
3. To increase communication between documents librarians and other librarians.
4. To contribute to the extension and improvement of education and training of documents librarians.

#### Article III. Membership

Section 1. Membership shall be open to any member in good standing of the Southeastern Library Association who supports the objectives of the Round Table.

Section 2. Dues shall be in accordance with SELA guidelines.

#### Article IV. Officers and Duties

Section 1. The elected officers of SELA GODORT shall consist of the Chair, Vice-Chair/Chair-Elect, and the Secretary/Treasurer. The term of office shall be for two years and shall coincide with the terms of office for elected officers of SELA. All officers must be members in good standing of SELA GODORT.

#### Section 2. Duties of Officers

a. Chair: The chair shall be the chief executive officer of the Round Table, the chair of the Executive Committee, and the Round Table's representative to the SELA Board. The Chair shall have authority to appoint the Nominating Committee and other special/ad hoc committees as necessary and shall preside over the annual meetings of SELA GODORT and other special meetings or workshops.

b. Vice-Chair/Chair-Elect: The Vice-Chair/Chair-Elect shall serve as Program Chair of the annual meeting, having the authority to appoint any committee(s) to assist in the planning and/or promotion of the annual meeting; shall perform the duties of the Chair in his/her absence; shall serve on the Executive Committee; and shall succeed to the office of Chair in the following biennium.

c. Secretary/Treasurer: The Secretary/Treasurer shall serve as Membership Chair and shall be responsible for the maintenance of all Round Table documents; shall be responsible for the recording of the minutes of the annual, Executive Committee, and other meetings, the handling of all financial accounts of the Round Table, and other duties as required. He/she shall serve on the Executive Committee.

### Section 3. Nominations and Election of Officers

The Chair of the Round Table will appoint a Nominating Committee which will present a slate of nominees who are members in good standing of SELA and SELA GODORT. Other nominations may be made from the floor at the time of the election. The officers shall be elected at the Round Table business meeting held during the SELA conference occurring during even-numbered years. A majority vote of those SELA GODORT members present and voting shall be sufficient to elect.

### Section 4. Vacancies in Office

In the case of a vacancy in the office of Chair, the Chair-Elect shall succeed to the office of Chair for the remainder of the unexpired term. In all other instances, the Executive Committee shall have the power to appoint someone to fill the vacancy until the next regularly scheduled election.

### Section 5. Disposition of Records

All officers shall deliver to their successors all official material not later than one month following the installation of their successors. All official material not needed to conduct the current business of the Round Table shall be delivered to the Secretary/Treasurer and maintained by this officer in good order.

## Article V. Executive Committee

Section 1. The Executive Committee shall consist of the elected officers, the Immediate Past Chair and committee chairs.

Section 2. The duties of the Executive Committee shall be the general supervision of the affairs of the Round Table in the intervals between the biennial conferences.

Section 3. The Executive Committee shall meet at least once during the biennium at a SELA conference.

## Article VI. Meetings/Quorum

SELA GODORT shall have an annual program and business meeting in conjunction with the annual conference of SELA. Those members present shall constitute a quorum at the business meeting. The Executive Committee shall have the power to call special meetings of the Round Table. The Chair of SELA GODORT shall have the power to call special meeting of the Executive Committee as frequently as needed to transact the business of the Round Table. Meetings and other round table business may be transacted via e-mail or other forms of telecommunication. Other meetings and/or workshops shall be organized with the consent of the Executive Committee.

## Article VII. Committees

Section 1. Standing committee members shall serve for two years. Members in good standing of SELA GODORT may serve as committee members.

Section 2. The standing committees shall be:

- a. Membership Committee: Chaired by the Secretary/Treasurer, this committee will help in locating potential members and shall keep the Round Table's mailing list current.
- b. Program Committee: Chaired by the Vice-Chair/Chair-Elect, this committee will be responsible for the SELA GODORT program at the biennial conference and will assist in the planning, preparation and publicity for all other meetings and/or workshops the Round Table may sponsor.

## Article VIII. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern all meetings of the Round Table and its committees in all cases where applicable and not in conflict with the Bylaws of this organization.

## Article IX. Amendments

Section 1. This document may be amended at the annual business meeting provided that the amendment is submitted to the Executive Committee at least eight weeks prior to the annual conference, is publicized for consideration of the membership prior to the annual conference and that two-thirds of the votes shall constitute the majority vote necessary for passage.

Section 2. All amendments shall be recorded in the minutes of the meeting, and the documents shall be duly revised, showing the date of revision.