

Bylaws of the UTLA Library Professionals Committee

Adopted August 21, 2024

Article I: Name and Purpose of the Committee

Section 1. Name

The name of this organization shall be the UTLA Library Professionals Committee

Section 2. Purpose

The purpose of this union is to represent, support, and advocate for the interests of teacher librarians, including but not limited to negotiating employment terms, fostering professional development, and enhancing the working conditions of its members.

Article II: Membership of the Committee

Section 1. Eligibility

Membership is open to all dues-paying United Teachers Los Angeles union members who support the purpose of the union.

Section 2. Rights and Responsibilities

Members have the right to vote in elections, attend meetings, and participate in union activities. Members are responsible for adhering to these bylaws and participating in union activities.

Article III: Meetings and Procedures of the Committee

Section 1. Regular Meeting Dates

Regular meetings of the LPC shall be held one hour prior to all UTLA House of Representatives meetings.

Section 2. Notices of Meetings

Notice of meetings shall be provided to all members at least one week in advance by email in the Teacher Librarians Google Group.

Section 3. Applicable Rules

Meetings will follow Robert's Rules of Order.

Section 4. Quorum

A quorum for regular and special meetings shall consist of a fair representation of the LAUSD regions with active members.

Section 5. Minutes

Minutes shall be taken by the Secretary or designated individual if the Secretary is unavailable.

Article IV: Officers

Section 1. Officers of the Committee and Their Duties

The officers of the union shall be:

- **Chair:** Presides over meetings, represents the union in official matters, and ensures the execution of union decisions.
- **Co-Chair:** Assists the Chair and presides over meetings in the Chair's absence.
 - May be vacant
- **Secretary:** Keeps minutes of meetings, maintains records, and handles correspondence.
- **Treasurer:** Manages union funds, maintains financial records, and reports on financial status.
 - May be vacant

Section 2. Election and Term

Officers shall be elected by a majority vote of the present membership during the first meeting of the school year, or where determined by UTLA. Each officer shall serve a term of one year and may be re-elected.

Article V: Committees

Section 1. Standing Sub-Committees

A member may ask to create a sub-committee. Approval by the Chair and a majority vote will result in the creation of a sub-committee. Sub-committees will remain as sub-committees until a majority votes to disband.

Section 2. Steering Committee

The Committee Officers will meet a week prior to each Regular Meeting to establish an agenda.

Article VI: Amendments

Section 1. Proposal

Amendments to these bylaws may be proposed by the Executive Board or by a petition of at least 25% of the active members.

Section 2. Approval

Proposed amendments must be submitted in writing to all members at least two weeks before a meeting where they will be discussed. An amendment shall be adopted by a two-thirds vote of the members present.

Adopted by the Membership on August 21, 2024