CHILDREN AND YOUNG PEOPLE'S SECTION
Proposed: September 11, 2018

Article I. Name
The name for this Section shall be the Children and Young People's Section (CYP) of the Minnesota Library Association (MLA).

Article II. Purpose and Vision
The purpose of the Children and Young People's Section is to promote and develop library service to children and young people and address and represent the needs and interests of those concerned with quality library service for children and young people. This Section plans opportunities for CYP Section members to network and participate in continuing education events and encourages collaboration between library professionals who serve youth in the state of Minnesota.

Article III: Membership
Members of this Section shall be those members of the Minnesota Library Association who designate the Children and Young People’s Section on their membership application or on their membership profile.

Article IV. Officers
Section 1. The officers of this Section shall be the Chair, the Chair-elect, and the Past Chair, who are members of the Section.
Section 2. Officers of the Section shall be selected according to the provisions of Article VI. Nominations, Elections, Resignations, Removals and Vacancies.
Section 3. The three positions of Chair-elect, Chair and Past Chair form a set of sequential offices, each held for one year. Office holders may not be elected as Chair-elect if they are already serving in one of these offices.
Section 4. Chair-elect
The Chair-elect shall take office at the beginning of the MLA fiscal year following their election. This office is the first in a trio of annual offices.
Section 5. Chair
The Chair is the primary officer of the section and shall take office at the beginning of the second MLA fiscal year following their election as Chair-elect. This office is the second in a trio of annual offices.
Section 6. Past Chair
The Past Chair shall take office at the beginning of the third MLA fiscal year following their election as Chair-elect. This is the third in a trio of annual offices.
Section 7. In the temporary absence of the Chair, the Chair-elect shall assume the prerogatives and obligations of the Chair for a period of such absence.
Section 8. In the event of the permanent loss of the Chair, the Chair-elect shall assume the office of the Chair for the remainder of the fiscal year (January through December) and shall succeed as Chair for the following year.
Section 9. In the event of the absence of the Chair and the Chair-elect for any meetings of the Section, one of the members present shall be elected to preside at that meeting, but without the powers and prerogatives of the Chair.

Article V. Duties of Officers
Chair duties are to represent the subunit to the MLA Board of Directors and to chair the subunit.

Chairs determine and execute a yearlong plan of action for the Subunit, and cooperate with other MLA subunits, MLA committees, and the MLA Office in accomplishing goals and objectives in the plan. The Chair shall serve as coordinator of the annual CYP Unconference, with assistance from the Chair-elect and Past Chair.

Chairs schedule, prepare agendas, and preside at all meetings of the Section. Chairs record and distribute the minutes of all business meetings of the Section. Copies of the minutes and an annual report shall be submitted to the
MLA Board of Directors and MLA Executive Director by December 1. Chairs may appoint committees to carry on Section business and perform other duties such as preparation of budget requests to the MLA Office.

Annual Conference duties: Either the Chair or Chair-elect shall represent the Section at the Conference Committee meeting to select programs for the Annual Conference. Chairs are responsible for a hosting a business meeting and scheduling program content during the Subunit Meeting session at Annual Conference. Chairpersons should recruit and encourage membership to submit breakout session proposals for the Annual Conference.

Chairs prepare Section correspondence, including submits highlights of all programs to the MLA Communications Committee for distribution among MLA channels. This also includes maintaining the unit’s website for inclusiveness and currency, and submitting edits and additions to the MLA Office.

Refer to Chair, Subunit job description as approved by MLA Board for further information.

Article VI. Nominations, Elections, Resignations, Removals and Vacancies.
Section 1.
The Chair shall call for nominations for the office of Chair-elect via the Section’s email list. Members shall submit candidates for the office of Chair-elect to the Section Chair via email prior to the annual business meeting. The Chair-elect will be elected at the annual business meeting.
Section 2.
A Chair may resign from office. A formal letter of resignation is required. A Chair may be removed from office in accordance with MLA bylaws.
Section 3.
The Chair shall be authorized to appoint a successor to fill the term of a Chair of this Section after resignation or removal from office until the next annual election.

Article VII. Amendments.
These Bylaws may be amended at any meeting of the CYP Section by a majority vote of CYP Officers present, provided that the notice of the proposed amendment is included in the notice of the meeting.