

Libraries Professional Assembly Bylaws
College of William and Mary

- Article I - Name
- Article II - Purpose
- Article III - Membership
- Article IV - Meetings
- Article V - Officers, Duties and Terms of Office
- Article VI - Voting
- Article VII - Committees
- Article VIII - Parliamentary Authority

Article I: Name

The name of the organization shall be William & Mary Libraries Professional Assembly (LPA).

Article II: Purpose

The purpose of the Assembly shall be to promote the interests and participation of its members in the affairs of the libraries, the university, and the profession at large.

Article III: Membership

The membership of the Assembly shall consist of all persons appointed to professional positions in the libraries at William & Mary including Richard Bland College.

Article IV: Meetings

Section 1: Scheduled Meetings

The Assembly shall meet at least twice a year, with one meeting held preferably each May and one in the fall. Additional meetings may be called at the discretion of the Executive Committee.

Section 2: Agenda Items

Any member of the Assembly may submit items to be placed on the agenda for the May and fall meetings, as well as additional meetings called by the Executive Committee. Items must be submitted to the Secretary no later than one week prior to the next meeting.

Section 3: Quorum

Quorum for voting is forty percent of the Assembly membership. If quorum is not met, voting shall be done electronically following the procedures in the LPA Handbook.

Article V: Officers, Duties, and Terms of Office

Section 1: Executive Committee:

The Executive Committee shall be made up of the two co-chairs, a secretary, and two members-at-large. At least one member of the Executive Committee shall be from a library other than Swem Library.

Section 2: Duties of Officers

These officers shall perform the duties as specified in the current LPA's Handbook. Additionally, the Executive Committee shall approve revisions to the Handbook and Rules of Order (see Article VIII).

Section 3: Terms of Office

The two Co-Chairs will serve staggered two-year terms. The secretary shall serve a two-year term and be elected every other year. The two Members-at-Large shall serve staggered two-year terms

VI: Voting

Section 1: Voting Procedures

Voting shall be done by voice or show of hands unless a member requests a secret ballot before the meeting commences. Additionally, any member not able to attend a meeting may submit their vote(s) by email to the Executive Committee no later than 1 day prior to the meeting.

Section 2: Required Votes

The following number of votes are required for measures to pass:

- a) General Business: majority of those voting
- b) Elections: quorum plus majority of those voting
- c) Amendment of Bylaws: quorum plus two-thirds vote of those voting

Section 3: Elections

Elections shall be held at the May meeting if quorum is present. If quorum is not met, the Secretary shall coordinate an electronic election as detailed in the LPA Handbook.

Section 4: Amendment of Bylaws

These Bylaws may be amended at a regular meeting of the Assembly if quorum is met. Any member may propose amendments. Amendments must be submitted in writing to each member of the Assembly at least one month prior to the meeting. If quorum is not met, the Secretary shall coordinate an electronic vote as detailed in the LPA Handbook.

Article VII: Committees

There shall be two types of committees: standing committees and ad hoc committees. Committees will be approved by the Executive Committee and may be dissolved at any time. Committee leadership, membership and purpose are defined in the LPA Handbook.

Article VIII: Governing Procedures

The LPA Rules of Order shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Members of the Assembly may propose changes to the rules of order. Suggestions should be submitted to the Executive Committee who shall review, approve, and share the revised rules with the membership.

Approvals and Revisions

- Original Bylaws approved May 16, 2006
- November 6, 2006 revision approved by the LPA

- May 17, 2007 revision approved by the LPA
- May 30, 2017 revision approved by the LPA
- October 30, 2018 revision approved by the LPA

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