2016 LRL Business Meeting
Thursday, Aug. 11, 2016
6:00-7:15 pm
Chicago, Illinois

Agenda

1. Welcome and Call to Order
   Presiding: Jennifer Bernier, 2015-2016 LRL Chair
   Co-Head Librarian, Connecticut Legislative Library

2. Chair’s Remarks

3. Election Results: Introduction and Recognition of Executive Committee for 2016-2017
   - LRL Chair: Catherine Wusterhausen, Texas
   - LRL Vice-Chair: Julia Covington, North Carolina
   - LRL Secretary: Betsy Haugen, Head of Reference Services
   - Immediate Past Chair: Jennifer Bernier, Connecticut

4. Presentation of 2016 LRL Staff Achievement Award
   - Sonia Gavin, Legislative Information Resources Manager, Montana Legislative Services Division

5. Announcements and Other Business
   - Need 2 new Regional Directors
     - Central Northern
     - East Coast

6. Adjournment
LRL Bylaws

Article I: General Provisions

Section 1: Name
The name of the organization shall be the Legislative Research Librarians (LRL) Staff Section 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 and participate in all activities of the staff section.
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.

Section 3: Purpose
The purpose of the LRL Staff Section is to provide an effective information exchange network and quality services for legislators, their constituents, and legislative staff. The staff section’s objectives to implement this overall purpose are:
1. Enhance the professionalism and skills of members of the staff section;
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 members in the activities of NCSL.

Article II: Meetings
The staff section 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 officers. It shall have the authority to transact the business of the staff section, including planning and presenting staff section 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 officers are the chair, vice chair, secretary, and immediate past chair. Each officer must be a full member of the staff section.
1. The chair shall serve a one year term and shall preside at meetings of the LRL Executive Committee and staff section, and shall have general management and control of the affairs of the staff section 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 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 meetings and perform additional duties as may be assigned by the chair. The secretary shall preside at LRL Executive Committee and staff section 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 meetings.

Section 3: Regional Directors
The regional directors of the staff section 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 newsletter;
3. assist in compiling updates for the staff section directory; and
4. assume responsibilities as assigned by the staff section 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 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. 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
The bylaws may be amended at any staff section 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
Legislative Research Librarians

2016 Legislative Staff Achievement Award

LRL is pleased to present the 2016 Legislative Staff Achievement Award to Sonia Gavin for her service to the Montana Legislature, LRL staff section and NCSL. As a Legislative Information Resources Manager, Sonia provides services to Montana legislators and staff by answering reference and research questions, obtaining and circulating materials such as research reports, state and federal legislation, and providing interlibrary loan services. Her outreach to legislators and legislative staff has included both hosting tours of the center and providing coffee events; both of which ensure the Legislative Reference Center remains relevant to the business of the legislature. During session, Sonia is often found in the Session Information Office. She spends part of the day out of the library and answering questions for the public and accepting phone messages for legislators. Through Sonia’s role on the Montana staff team that puts together legislator Orientation and Training, she ensures legislators know about not only her library’s services but also those of NCSL.

Sonia’s involvement on NCSL has taken many forms. As part of the formal NCSL Ambassador program, Sonia introduced many new legislators and staff to the products and information NCSL provides. She has been actively involved in both NCSL and the LRL for several years attending Summit and Professional Development Seminars, participating in several committees, and as an LRL officer; currently she is serving as the LRL Immediate Past Chair. Additionally, Sonia is currently in her first of two years on the NCSL Executive Committee. She has made great efforts to ensure the LRL staff section voice is heard throughout NCSL. The LRL Staff Section is pleased to present this award to Sonia and honored to have her as a member of our staff section.

Sonia Gavin
Legislative Information Resources Manager
California Research Bureau
California State Library