

# Nocall Newsletter

*Northern California Association of Law Libraries  
A Chapter of the American Association of Law Libraries*

Volume 1

JULY-AUGUST 1981

Number 5

## FROM THE PRESIDENT

The 1981 AALL convention in Washington D.C. with 1700 registrants was a bit more crowded than my first meeting in 1953 in Los Angeles with about 250 attending. AALL is no longer a small informal association in which most members know each other. The law library profession has had phenomenal growth in the past twenty years which is reflected in the complexity of AALL with its special interest groups and its many activities. Communications are also more difficult in a large organization and tend to break down more easily without some formalized structure through which information can be disseminated.

With the growth of AALL as a national organization, there has been regional growth, with the formation of new chapters encompassing smaller areas. Consequently, the informal group of chapter presidents also needed a more structured vehicle through which chapters could be kept aware of other chapters' activities. And so while at AALL I attended the newly established, officially recognized group, now termed the AALL Council of Chapter Presidents. The following by Frank Houdek states the purposes of the Council:

Two primary goals were identified: 1) to improve communication between chapters, thereby facilitating idea-sharing on problems common to all; and 2) to provide a mechanism for the expression of Chapter concerns and opinions to the national leadership of AALL. Since neither of these aims seemed to require the status of an AALL committee for their achievement, the less formal "Council" approach was chosen to reduce bureaucratic requirements that might delay the activities of the group.

A second major decision made at the meeting concerned the leadership roles within the Council. The group concluded that effective operation required the use of a single individual as Coordinator of the Council. The Coordinator will be chosen on an annual basis, from the membership of the Council as a whole. This individual will be responsible for developing communication channels during the year of his service to the Council and for organizing the Council's meeting at the Annual Meeting of AALL.

Frank Houdek, President of the Southern California Association of Law Libraries, was chosen as the Council's coordinator for 1981-82.  
Council News, no. 1, Aug. 1981, p.1.

Frank also compiled AALL Chapter Biographies from questionnaires sent to each

## FROM THE PRESIDENT (Cont.)

Chapter president. Each biography contains information on Chapter membership, officers, newsletter, programs, and activities. In addition, a 1981-82 mailing list of all chapter presidents has been received by each president. We hope that all of this will facilitate communication between chapters.

## NOCALL COMMITTEES

The list of committees and members follows. Please keep this handy for future reference.

### AUDIT AND BUDGET

Rolene Bailey, Chairperson  
William Benemann  
Katherine Parkes  
Nancy Warnke

### CONSTITUTION AND BY-LAWS

Lorraine Rodich, Chairperson  
Nancy Carlin  
Joyce Warshaw

### EDUCATION

Joyce Saltalamachia, Chairperson  
Joan Forsythe  
John Huff  
Myra Saunders  
Marion Spittler

### MUNICIPAL CODES AND CALIFORNIA LEGAL PUBLICATIONS

Nancy Carter, Chairperson  
Regina Wallen  
Alice McKenzie  
(This committee will investigate municipal codes and the status of updates as well as consider new ideas for California publications such as California Supreme Court Briefs and Records on fiche.)

### NEWSLETTER

Martha Mille, Chairperson & Editor  
Patricia Howard  
David Bridgman  
Judith Stanley

### NOMINATING

Joan Howland, Chairperson  
David Bridgman  
Leslie Rosenfeld

## PLACEMENT

Mary Hays (firm library, S.F.) Chairperson  
Liza Nicholson (firm library, S.F.)  
Nancy Warnke (court library, S.F.)  
J. Myron Jacobstein (academic library)  
Muriel Hoppes (State Library, Northern Calif.)  
Joyce Warshaw (firm library, S.J.)  
Rebecca Rider (county library)  
Sue Welsh (AALL Placement Committee member)

## RELATIONS WITH PUBLISHERS RELATING TO CALIFORNIA PROBLEMS

Manuel Koff, Chairperson  
Albert Lewis  
Linda Weir

(This committee will consider problems with California publications and inform publishers of the effect on California legal research, such as delayed index publishing in loose-leaf services.)

## SPECIAL COMMITTEE TO INVESTIGATE STATUS OF MEMBERSHIP\*

Muriel Hoppes, Chairperson  
George Davis  
Gail Fleming  
Margaret Shediak  
Thomas Reynolds

## REPRESENTATIVE TO AALL EDUCATION COMMITTEE

Joyce Saltalamachia, as chairperson of NOCALL Education Committee

## LIAISON TO WESTERN-PACIFIC CHAPTER

Mary Hood, as NOCALL Vice President/President-Elect

## REPRESENTATIVE TO AALL COMMITTEE OF CHAPTER PRESIDENTS

Iris J. Wildman, as NOCALL President

\*This committee is investigating 1) the status of a) persons working in government documents libraries or with government documents collections in non-law libraries, and b) law library consultants, and the relationship of categories (a) and (b) as regards active membership in NOCALL, and 2) whether or not active membership is transferrable. The Committee will prepare alternate amendments to the membership by-laws and make recommendations for the by-laws. Please think about this question for discussion at our September meeting. Amendments will be voted on at the September meeting. (See NOCALL Constitution, Art. VIII, By-laws.)

Suggestions on the various aspects of this problem may be forwarded to the following persons for consideration by the Committee:

- 1) Active membership consideration for librarians in government documents libraries or collections: Thomas Reynolds.
- 2) Active membership consideration for law library consultants: Gail Fleming.
- 3) Membership transference: George Davis and Margaret Shediak.
- 4) Mechanics for implementing the above: Muriel Hoppes.

## FROM THE PRESIDENT (Cont.)

The NOCALL Constitution is reprinted at the end of the Newsletter for easy referral.

Recommendation for other committees can be submitted to any committee member.

All committees past and present must submit an annual report to the Executive Board by the end of the fiscal year, e.g. June 1. Would those committees for 1980-81 that have not submitted a report, please send to the President as soon as possible.

The September meeting will also include a report from the Education Committee on the November workshops and any later information on the March '82 Institute. Do mark your calendars for September 16, 4 p.m. at Golden Gate Law School. See you then and hope you all have had a good summer.

Iris J. Wildman  
President

## NOCALL COMMITTEE NEWS

### NOMINATIONS FOR 1982-83 CANDIDATES

If anyone has any possible suggestions for nominees for Vice-President/President-Elect, Secretary, and Treasurer for the 1982-83 election of NOCALL officers, please contact members of the NOCALL Nominating Committee, Joan Howland, Leslie Rosenfeld, or David Bridgman before January 1, 1982.

Joan Howland, Chairperson  
Nominating Committee

### NEW COMMITTEE ON RELATIONS WITH PUBLISHERS

NOCALL's newest committee is the Committee on Relations with Publishers. The purpose of the Committee is to serve as a two-way channel of communication between librarians and publishers on a broad spectrum of issues of concern to both. The American Association of Law Libraries Committee on Relations With Publishers focuses primarily on problems that arise between a library and a publisher, including those that may involve violations of the Federal Trade Commission's Guides for the Law Book Industry (16 CFR Part 256; summarized below). Our Committee, however, will seek to take a broader approach by serving as a vehicle through which librarians can voice to publishers and their colleagues their concerns and suggestions as well as complaints, and through which publishers can solicit comments and input from librarians on existing or proposed publications. If you have a question, complaint or suggestion about a publication or a publisher's practices or policies, either contact a Committee member, or copy the Committee on any correspondence with the publisher. The Committee welcomes your assistance in helping us to better serve the interests of the library community in its relations with publishers. Please feel free to contact any Committee member with your comments and suggestions.

Manuel Koff, Chairperson  
Committee on Relations With Publishers



Federal Trade Commission Guidelines for Law Publishers

The following is a general summary of the F.T.C. guidelines and is merely designed to make us more aware of their scope. The guidelines are extensive and detailed; for specific questions, see the text of the guidelines at 16 CFR §256.

A. Direct-Mail Promotional Materials or Oral Solicitations.

1. General.

Publishers should clearly and conspicuously disclose the following:

- a. Publisher: Name and address
- b. Title: Full title.
- c. Edition.
- d. Authors, Editors, Compilers, or Publisher's Editorial Staff
- e. Date: Copyright date and whether supplemented. If looseleaf or post-bound, "other appropriate identification of currency".
- f. Reprints: Publishers and dates of original and reprint.
- g. Set or Series: So state and give full title.
- h. Coverage of Work: The publisher should disclose if the coverage is narrower than the title indicates (including jurisdictional coverage).
- i. Binding: Indicate type.
- j. Price: When the price is given, there should be an indication of what is included and excluded (e.g. postage, handling, etc.).

2. Supplementation.

Publishers should disclose the following:

- a. Type of supplementation
- b. Frequency
- c. Charges: Current and past
- d. Credits or Discounts
- e. Abandonment: Has supplementation been abandoned or does publisher know it will be abandoned within a year?

3. Texts and Treatises

Publishers should disclose the following:

- a. Volumes: Actual or estimated number and publication.
- b. Scope: A general description of the subject covered if it is a set.

4. Works That Will Soon Be Obsolete

When a publisher sells a work which is scheduled for replacement or substantial revision within one year, the company should so notify the purchaser.

5. Use of Words "New", "Current", or "Up-to Date", etc.

As a general rule, after 18 months it is not "new", "current", "up-to-date", etc.

6. Misleading Titles

- a. Author's Name: Where the title contains a name of person who did not author or only partially authored the work -- the actual author's name must appear in immediate conjunction with the title.
- b. The Same Thing Published Twice: Publishers must disclose when a part of a set or other work is being published as a separate title.

7. Works Not Yet Published

Solicitations relative to works not yet published should so state.

B. Subscription Renewal Notices

Subscription renewal notices should not be sent to non-subscribers.

C. Disclosures on Publications

There should be disclosures on publication title pages (or verso) of most of the matters referred to above pertaining to promotional materials.

D. Disclosures on Supplements

Supplements should clearly disclose title; set or series; authors, editors, or compilers; dates of coverage or issuance. Each replacement sheet should have date of issuance.

E. Billing Practices

Section 256.15 sets forth extensive guidelines regarding disclosures in correspondence, statements, and invoices.

F. Added Materials

Publishers should not add materials which are not substantially germane to the basic work.

## EDUCATION COMMITTEE - 1981 INSTITUTE WORKSHOP EVALUATIONS

The following workshop evaluations reflect the opinions of those who attended the Institute workshops at the 1981 NOCALL Annual Institute. There were 60 evaluations turned in from the four workshops. Not everyone filled out all the categories, which accounts for the numerical disparity in some instances. The results are listed by workshop and evaluation category.

### Workshop A: RLIN - 16 reporting

- I. 11 rated ORGANIZATION "Excellent" and 5 rated "OK"  
13 rated DELIVERY "Excellent" and 1 rated "OK"  
9 rated MATERIALS "Excellent" and 5 rated "OK"
- II. USEFULNESS  
15 rated the workshop as "useful"  
1 of "limited value" as the information does not apply
- III. YEAR IN LAW LIBRARY  
4 0-1  
5 1-5  
7 over 5
- IV. TYPE OF LIBRARY  
1 law school 1 court  
9 law firm 1 bar  
2 county 1 corporate
- V. 13 had their organization pay expenses  
2 did not
- VI. All rated the facilities as satisfactory
- VII. Comments: "good basic information delivered succinctly"

### Workshop B: Opening a Branch Library - 12 reporting

- I. 7 rated ORGANIZATION "Excellent" and 4 rated "OK"  
4 rated DELIVERY "Excellent" and 6 rated "OK"  
4 rated MATERIALS "Excellent" and 5 rated "OK"
- II. USEFULNESS  
8 rated the workshop as "Useful"  
3 of "limited value" as the information does not apply and it was too elementary
- III. YEAR IN A LAW LIBRARY  
2 0-1  
3 1-5  
6 over 5
- IV. TYPE OF LIBRARY  
1 law school 1 public  
7 law firm 2 private  
2 county
- V. 10 had their organization pay expenses  
1 did not
- VI. All rated the facilities as satisfactory
- VII. Comments: "Information was generally vague, or very personal, rather than detailed and practical so it could be applied to other situations."

### Workshop C: Insurance for Libraries - 14 reporting

- I. All 14 rated ORGANIZATION "Excellent"  
12 rated DELIVERY "Excellent" and 1 rated "OK"  
11 rated MATERIALS "Excellent" and 2 rated "OK"

# EDUCATION COMMITTEE - 1981 INSTITUTE WORKSHOP EVALUATIONS (Cont.)

## Workshop C:

- II. USEFULNESS
  - 11 rated the workshop as "useful"
  - 3 rated it as "very useful"
- III. YEAR IN A LAW LIBRARY
  - 1 0-1
  - 6 1-5
  - 7 over 5
- IV. TYPE OF LIBRARY
 

1	law school	1	court
11	law firm	1	bar
1	county	1	public
- V. All 14 had their organization pay expenses
- VI. All rated the facilities as satisfactory
- VII. Comments: "Excellent" "air conditioning should have been turned up"

## Workshop D: AACR2 - 18 reporting

- I. 13 rated the workshop "Excellent" in all three areas
  - 2 ORGANIZATION and DELIVERY "OK", MATERIALS "Excellent"
  - 1 ORGANIZATION "OK", MATERIALS "Excellent"
  - 1 ORGANIZATION "Excellent", MATERIALS "OK"
  - 1 "OK" in all three areas
- II. USEFULNESS
  - 15 rated the workshop as "useful"
  - 3 "of limited value"
    1. no reason given
    2. "too elementary"
    3. "over my head"
- III. YEAR IN A LAW LIBRARY
  - 6 0-1
  - 4 1-5
  - 7 Over 5
- IV. TYPE OF LIBRARY
 

4	law school	1	"other"
7	law firm	1	corporate
1	county	1	general library with law collection
1	court		
- V. 17 had their organizations pay expenses
  - 2 did not
- VI. All rated the facilities as satisfactory
- VII. Comments: "Great", "Need more basic workshops"

## PLACEMENT NEWS

Any member who wishes to take advantage of the Placement Committee services of NOCALL should contact: Mary Hays, Chairperson, NOCALL Placement Committee, Cooley, Godward, Castro, Huddleson & Tatum, One Maritime Plaza, 20th Floor, San Francisco, CA 94111, (415) 981-5252.

ALL EMPLOYERS LISTING IN THE PLACEMENT COLUMN ARE AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS.

PLACEMENT NEWS (Cont.)

Jobs Listed:

POSITION: Librarian  
CALIFORNIA COURT OF APPEAL, 1ST DISTRICT  
State Building  
Room 4154  
455 Golden Gate Ave.  
San Francisco, CA 94102

DUTIES: Manage library.

QUALIFICATIONS: M.L.S., minimum 3 years California law library experience, strong administrative background, lexis and non-legal data base search experience, knowledge of computer applications.

SALARY: Range of \$32,000.

AVAILABLE: Immediately.

CONTACT: Administrative Officer of the Court. 415 557-1581

*Person  
J Council  
350 McAllister  
Rm 3200  
SF 94102*

POSITION: Reference Librarian  
UNIVERSITY OF SOUTHERN CALIFORNIA LAW LIBRARY.  
This position is an integral part of the Law Library's reference staff in a Public Services Department of 3 Reference Librarians, a Circulation Librarian and an Associate Director.

DUTIES: Duties include reference with traditional book sources plus searching of data bases including LEXIS, WESTLAW, DIALOG and NEW YORK TIMES. Will be active in the Library's current awareness programs to faculty. The Reference Librarian also serves as Editor of the Law Library's Bibliography Series.

QUALIFICATIONS: M.L.S. required; J.D. desirable.

SALARY: Commensurate with experience and education.

AVAILABLE: August, 1981.

CONTACT: Alan Holoch, Associate Director of the Law Library, University of Southern California Law Library, University Park, Los Angeles, CA 90007. (213) 743-6487.

*557-1896 Clerk*

LAW LIBRARY PROFILE

Nancy Warnke is the law librarian for the United States District Court in San Francisco. Nancy received her B.A. degree in Sociology from San Francisco State University and her M.L.S. from San Jose State University. She worked part-time at the Santa Clara County Law Library while working on her Master's Degree.

Shortly after graduation from library school, Nancy became the District Court Librarian. She is the first professional librarian to hold this position. The Court Library serves the District Court Judges and their respective staffs, U.S. Magistrates, Bankruptcy Judges, attorneys of the Federal Public Defender and other various court personnel. Attorneys are allowed to use the library when they are appearing in Court.

The collection now totals approximately 32,000 volumes. The library also includes a LEXIS terminal which Nancy and her two assistants run searches on for the Judges quite often.

Up to this point, Nancy feels the most challenging aspect of her job was moving the library from one floor to another. The move took place two years ago to a larger location. Nancy was asked to design the library in such a way that it would not out-grow the new location for at least ten years. Nancy says that arranging to move a library of 25,000 volumes was a very interesting experience.

Nancy would be happy to help any of you with information needs whenever she can.

David Bridgman  
Associate Editor



## NEW PUBLICATIONS

Union List of Specifications and Standards: California, Washington, Oregon, and Hawaii. The list covers the holdings of many libraries in these four states, listing more than 500 association and government standards, both U.S. and foreign. Also included are the addresses of foreign consulates and other government representatives in Honolulu, Los Angeles, Portland, San Francisco, and Seattle, and the addresses of foreign suppliers of non-U.S. standards. The Union List is available from Information on Demand, P.O. Box 4536, Berkeley, CA 94704, for \$18.50 plus California sales tax (if applicable), prepaid; \$20.00 plus tax if not prepaid.

Union List of Legal Periodical Holdings of Libraries in the District of Columbia, Maryland and Virginia. This listing of over 1,300 legal periodical titles is being compiled and edited under the direction of the Law Librarians' Society of Washington, D.C. Periodical holdings of approximately 200 of the significant academic, government and private law libraries of this metropolitan area will be included. The Union List will be in a computer printout format, photo reduced and published in perfect binding. Journal titles will be listed alphabetically, and will include valuable history and cross-reference notes. The Union List is available from Austin Doherty Hogan & Hartson, 815 Connecticut Ave., N.W., Washington, D.C. 20006. Pre-publication orders are \$115.00, post-publication orders are \$125.00. Make checks payable to Law Librarians' Society of Washington, D.C.

101 Ways To Be A Long-Distance Super-Dad. By George Newman. This new book offers help for the first time to an expanding segment of American society -- the parent who lives far away from his children but wants to remain an important part of their lives. In 101 Ways To Be A Long-Distance Super-Dad, newspaper reporter George Newman draws on his experience as a divorced father, sharing valuable ideas he discovered for improving the parent-child relationship across the miles. Swapping taped messages, watching TV programs "together" and helping with homework by phone are a few of those ideas. There are even tips on how to save money on long-distance bills. Published in paper-back, the book is available from: Blossom Valley Press, P.O. Box 4044, Blossom Valley Sta., Mountain View, CA 94040. Retail price is \$6.95 (Californians add 45 cents sales tax). They pay all postage and handling.

## AALL EXCHANGE OF DUPLICATES COMMITTEE

The Committee invites you to join its 1981-82 program and participate in its exchange of law and law-related materials. Last year's membership totaled more than 200 libraries.

This year six lists will be issued, covering legal periodicals in English, ALI Restatements of law and model codes, and U.S. federal government publications.

It is not necessary to be a member of AALL to participate in the program. The cost of a subscription to the lists is \$15.00 (payable to AALL). To join or for further information contact Margaret Lundahl, Isham, Lincoln & Beale, One First National Plaza, Chicago, Illinois 60603. (312) 558-7500. The deadline for submission of slips to the first list is October 5, 1981, so get your order in now.

Margaret Lundahl, Chairperson  
AALL Committee on Exchange  
of Duplicates

NOCALL OFFICERS FOR 1981-82

President

Iris J. Wildman  
Stanford University Law Library  
(415) 497-2477

Vice President/President -Elect

Mary Hood  
Heafey Law Library  
University of Santa Clara  
(408) 984-4452

Executive Committee Member at Large

Diane Wallis Huijgen  
Bancroft, Avery & McAlister  
(415) 788-8855, ext. 303

Secretary

Joanne Block  
Littler, Mendelson, Fastiff & Tichy  
(415) 433-1940

Treasurer

Nancy Burrill  
Chickering & Gregory  
(415) 393-9314

REMEMBER      REMEMBER      REMEMBER      REMEMBER      REMEMBER      REMEMBER

DUES ARE PAYABLE NOW. DUE MUST BE PAID BEFORE THE SEPTEMBER MEETING. Send checks payable to the Northern California Association of Law Libraries or NOCALL to:

Nancy M. Burrill, Treasurer  
Northern California Association  
of Law Libraries  
c/o Chickering & Gregory  
3 Embarcadero Center, Suite 2300  
San Francisco, CA 94111

The amount of the NOCALL annual dues is:    Active member - \$15.00  
   Associate member - \$15.00  
   Student member - \$5.00

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EDITOR'S COMMENT

Thanks to all members who contributed to this newsletter. If anyone would like to share their news, or report on NOCALL activities, please send the information to me: Martha J. Mille, Heafey Law Library, University of Santa Clara, Santa Clara, CA 95053; (408) 984-4452. The deadline for inclusion in the next Newsletter will be October 23, 1981. Hope to see you all at the September meeting in San Francisco.

CONSTITUTION  
NORTHERN CALIFORNIA ASSOCIATION  
OF  
LAW LIBRARIES

ARTICLE I. NAME.

The name of this organization shall be the NORTHERN CALIFORNIA ASSOCIATION OF LAW LIBRARIES, a chapter of the American Association of Law Libraries.

ARTICLE II. OBJECT.

This Chapter is established as a nonprofit organization to promote law librarianship and information services, to develop and increase the usefulness of law libraries, to foster a spirit of cooperation among members of the law library profession, and to promote the exchange of information and ideas among those law libraries in California north of the northern boundaries of Kern, San Bernardino, and San Luis Obispo Counties.

ARTICLE III. MEMBERSHIP.

Any person interested in law libraries may become a member of the Association by complying with the provisions of the bylaws.

ARTICLE IV. MEETINGS.

Meetings shall be held as provided in the bylaws.

ARTICLE V. OFFICERS AND COMMITTEES.

Section 1. Officers. The officers of this Association shall be a President, who must be a member of the American Association of Law Libraries; a Vice-President/President-elect, who must be a member of the American Association of Law Libraries; a Secretary; and a Treasurer.

Section 2. Duties. The officers shall perform the duties usually pertaining to their respective offices as defined in the latest edition of Robert's Rules of Order and other such duties as may be assigned by the Executive Board.

Section 3. Term of office. The officers shall each serve a one-year term, and the Vice-President/President-elect shall succeed to the presidency at the end of the year in which he or she serves as Vice-President/President-elect.

Section 4. Succession. In the event of the disability, absence or withdrawal of the President, the title, duties and obligations of the office shall be assumed by the Vice-President/President-elect, who shall then serve until the end of his or her own term as President. A special election shall be held to fill the office of Vice-President/President-elect upon the assumption of the office of President by the Vice-President/President-elect.

Section 5. Committees. There shall be such committees as the Executive Board shall create or as shall be created by a majority vote of those present and voting at any meeting of the Association.

Section 6. Appointments. The President shall appoint all chairs of the committees unless otherwise provided for in the bylaws. Committee members shall be appointed by the committee chairs with the advice of the President.

#### ARTICLE VI. EXECUTIVE BOARD.

Section 1. There shall be an Executive Board consisting of the officers named in Article V and the immediate past President. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the time and place of meetings, make recommendations to the Association, and perform such other duties as are usually assigned to such committees in similar associations.

Section 2. The Executive Board shall have the power to fill any vacancy on the Executive Board except that of President and Vice-President/President-elect, the person so appointed by the Executive Board to serve the unexpired term.

#### ARTICLE VII. AMENDMENTS.

This Constitution may be amended in the following manner: proposed amendments, supported by signatures of five (5) members, shall be filed with the Secretary, in writing, at least forty (40) days prior to a business meeting. Notice thereof shall be sent to all members at least thirty (30) days prior to such meeting. The proposed amendments shall become effective when approved by a two-thirds majority of those present and voting at the business meeting.

#### ARTICLE VIII. BYLAWS.

Any bylaw may be adopted, repealed, amended or suspended by a majority vote of those present and voting at any meeting of the Association.

Adopted: December 5, 1980.



BYLAWS OF THE  
NORTHERN CALIFORNIA ASSOCIATION OF LAW LIBRARIES

ARTICLE I. OBJECT.

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ARTICLE II. MEMBERSHIP.

Section 1. Categories of membership. Members of the Association shall consist of:

- a. Active members. Any person residing within the geographical boundaries of the Association and actively engaged in law library work may become a member by paying dues.
- b. Associate members. Any person not eligible for active membership may become an associate member by paying dues.
- c. Life members. The Executive Board shall nominate, and the Association may, at any regular meeting, by vote of two-thirds of the members present, elect to life membership those who have been members of the Association for ten or more years, and reached the age of sixty (60) years or older, and who have retired from active library work.
- d. Student members. Any person enrolled in a law school or a library school may become a student member upon the payment of annual dues.

Section 2. Dues, rights, and privileges. The right to hold an office shall be restricted to active members. Rights of voting shall be restricted to active members and life members.

The dues shall be as follows:

- a. Active members. The annual dues of active members shall be \$15.00.
- b. Associate members. The annual dues of associate members shall be \$15.00.
- c. Life members. No dues.
- d. Student members. The annual dues of student members shall be \$5.00.

Section 3. The Association year shall begin on June 1. The Secretary shall prepare and distribute an annual membership list by October 1 of each year.

Section 4. Membership dues are payable on June 1. Members whose dues are not paid by September 1 shall be suspended from membership but may be reinstated upon payment of the full amount of current year dues.

ARTICLE III. MEETINGS.

Section 1. An annual meeting of the Association shall be held in May at such time and place as the Executive Board shall determine. The annual meeting shall include a business meeting.

### ARTICLE III. (Cont.)

Section 2. Regular meetings shall be held four (4) times a year at such times and places as the Executive Board may elect or the Association direct.

Section 3. Special meetings may be held at such time and place as the Executive Board may determine.

Section 4. A quorum for a business meeting of the Association shall consist of twenty-five (25) per cent of the active members on the Association's membership list twenty-four (24) hours in advance of the meeting.

Section 5. Written notice of regular meetings shall be sent to each member at least two weeks prior to the date of the meeting.

Section 6. Written notice of the annual meeting shall be sent to each member at least thirty (30) days prior to the date of the meeting.

Section 7. Robert's Rules of Order, in the current edition, shall govern all deliberations of the Association when not in conflict with the Constitution and bylaws or special rules of order of the Association.

### ARTICLE IV. NOMINATIONS AND ELECTIONS.

Section 1. Nominating Committee. The Executive Board shall appoint a nominating committee of three members at least one hundred and fifty (150) days prior to the annual business meeting. The nominating committee shall submit to the Executive Board a list naming at least two candidates for the following offices at least one hundred and twenty (120) days prior to each annual business meeting: Vice-President/President-elect, Secretary, and Treasurer. No member of the nominating committee shall be a member of the Executive Board nor shall be a candidate for office in the succeeding election.

Section 2. Notification. The Executive Board shall notify the membership of the candidates proposed by the nominating committee by mail at least on hundred (100) days prior to the annual business meeting.

Section 3. Additional nominations. Additional nominations may be made by petition of ten (10) active members in good standing. The petition must be submitted in writing to the President seventy-five (75) days prior to the annual business meeting. Written acceptance by the nominee should accompany the petition.

Section 4. Elections. The officers shall be elected by secret ballot, prepared by the Secretary, and mailed to the membership sixty (60) days in advance of the annual meeting. Persons elected shall be notified thirty (30) days prior to the annual meeting.

Section 5. Ballots. Ballots shall be retained until the annual meeting, at which time, by appropriate motion, they may be destroyed.

Section 6. Special Elections. Special elections may be held by mail or at a business meeting as determined by the Executive Board.

### ARTICLE V. EXECUTIVE BOARD.

Section 1. The Executive Board shall consist of five (5) members as set forth in the Constitution. All officers and members of the Executive Board shall serve until the adjournment of the annual meeting at which their successors are announced.

Section 2. The Executive Board shall meet immediately following each annual meeting of the Association. The Executive Board may also meet upon call of the President or Secretary, and otherwise as may be determined by the Executive Board.

ARTICLE V. (Cont.)

Section 3. A quorum of the Executive Board shall consist of a majority of its members. The act of a majority of the Executive Board present at a meeting at which a quorum is present shall be the act of the Executive Board.

Section 4. The Executive Board may conduct business by correspondence. A vote taken by mail shall become the act of the Executive Board upon the approval of a majority of the members of the Executive Board.

Section 5. Non-liability of Executive Board. The members of the Executive Board shall not be personally liable for the debts, liabilities, or other obligations of the Association.

ARTICLE VI. COMMITTEES AND REPRESENTATIVES.

Section 1. The committees of the Association shall be of two classes: Standing Committees and Special Committees. Standing committees shall be those established for purposes requiring the continuous attention of the Association. Special committees shall be those established for a stated period to accomplish a specific purpose. At the end of the stated period, the continuation of every special committee shall be decided by the Executive Board.

Section 2. Members of standing committees shall be appointed for terms of one year, beginning at the close of the annual meeting. Committee members shall be chosen from those members who have the right to vote.

Section 3. Each committee shall file an annual report with the Secretary of the Association at the time as set by the President, and other reports shall be submitted as requested by the President or Executive Board.

Section 4. Association representatives to other organizations, agencies and to meetings of other associations, shall be appointed by the President and shall report in the manner set forth in Section 3.

Section 5. No committee or representative shall incur expenses on behalf of the Association except as authorized by the Executive Board nor shall any committees or representatives commit the Association by any declaration of policy.

Adopted: December 5, 1980