



## CALGARY LAW LIBRARY GROUP OPERATING GUIDELINES

### I. CORPORATE NAME AND HEAD OFFICE

1. **Name.** The name of the Association shall be the Calgary Law Library Group (C.L.L.G.).
2. **Head Office.** The head office and domicile of the C.L.L.G. shall be located at the City of Calgary, Alberta, at the place therein where the business of the C.L.L.G., may from time to time be carried on.
3. **Mailing Address.** The mailing address of the C.L.L.G. shall be:

Calgary Law Library Group  
c/o Alberta Law Society Libraries, Calgary  
Calgary Courts Centre  
Suite 501-N  
601 - 5 Street SW  
Calgary, AB T2P 5P7

### II. MANDATE

The mandate of the C.L.L.G. includes the following:

1. to encourage professional development,
2. to promote the activities and services of law librarians and legal information professionals,
3. to provide a forum for meetings of the membership,
4. to promote cooperation among librarians interested in law and legal information professionals,
5. to cooperate with other organizations which tend to promote the mandate of the C.L.L.G. or the interests of its members,
6. to provide information and continuing education concerning matters of interest to the members,
7. to represent the interests of the members.

### III. MEMBERSHIP

1. The membership of the C.L.L.G. may consist of any person in Alberta and all other geographical locations who is employed in or is providing a service to any library disseminating legal information. The membership may include any individual interested in but not employed in or providing a service to any library disseminating legal information.

(amended September 1992, September 2008)

2. (a) All members, with the exception of honorary life-time members, shall pay annual dues. Student members shall be exempt from paying dues while they are in school. The annual dues shall be established by an affirmative vote of two-third of those present and qualified to vote at the Annual June meeting of the C.L.L.G.

(amended June 1996, September 2008)

(b) The members may approve supplemental dues at any time during the fiscal year.

(c) In the C.L.L.G. guidelines all references to “members” shall include:

(i) Active Members – All members who paid dues for the current fiscal year subject to III. 3.

(ii) Honorary Lifetime Members - Active members who have significantly contributed to the Association over a number of years who are nominated and voted as a Lifetime Member by the membership.

(iii) Student Members – Students who are currently enrolled in a Masters of Library and Information Science or a Library Technician program.

(added September 2008)

3. Members who have not paid their annual dues by December 30, shall be suspended from membership. Suspended members may be reinstated at any time upon payment of the full current year’s dues.

(amended June 1996)

4. Any member may withdraw from the C.L.L.G. by sending a written resignation to the Directory and Membership Co-ordinator.

(amended September 2008)

#### **IV. RIGHTS AND PRIVILEGES**

All members shall have the right to hold office, to vote, to serve on committees, to participate in the C.L.L.G. Listserv, to have access to the Members Only section of the C.L.L.G. website and to receive any correspondence or communication issued by the C.L.L.G.

(amended September 2008)

## V. EXECUTIVE AND ELECTED OFFICERS

**1. Introduction.** The Elected Officers of C.L.L.G. shall be a Chairperson, Secretary, Treasurer and a Directory and Membership Co-ordinator. The Executive shall consist of the Elected Officers and the immediate Past-Chairperson. Members of the Executive shall perform duties as set out below and such duties as assigned by the Chairperson or the Executive. They shall hold office as provided by Article VI or until their successors are elected or appointed.

(amended September 2008)

**2. The Chairperson.** The Chairperson shall be the chief executive officer of the C.L.L.G. , shall preside at all business meetings of the C.L.L.G. and of the executive, shall manage the business of the C.L.L.G., shall see that all orders and resolutions of the Executive and of the C.L.L.G. are carried into effect and with the Secretary, shall sign all Guidelines and other documents requiring the signatures of officers of the C.L.L.G. The Chairperson shall oversee the arrangement of all business meetings and special meetings, with the assistance of the Executive or of other members of the C.L.L.G. The Chairperson shall also oversee the making of all financial arrangements, in cooperation with the Treasurer regarding workshops and special programs.

(amended September 2008)

**3. The Secretary.** The Secretary shall attend all meetings of the Executive and all business meetings of C.L.L.G. and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall conduct the general correspondence of the C.L.L.G. The Secretary will be responsible for liaison with the Canadian Association of Law Librarians, through regular contributions to the Regional Report Section of Canadian Law Library Review. The Secretary shall, in the absence or disability of the Chairperson, perform the duties or exercise the powers of the Chairperson. In the absence or disability of the Secretary, the Executive shall appoint one of its members to perform the duties of the Secretary.

(amended September 2008)

**4. Treasurer.** The Treasurer shall have custody of the funds of the C.L.L.G., shall keep full and accurate accounts of receipts and disbursement in books belonging to the C.L.L.G. and shall deposit all monies in the name and to the credit of the C.L.L.G. in such depositories as may from time to time be designated by the Executive. The Treasurer shall disburse the funds of the C.L.L.G. as approved by the Executive, taking proper receipts for such disbursements, and shall render an account of all C.L.L.G. transactions whenever the Chairperson or Executive requires an account. The Treasurer shall present a financial statement to the Annual Meeting in June. The Treasurer shall receive all cheques for membership in the C.L.L.G. , and issue receipts.

(amended September 2008)

**5. Directory and Membership Co-ordinator.** ("The Co-ordinator"). The Co-ordinator shall be responsible for maintaining an accurate list of members, their place of employment, addresses, and telephone numbers. The Co-ordinator shall be responsible for incorporating this list into a directory, and to periodically distribute an up to date directory to all current, paid members of the C.L.L.G. The co-ordinator is also responsible for distributing to all members any

correspondence, upon receipt and generated by, the Executive or any member of the C.L.L.G. as approved by the Executive.

(amended September 2008)

**6. Past Chairperson.** The Past-Chairperson shall provide for the continuity of programs and issues in the transition from one Executive to another. The Past-Chairperson will act in the capacity of advisor to the elected Officers of the Executive and shall assist the Chairperson in soliciting nominations for the upcoming Executive.

7. The Executive shall carry out the Mandate of the C.L.L.G.

8. In the event of the resignation or disability of any member of the Executive other than the Chairperson, the Executive may appoint a member to complete the term of office.

9. Meeting of the Executive may be held at any given time and place to be determined by the members of the Executive or at the call of the Chairperson.

10. Three voting members of the Executive shall constitute a quorum for the transaction of business.

11. At all meetings of the Executive every question shall be determined by a majority of votes. In the event of a tie, the Chairperson's vote shall be the deciding vote.

12. The Executive shall have the power to authorize expenditures on behalf of the C.L.L.G. for the purpose of furthering the mandate of the C.L.L.G.

## **VI. NOMINATIONS, ELECTIONS AND VOTING**

**1. Term.** Elected officers of the Executive shall be chosen by the members annually at the Annual June Meeting, and shall take office July 1.

(amended June 1996, September 2008)

**2. Nominations.** Not later than one month before the Annual June meeting, the Executive shall solicit nominations by the membership for each Elected Office. Nominations shall be from C.L.L.G. members and shall be submitted in writing, or submitted orally at the Annual June Meeting.

(amended June 1996, September 2008)

**3. Acclamation.** In the event of a single nomination for any executive position, the C.L.L.G. Chairperson shall confirm with the nominee that they will accept the position. Notification of any position filled by acclamation shall be provided to all C.L.L.G. members.

**4. Elections and Voting.** In the event that there is more than one nomination for an Executive position, election shall be by secret ballot at the Annual June Meeting. Each position shall be voted on separately using the following method. A blank ballot shall be distributed to all active

members in attendance at the Annual June meeting and each member shall write the name of one nominee, fold the paper in half and place it in the collection device provided. Once all ballots have been collected the Chairperson and Past-Chairperson shall count the ballots. In the event of a tie for any office, the Chairperson of the Executive shall cast an additional and deciding vote. The Chairperson will announce the results of the vote. After the announcement of the outcome of the election, the Chairperson shall make a motion for the destruction of the ballots.

(amended June 1996, September 2008)

**5. Re-election.** No member shall serve more than two consecutive terms in one elected office.

(amended February 1992)

## **VII. MEETINGS OF THE C.L.L.G.**

1. Unless otherwise ordered by the C.L.L.G. or by the Executive, meetings shall be held in the months between September and June inclusive at such time and place as the Executive shall determine.
2. Due notice of all meeting shall be given to all members.
3. Members present at a meeting shall constitute a quorum.
4. At all meetings of members of the C.L.L.G. every question shall be determined by a majority of the votes cast unless otherwise specifically provided by the guidelines. In the event of a tie, the Chairperson's vote shall be the deciding vote.
5. The Annual September meeting of the C.L.L.G. shall be considered the Planning Meeting of the C.L.L.G.

## **VIII. COMMITTEES**

1. There may be established and discharged such committees, standing or special, as the C.L.L.G. or Executive from time to time deems necessary to carry out the work of the C.L.L.G. The Chairperson shall appoint all committee members.
2. Committees must be chaired and served on by members.
3. Committees may consist of, but are not limited to: Travel Committee (see Travel Committee Guidelines attached as Schedule 1), Social Events/Program Committee, Verbatim Editorial Committee, Guidelines Committee.

(amended June 1996, September 2008)

### **VIII A. WEBSITE**

As long as C.L.L.G. finds it beneficial to have a website, a webmaster shall be appointed by the Executive. The webmaster will maintain the website. It will be the duty of executive and chairs

of any existing committees to provide the webmaster with the information required to keep the website up to date.

(added September 2008)

## **IX. FISCAL YEAR ACCOUNTS**

1. Fiscal year. The fiscal year of the C.L.L.G. shall begin on the first day of July in each year.

(amended June 1996)

2. Accounts. The books of accounts shall be kept by the Treasurer and shall be open to inspection by all members.

## **X. RULES OF ORDER**

The rules contained in Robert Rules of Order Newly Revised shall govern all deliberations of the C.L.L.G., unless they are in conflict with the guidelines of the C.L.L.G.

## **XI. GUIDELINES**

1. The adoption, repeal or amendment of any article of the guidelines may be proposed by two members.

2. Notice of the proposed adoption, repeal or amendment of any article of the guidelines shall be fixed with the Secretary and distributed to the membership with the notice of the next meeting. The proposal shall become effective only after it has been sanctioned by a two-thirds affirmative vote of those members present and voting at the meeting.

December, 1989

(Amended:February, 1992; September, 1992, June, 1996, September 2008)