



**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 (CLLG).
2. **Head Office.** The head office and domicile of the CLLG shall be located at the City of Calgary, Alberta, at the place therein where the business of the CLLG may, from time to time, be carried on.
3. **Mailing Address.** The mailing address of CLLG shall be:
Calgary Law Library Group
c/o Osler, Hoskin & Harcourt LLP
ATTENTION: LIBRARY
Suite 2500, 450 – 1st Street SW
Calgary, AB T2P 5H1

(amended March 2015)

II. MANDATE

The mandate of the CLLG 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 CLLG or the interests of its members,
6. To provide information and continuing education concerning matters of interest to the members, and
7. To represent the interests of the members.

(amended March 2015)

III. MEMBERSHIP

1. The membership of the CLLG may consist of any person in Alberta and all other geographical locations who is employed in or has an interest in any library disseminating legal information.

(amended September 1992, September 2008, March 2015)

2. (a) All members, with the exception of honorary lifetime 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 a two-thirds affirmative vote of those members present and voting at an Annual General Meeting of the CLLG.

(amended June 1996, September 2008, March 2015)

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

(c) In the CLLG 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 equivalent), or a library technician program.

(added September 2008; amended March 2015)

3. Members who have not paid their annual dues on or before 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, March 2015)

4. Any member may withdraw from the CLLG by sending a written resignation to the Membership and Directory Coordinator.

(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 CLLG Listserv, to have access to the Members Only section of the CLLG website or other sharing opportunities, and to receive any correspondence or communication issued by the CLLG.

(amended September 2008, March 2015)

V. EXECUTIVE AND ELECTED OFFICERS

- 1. Introduction.** The Elected Officers of the CLLG shall be a Chairperson, Secretary, Treasurer, and Membership and Directory Coordinator. 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 the successors are elected or appointed.

(amended September 2008)

- 2. The Chairperson (“The Chair”).** The Chairperson shall be the chief executive officer of the CLLG, shall preside at all business meetings of the CLLG and of the executive, shall manage the business of the CLLG, shall see that all orders and resolutions of the Executive and of the CLLG are carried into effect and, with the Secretary, shall sign all Guidelines and other documents requiring the signatures of the officers of the CLLG. 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 CLLG. 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 the CLLG, and act as clerk thereof and record all votes and minutes of all proceedings to be kept and stored for that purpose. The Secretary shall conduct the general correspondence of the CLLG. The Secretary will be responsible for liaison with the Canadian Association of Law Librarians, through regular contributions to their newsletter and/or journal. 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, March 2015)

- 4. Treasurer.** The Treasurer shall have custody of the funds of the CLLG, shall keep full and accurate account of receipts and disbursements belonging to the CLLG, and shall manage all monies in the name and to the credit of the CLLG, in such depositories as may from time to time be designated by the Executive. The Treasurer shall disburse the funds of the CLLG as approved by the Executive,

taking proper receipts for such disbursements, and shall render an account of all CLLG transactions whenever the Chairperson or Executive requires an account. The Treasurer shall present a financial statement to the Annual General Meeting. The Treasurer shall receive all payments for membership in the CLLG, and issue receipts.

(amended September 2008, March 2015)

- 5. Membership and Directory Coordinator (“The Coordinator”).** The Coordinator shall be responsible for maintaining an accurate list of members, their place of employment, addresses, and telephone numbers. The Coordinator shall be responsible for incorporating this list into a directory, and to periodically distribute an up-to-date directory to all members of the CLLG in good standing as per Section III of the guidelines.

(amended September 2008, March 2015)

- 6. Past Chairperson (“The Past Chair”).** 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. The Past Chairperson shall serve on the Shelagh Mikulak Library Leadership Award Committee.

(amended March 2015)

- 7.** The Executive shall carry out the Mandate of the CLLG.
- 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.** Meetings 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 members of the Executive shall constitute a quorum for the transaction of business.

(amended March 2015)

- 11.** At the 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 CLLG for the purpose of furthering the Mandate of the CLLG.

VI. NOMINATIONS, ELECTIONS AND VOTING

1. **Term.** Elected officers of the Executive shall be chosen by the members annually at the Annual General Meeting and shall take office July 1st. Please refer to Section V to determine who elected officers include.

(amended June 1996, September 2008, March 2015)

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

(amended June 1996, September 2008, March 2015)

3. **Acclamation.** In the event of a single nomination for any Executive position, the CLLG Chairperson shall confirm with the nominee that they will accept the position. Notification of any position filled by acclamation shall be provided to the CLLG 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 General 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 General 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 (or designate) 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, March 2015)

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

(amended February 1992)

VII. MEETINGS OF THE CLLG

1. Unless otherwise ordered by the CLLG 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 meetings shall be given to all members.
3. Members present at a meeting shall constitute a quorum.
4. At all meetings of members of the CLLG, 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 Fall Business Meeting of the CLLG shall be considered the Planning Meeting of the CLLG.

(amended March 2015)

VIII. COMMITTEES

1. There may be established and discharged such Committees, standing or special, as the CLLG or Executive from time to time deems necessary to carry out the work of the CLLG. 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: Education Grant Committee (See Education Grant Committee Guidelines attached as Schedule 1), Shelagh Mikulak Library Leadership Award Committee (see Guidelines attached as Schedule 2), Program Committee, Website Committee, Student Committee and Guidelines Committee.

(amended June 1996, September 2008, March 2015)

VIII A. WEBSITE

As long as CLLG finds it beneficial to have a website, a Website Committee shall be appointed by the Executive. The Website Committee will maintain the website. It will be the duty of the Executive and chairs of any existing Committee to provide the Website Committee with the information required to keep the website up to date.

(amended March 2015)

IX. FISCAL YEAR ACCOUNTS

1. **Fiscal year.** The fiscal year of the CLLG shall begin on the first day of July in each year.

(amended June 1996)

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

(amended March 2015)

X. RULES OF ORDER

The rules contained in Robert Rules of Order Newly Revised shall govern all deliberations of the CLLG, unless they are in conflict with the Guidelines of the CLLG.

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 filed 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, March 2015)