

Bylaws

Updated January 2005

[ARTICLE I Name and
Affiliation](#)

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Any member of ALA may elect to become a personal member of the Round Table upon payment of Round Table annual dues. Only Round Table members who are personal members of ALA receive the right to vote and hold office.

Section 2.

Any organization concerned with issues relating to government information shall be welcome to associate with the Round Table as an affiliate member upon submission of a statement of membership and purpose. Affiliate membership shall entitle the group to receive publications of the Round Table and to participate by reporting on activities for dissemination to all the membership; it shall not entitle members of the group who are not personal members of ALA and members of the Round Table to vote or hold office in the Round Table. The functions and responsibilities of affiliates shall be defined in the *GODORT Policies and Procedures Manual*.

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Article IV OFFICERS

Section 1.

Officers of the Round Table are elected and shall be Chair, Assistant Chair/Chair-

The following special officers shall serve the Chair and the Steering Committee:

a. **Archivist.** An Archivist shall be appointed by the GODORT Chair and serve until either party terminates the term of office. The Archivist receives all materials being submitted to the GODORT archives, reviews the materials to ensure that they conform to the retention period and list of appropriate materials as described in the *GODORT Policies and Procedures Manual*, and requests additional materials as necessary, and transfers materials to the GODORT archives as appropriate.

b. **Parliamentarian.** A parliamentarian shall be appointed by the GODORT Chair to serve until either party terminates the service. The parliamentarian shall give advice to the Chair on matters of parliamentary procedure. The Chair may consult with the parliamentarian prior to meetings to anticipate problems and determine proper procedure. During meetings the parliamentarian shall give advice when called upon by the Chair. The Chair retains the right to make a final ruling and may accept or reject the advice of the parliamentarian.

c. **GODORT Website Administrator.** The GODORT Website Administrator is responsible for developing and maintaining the GODORT web site, under the direction of the GODORT Publications Committee and the GODORT Steering Committee. The Website Administrator is a member of the Publications Committee and the Schedule Committee.

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Article V DUTIES OF THE OFFICERS

Section 4.

A quorum is constituted as follows:

- a. Twenty-five members shall constitute a quorum at any GODORT membership meeting.
- b. Fifteen members constitute a quorum at task force meetings.
- c. For committees and other bodies with designated specified membership, the presence of a majority of the members constitutes a quorum.
- d. For work groups and other bodies with unspecified membership a quorum is the number of people attending the meeting.

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Article VII STEERING COMMITTEE

This committee is composed of the elected officers of the Round Table as defined in [Article IV](#), task force coordinators, the Chairs of standing committees, and the Immediate Past Chair of the Round Table.

Section 1.

The Steering Committee shall perform the following duties:

- a. Approve subject of the program(s) for the annual conference;
- b. Submit projects or endorse projects submitted by Task Forces or committees of the Round Table;
- c. Approve by majority vote appointments and designations of Chairs made by the GODORT Chair to standing and special committees as specified in [Article X](#), [Section 2](#) and [Article XI](#);
- d. Appoint members to ALA unit positions which accrue to the Chair ex officio;
- e. Solicit volunteers for recommendations to ALA committees;
- f. Report all action of the Steering Committee at the annual and Midwinter Meetings.

Section 2.

Vacancies on the Steering Committee and vacancies in other task force offices and committees caused by an incumbent's resignation, disability, etc. shall be filled for the remainder of the unexpired term by appointment by the Chair with concurrence of a majority of the Steering Committee either by mail vote or at the Midwinter Meeting.

Committee. Work groups and committees of a task force are also required to prepare a statement of membership, purpose, goals, structure and duration of operation which shall be approved by the task force and forwarded to the Steering Committee for approval and inclusion in the *GODORT Policies and Procedures Manual*.

Section 3.

The following level of government task forces are established:

Federal Documents Task Force

State and Local Documents Task Force

International Documents Task Force.

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Article X STANDING COMMITTEES

Section 1.

Standing committee shall be created to perform ongoing work of the Round Table. Standing committees can be created only by amending these Bylaws as provided in [Article XV](#). A statement of the functions and membership of the standing committee shall be written into these Bylaws at the committee's creation. Committees can appoint subunits for specific tasks. No member of a standing committee shall be eligible to serve more than two consecutive terms on the same committee. Policies and procedures of standing committees shall be

Committee, as needed to complete the work of the committee. The Committee shall be concerned with the structure and organization of GODORT.

1. The Committee will revise these Bylaws as necessary or upon the request of membership. Such revisions shall be submitted to the membership according to procedures outlined in these Bylaws, [Article XV](#).
2. The committee will compile and update the *Policy and Procedures Manual* (PPM) and review the manual for editorial consistency.
3. The Committee will conduct a periodic organizational review of GODORT and its units.

c. **Legislation Committee.** This committee is composed of nine members appointed to staggered two-year terms, and the GODORT Councilor (ex-officio). Four members shall be appointed by the GODORT Chair with the approval of the Steering Committee, two members to be appointed each year. Three members, two in even years and one in odd years, shall be appointed by the coordinator of the Federal Documents Task Force and one each by the coordinators of the State and Local Documents (even years) and International Documents (odd years) Task Forces. The Chair of this committee shall be appointed by the GODORT Chair with the approval of the Steering Committee.

(1) The Legislation Committee shall identify issues requiring action; prepare or advise on resolutions for the membership, Steering Committee, task forces and committees; assist the ALA Washington Office on issues affecting federal government legislation; and assist and coordinate legislative action with other ALA bodies.

(2) The Legislation Committee shall maintain the National Action Alert Network to elicit responses on issues requiring immediate attention between meetings.

d. **Membership Committee.** This committee is composed of four members appointed by the GODORT Chair to staggered two-year terms, and the immediate Past GODORT Chair. Two members shall be appointed in even years and two in odd years. The Chair of this committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

The Membership Committee shall actively promote membership in ALA and the Round Table and shall promote the participation of Round Table members in ALA and Round Table activities. The Committee shall also maintain communication with state and local affiliates, assisting and/or advising with projects, interests and activities groups. The Chair of the Committee shall designate one member of the committee as coordinator of these activities.

e. **Nominating Committee.** This committee is composed of four members elected to staggered two-year terms with the Chair appointed from among the committee

members by the GODORT Chair with the approval of the Steering Committee. The Assistant Chair/Chair-Elect of GODORT shall serve as ex-officio member. This committee shall use information contained in the *GODORT Policies and Procedures Manual* and information furnished by the Steering Committee to determine the offices for which vacancies exist, and the requirements for these offices.

This committee shall coordinate the nominating process, nominate and recruit candidates and prepare for the election to be held by mail ballot. The committee shall maintain a full record of the election results in order to have a record of eligibility for vacancies.

f. **Publications Committee.** This committee is composed of nine members, including a Chair, a Vice-Chair/Chair-Elect elected annually, the GODORT Treasurer, the Editor of *Documents to the People (DttP)* (non-voting), the GODORT Website Administrator (non-voting), the Chair of the Notable Documents Panel, and one representative from each of the Task Forces appointed to staggered two-year terms. The Publications Committee shall have the responsibility of:

- (1) Coordinat the dissemination of information by issuing *DttP* and/or other GODORT publications or through correspondence to member affiliates;
- (2) Approving any publications produced under the auspices of ALA/GODORT;
- (3) Compiling information with the assistance of the Editorial Review Board on publication options and procedures, review all publications projects and mak recommendations on publishing to the GODORT Steering Committee;
- (4) Maintain a Notable Documents Panel responsible for the compilation and publication of an annual list of significant government documents;
- (5) Directing the

each appoint one member during even years and the State and Local Documents Task Force Coordinator shall appoint one member during odd years. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee. Representatives from other groups may be invited by the committee to serve on the committee ex- officio.

The Cataloging Committee shall identify needs and projects to resolve these needs and issues. It shall act as a liaison with similar groups in the American Library Association and with government agencies, other library associations and bibliographic networks.

h. Education Committee. This committee is composed of 12 members appointed to staggered two-year terms. Nine members shall be appointed by the GODORT Chair with approval of the Steering Committee, four members to be appointed during even years and five members to be appointed during odd years. Three members shall be appointed by the Task Force Coordinators with the approval of the Steering Committee. The Federal Documents Task Force Coordinator and the International Documents Task Force Coordinator shall each appoint one member during even years and the State and Local Documents Task Force Coordinator shall appoint one member during odd years. The Chair is appointed from among the committee members by the GODORT Chair with approval of the Steering Committee.

The Education Committee shall identify needs and issues concerning the education of users of government documents and propose projects to resolve these needs and issues.

i. Rare & Endangered Government Publications Committee. This committee is composed of nine GODORT members appointed to staggered two year terms. One member per term shall be appointed by each Coordinator of the Federal Documents Task Force, the State and Local Documents Task Force, and the International Documents Task Force with the approval of the GODORT Steering Committee. Six members-at-large shall be appointed in staggered terms by the GODORT Chair. The Committee Chair shall be appointed by the GODORT Chair from among the committee members, with the approval of the Steering Committee.

The committee shall identify rare and endangered government publications; evaluate materials for preservation and conservation; and plan programs or workshops on the preservation of these materials. Two liaisons from each of the following organizations shall be invited to participate as voting members: Map and Geography Round Table (MAGERT), Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), Library Information Technology Association (LITA), and Preservation, Archives and Restoration Section (PARS) of the Association of Library Collection and Technical Services (ALCTS).

j. Program Committee. This committee is composed of five members. The GODORT Assistant Chair/Chair-Elect shall serve as the committee Chair, but will have only one vote on the Steering Committee. The other four members are appointed to staggered two-year terms. One member shall be appointed by the GODORT Chair with the approval of the Steering Committee in odd years. One member shall be appointed by each Task Force Coordinator. The Federal Documents Task Force member shall be appointed in odd years and the members of the International and State and Local Documents Task Forces in even years.

The Program Committee shall (a) propose the annual program(s); (b) plan the annual program(s); and (c) implement the program plans.

k. Government Information Technology Committee. This committee is composed of 12 members appointed to staggered two- year terms. Nine members shall be appointed by the GODORT Chair with the approval of the Steering Committee, four members to be appointed during even years and five members during odd years. Three members shall be appointed by the Task Force Coordinators with the approval of the Steering Committee. The Federal Documents Task Force Coordinator and the International Documents Task Force Coordinator shall each appoint one member to the committee during even years and the State and Local Documents Task Force Coordinator shall appoint one member during odd years. The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

The Government Information Technology Committee shall serve as a forum for information relating to automated access and distribution of government information. Its role will include (a) conducting surveys, (b) providing for the exchange of information, and (c) developing strategies for using automated technology.

l. Development Committee. This Committee is composed of the GODORT Treasurer and four members appointed by the Chair of GODORT to staggered two-year terms. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee from among the appointed members. The Committee chair shall appoint ad hoc, non-voting members with the approval of the Steering Committee, as needed to complete the committee task.

The Development Committee, working with other entities within GODORT, oversees creation and implementation of the Development Plan, with functions to include:

1. Identifying and soliciting funds from external sources of support;

2. Developing a list of potential individual and corporate donors, and private foundations;
3. Researching and developing various fundraising projects for the purpose of support to the scholarship endowment and subsidizing group events, speakers and programs;
4. Planning and implementing fund raisers for GODORT activities;
5. Aiding the Chair with solicitations and contacts as needed;
6. Coordinating with the ALA Development Office, as necessary.

m. **Schedule Committee.** This committee is composed

Article XII POLICIES AND PROCEDURES

Operating policies and procedures of GODORT and its subunits are contained in the *GODORT Policies and Procedures Manual*. The PPM will be maintained by the Bylaws and Organization Committee in consultation with other GODORT units, and is published on the GODORT web site.

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Article XIII FINANCES

Section 1.

Funds to support Round Table activities will come from the dues of the general

