

If you would like the text of Nina Thayer's presentation at the "Work Smarter Not Harder" Workshop (Washington, DC, 25 June '89) please let me know.

Suzanne

from Bylaws of the Los Alamos, New Mexico Branch;

ARTICLE VII. OFFICERS

Section 1. Officers.

- a. COORDINATING COUNCIL (ELECTED OFFICERS). There shall be a Coordinating Council, hereinafter called the Council, of six to nine members elected without designated offices. The Council shall choose from among its members a facilitator (official representative), a membership chair, and a treasurer. The members of the Council shall, in addition, fulfill the functions of presiding officer, program chair, and secretary, which duties may rotate among the Council members.
- b. APPOINTED OFFICERS. There shall be appointed officers for public policy, Educational Foundation, Legal Advocacy Fund, archivist, and such other officers as shall be deemed necessary to carry on the work of the branch. These positions may be held by either members of the Council or other branch members.

Section 2. Duties. Officers shall perform the duties prescribed by these Bylaws and by the current edition of Robert's Rules of Order.

- a. FACILITATOR. The facilitator, or official representative, shall officially represent the Branch in activities of the Association. The facilitator shall be responsible for submitting such reports and forms as required by the Association, the state, and the state of New Mexico. The Coordinating Council shall choose from among its members an alternate to act in the absence or disability of the facilitator.
- b. SECRETARY. The secretary shall keep minutes of the meetings of the membership and of the Council and shall perform such other duties as the facilitator and Council shall direct. The duties of secretary may rotate among the Council members.
- c. TREASURER. The treasurer shall be responsible for collecting annual dues and forwarding them to the Association and to the state at the time specified by the Association. The treasurer shall submit to the Association all qualifying applications, with dues, made to the Branch.
- d. MEMBERSHIP CHAIR. The membership chair shall coordinate membership activities, process new-member applications, and perform such other duties as the facilitator and Council shall direct.
- e. PROGRAM CHAIR. The program chair shall coordinate program development and perform such other duties as the facilitator and Council shall direct. The duties of program chair may rotate among the Council members.

Section 3. Vacancies. A vacancy in office shall be filled for the unexpired term by vote of the Coordinating Council.

Section 4. Terms. All officers shall take office on July 1. All elected officers shall serve for a term of two years or until their successors are elected and assume office. Appointed officers shall serve for a term of one year or until their successors are appointed and assume office.

Section 5. Nominations and Elections.

- a. **NOMINATING COMMITTEE.** A nominating committee of three to five members shall be selected as follows:
 - (1) The nominating chair shall be elected at the annual meeting for a term of two years. A vacancy in this position shall be filled by recommendation of the nominating committee and election by the branch members at a regularly scheduled branch meeting.
 - (2) The remaining members shall be appointed annually by the Council no later than December 1. No more than two of the committee members may be members of the Council.
- b. **DUTIES OF THE NOMINATING COMMITTEE.** The report of the nominating committee shall be presented to members in writing at least two weeks before the election. The report shall include a slate of nominees for the Council and the nominating chair. Nominations may be made from the floor at the time of the election, provided consent of the nominee has been obtained.
- c. **ELECTION.** Election shall be by ballot at the annual meeting except that if there is only one nominee for an office it shall be by voice vote. A majority vote shall constitute an election.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. Board of Directors.

- a. **MEMBERSHIP.** The Coordinating Council shall be the board of directors. All elected officers shall be Association members.
- b. **DUTIES.** The Council shall manage and supervise the business and activities of the Branch subject to the instructions of the annual meeting. It shall publish the annual budget at least two weeks prior to the first regular branch meeting at which meeting the budget will be submitted for approval. It shall accept responsibility for such matters as delegated by the Association and state board. It shall have the power to create special committees and task forces as deemed necessary and to participate in interbranch council, and shall perform such other duties as are specified by these bylaws.
- c. **MEETINGS.** Meetings of the Council shall be held monthly except when deemed unnecessary by the Council, but at least three times a year. Special meetings may be called by the facilitator or upon the written request of two members of the Council. Any branch member, having given due notice to the facilitator, shall have the right to attend Council meetings.

Section 2. Executive Committee. The Council shall assume the duties of the executive committee. In the interim between Council meetings, action may be taken upon approval of a majority of the Council including that of the facilitator. A report of all such actions shall be made at and included in the minutes of the next regular Council meeting.

Section 3. Quorum. The quorum of a meeting shall be a majority of the Council members.

ARTICLE IX. MEETINGS

Section 1. Meetings.

- a. **BRANCH MEETINGS.** There shall be at least seven meetings of branch members each year.
- b. **ANNUAL MEETING.** An annual meeting of the Branch shall be held between April 1 and June 10, the exact time and place determined by the Council. The annual meeting shall elect officers, fix dues, amend bylaws if necessary, receive reports of officers, committees, and task forces, and conduct such other business as may be necessary.
- c. **SPECIAL MEETINGS.** Special meetings may be called by the facilitator, the Council, or the written request of twenty-five (25) members of the Branch. Notice of the date, time, place and the business to be brought before the meeting shall be sent by the Council to the members in writing at least seven (7) days in advance. Only business for which the notice has been given shall be transacted.
- d. **QUORUM.** One fifth of the members of the Branch, or forty members, whichever is less, shall constitute a quorum.