

Constitution

Council on Library/Media Technicians, Inc. (COLT)

Revised June 2005

Adopted June 2006

Article I: Name

Section 1: The name of the organization is Council on Library/Media Technicians, Inc. In this document it is referred to as COLT.

Article II: Purpose

Section 1: The general purpose of COLT is the advancement and professional development of its members and all levels of support staff in all libraries, learning resource and media information centers.

Section 2: The specific objectives of COLT are stated in the Bylaws.

Section 3: Gifts, grants, or other contributions for the advancement of COLT's purpose and objectives, will be accepted and used by COLT after recommendation by the Executive Board.

Article III: Membership

Section 1: Any person, organization, or institution interested in the purpose and objectives of COLT is a member upon payment of dues as provided for in the Bylaws.

Section 2: Each member is entitled to one (1) vote in COLT elections and in referenda.

Article IV: Officers

Section 1: The officers of COLT will be the President, Vice-President (President-Elect), the Treasurer, the Secretary, and the Members' Registrar.

Section 2: The Vice-President (President-Elect) will serve for **one (1)** year term, for the succeeding **one (1)** year as President, and for the following **one (1)** year as immediate Past President. The Treasurer, Secretary, and Members' Registrar will be elected biennially by the membership, according to provisions of the Bylaws, and will hold office for one two-year term. (*Amended to the Constitution with a 90% membership vote June 21, 2006*)

Section 3: The offices of President and Vice-President (President-Elect) will not be held simultaneously by one person. The Treasurer, Secretary, and Members' Registrar may be re-elected to additional, consecutive full terms of office.

Section 4: In the event that the President does not serve out a full term, the Vice-President (President-Elect) assumes the title and duties of this office and serves the remainder of the term. This person will then serve one additional full one-year term of office as President.

Section 5: In the event that the Vice-President (President-Elect) does not serve out a full term, whether as result of the provisions of Section 4 of this Article or for other reasons, an interim Vice-President will be appointed at the recommendation of the President and with the approval of the Executive Board, to carry out the duties of the office until a successor is declared elected in the next regular annual election. Additionally, when such a vacancy is not the result of the provisions of Section 4 of this Article, both a President and a Vice-President (President-Elect) will be nominated and elected at the next biennial election.

Section 6: In the event that both the President and Vice-President (President-Elect) do not serve out their full terms, except as a result of the provisions of Section 4 of this Article, so that both offices are vacant simultaneously, the Executive Board will schedule a special election to be held within three (3) months of the second vacancy occurring in which both a President and Vice-President (President-Elect) will be nominated and elected to serve the unexpired remainder of the terms according to the provision of the Bylaws for special elections. The Executive Board will also elect one of its members to serve as presiding officer until such special election is held and a President is declared elected.

Section 7: In the event that the Treasurer, Secretary, or Members' Registrar does not serve out a full term, the office will be filled at the recommendation of the President, and with the approval of the Executive Board, until the next regular biennial election.

Section 8: The Executive Board may, by two-thirds (2/3) vote, declare vacant the position of any elected or appointed Officer who is unable to perform the duties of the office as set forth in the Bylaws; or who has accumulated two consecutive unauthorized absences from regular scheduled meetings of the Executive Board. The position being declared vacant will be filled through appointment by the President with two-thirds (2/3) vote of the Board. The appointed person will then serve the unexpired term of his predecessor. Absences may be excused by the president upon receipt of a written request at least three (3) weeks prior to the scheduled meeting.

Article V: The Executive Board

Section 1: The Executive Board of COLT, referred to as the Board in this document, will be composed of the elected officers of COLT, the immediate past President, and the Directors of the Regions

Section 2: Each member of the Board will have one (1) vote. In the event of a tie vote, the President will abstain from voting.

Section 3: The Chairperson of any Standing or Special Committee may attend and speak at Board meetings but may not vote. The President, or designated alternate, of any Chapter may attend and speak at Board meetings but may not vote.

Section 4: The Board will determine official COLT policy and will advise and direct the officers in the administration of COLT affairs. It will receive and act upon the reports and recommendations submitted to it by the Officers and Committee Chairpersons, and will have such other duties as are consistent with the Constitution and Bylaws.

Section 5: Petitions and resolutions submitted to the Board by the membership, in accordance with the provisions of the Constitution and Bylaws, will be considered by the Board and may be adopted as official policy of COLT.

Section 6: The Board will meet at least two (2) times during each calendar year. At all mandated meetings, all Officers, Directors, Chapter Presidents, and Chairpersons will report in writing to the President, and will distribute copies of any report to all Board members at least one week in advance of any scheduled meeting. A quorum of the Board may petition for meetings of the Board not scheduled under the Constitution and Bylaws.

Section 7: In election years, the final meeting of the outgoing Board may include newly elected members of the incoming Board. The incoming members of the new Board may not vote unless they hold offices as members of the outgoing Board.

Article VI: Committees

Section 1: The COLT President will appoint the Chairpersons of all Standing Committees, with the approval of the Board. The term of office for these persons will be two (2) years. There are no term limits. The number, names, and function of the Standing Committees are stated in the Bylaws.

Section 2: Upon the recommendation of the Standing Committee Chairperson, additional members of that Standing Committee will be appointed by the President, with the approval of the Board. .

Section 3: Special Committees may be established at any time by the President, with the approval of the Board. The composition, powers, duties, and functions of each Special Committee will be as determined by the President and Board. Each Committee will be established for a period not to exceed six (6) months, and its duration may be extended for additional six (6) months periods with the approval of the Board.

Article VII: Regions

Section 1: Each member of COLT will be assigned to an appropriate, geographically defined Region within COLT. . The number, names, and boundaries of the Regions will be established by the President, with the approval of the Board.

Section 2: The purpose of the Region will be to facilitate, establish, and enhance communication among members of COLT and to increase its visibility.

Section 3: The COLT membership will biennially elect a Director for each geographical Region according to the Bylaws. The terms of office for these persons will be two (2) years and may be repeated.

Section 4: Each Region will have other Officers and Committees as requested by its Director and authorized by the Board.

Article VIII: Chapters

Section 1: COLT Chapters are local, self-governing units of COLT within the framework of the National COLT organization. The national organization assists COLT Chapters by coordinating financial and membership responsibilities and providing oversight and guidance.

Section 2: The purpose of the chapters is to provide COLT members with opportunities for leadership, continuing education, and networking within their local areas, and to provide the national COLT organization with insight into local and regional concerns.

Section 3: COLT Chapter Guidelines, as adopted by the Board, provide the details of Chapter formation and relation to COLT.

Due to the inactivity of the current Chapters over the last 2 –3 years; the inclusion of support staff categories in some state associations, and the development of support staff organizations in some states, the Board voted to discontinue COLT Chapters.

(Amended to the By-Laws with a Board vote June 22, 2005)

Article IX: Meetings

Section 1: COLT will hold at least one (1) General Membership meeting each calendar year. These meetings may be arranged to coincide with the conventions of other organizations of similar interest when feasible.

Section 2: The General Membership meeting will be held at a place and time to be determined by the Board and publicized to the membership at least three (3) months prior to the meeting. Annual reports from the President, Vice-President (President-Elect), Treasurer, Members' Registrar, Regional Directors, Chapter Presidents, and all Committee Chairpersons, will be presented at this meeting. These reports, especially written for the membership and submitted to the Secretary two weeks before this meeting, will be compiled with other appropriate information, including the minutes of the last General Membership meeting, and will be distributed as an Annual Report to the membership by the Secretary. The planning and program will be the responsibility of the Vice-President (President-Elect) in accordance with the provisions of the Bylaws.

Section 3: Each Region will hold at least one (1) biennial program in the Region for which the planning will be the responsibility of the Regional Director.

Section 4: Each Chapter will hold at least one (1) general membership meeting annually for which the planning and program will be the responsibility of the Chapter. (Not applicable)

Section 5: Registration fees for all persons attending any COLT or Regional meeting or conference will be determined by the Board and may differ for various classifications of attendees. Registration fees for all persons attending any Chapter meeting or conference will be determined by the Chapter Board and may differ for various classifications.

Article X: Dissolution of COLT

Section 1: In the event that it becomes necessary to dissolve COLT, the assets remaining to it after all obligations have been met in full, will be equally divided, and transferred to the American Library Association support staff interest group(s).

Article XI: Amendments and Referenda

Section 1: Any questions or amendments to this Constitution may be presented by the Board or by written petition to the President by five (5) percent of the membership of COLT, to be decided by referendum of COLT members with a majority of those voting deciding the issue.

Section 2: Voting on such questions or amendments will be conducted by written ballot sent to COLT members no later than sixty (60) days after the questions or amendments have been submitted to the President, or recommended by the Board.

Section 3: Such questions or amendments will be published to the membership, together with explanatory materials, not less than thirty (30) days prior to sending the ballots to the members.

Section 4: Referendum results will be tabulated and published by the Board or at its direction. Unless otherwise specified in the referendum question, questions or amendments approved by a majority of the voting members of COLT will be effective immediately upon publication of the referendum results by the Board. This publication may be done electronically.

Article XII: Rules of Procedure

Section 1: A majority of the membership of the Board will constitute a quorum for that body.

Section 2: Questions raised at any General Membership meeting will be decided by a majority of members present and voting at that meeting.

Section 3: The General Membership meeting and at least one Board meeting each year will be physical, face-to-face meetings. Other meetings may be conducted by phone, Internet, or other means.

Section 4: *Robert's Rules of Order, Revised*, in the latest edition, will govern COLT and its bodies in all cases to which it can be applied and in which it is not inconsistent with the Constitution, the Bylaws, or special rules of order of COLT.

Article XIII: Revision and Publication of the Constitution and Bylaws

Section 1: By January 1, the Constitution Committee will report in writing to the President and the Board concerning its review of the Constitution and Bylaws, and may make recommendations regarding needed changes. The Board will act on these recommendations. If changes in the Constitution or Bylaws are approved by the Board, the new document will be published and sent to the members of COLT with the Board's recommendation for a vote as stated in Article XI of this Constitution. If no changes are proposed, this will be included in the report of the Constitution Committee.

Article IV: Enabling Article

Section 1: This Constitution and Bylaws will become effective when approved by a majority of the voting members of COLT, except that changes in the membership of the Officers and Board provided in this Constitution will begin with those taking office following the election scheduled for 2002. The new Executive Board will decide how to comply with these newly adopted documents and report their decisions to the membership.

Bylaws

Council on Library/Media Technicians, Inc.

(Revised June 2006; adopted June 2006)

Article I: Objectives of COLT:

- A. To function as a clearinghouse for all information relating to all levels of library support staff, and to speak on their behalf.
- B. To advance the status of all levels of library support staff as valuable members of all libraries and to promote wide understanding and acceptance of this status.
- C. To initiate, promote, and support activities, research projects, and publications leading toward the appropriate placement, employment, certification, and proper use of all levels of library support staff.
- D. To promote effective communication among library/media support staff, librarians, and their employers, and with those involved in educational programs for librarians and other library workers.
- E. To study and develop curricula for the education of library/media support staff.
- F. To recommend appropriate standards for programs for the education of library/media support staff.
- G. To provide leadership opportunities and training for library/media support staff
- H. To cooperate with other organizations whose purpose and objectives are consistent with those of COLT.

Article II: Relations with Other Organizations

Section 1: COLT will cooperate with other organizations, institutions, and agencies whose interests and purposes are consistent with those of COLT. Cooperation may include affiliation when such action serves the mutual interests and purposes of the organizations involved.

Section 2: The President, or a COLT member designated by the President as the official COLT Representative, may represent COLT at meetings of other organizations.

Section 3: COLT will cooperate with library and educational organizations whose interests and purposes are similar to its own and whose Constitution and Bylaws are consistent with those of COLT, upon the recommendation of the President and the approval of the Board. The purpose of representation is to enable COLT and its cooperating agencies to work together with greater effectiveness toward their common objectives and purposes.

Section 4: Each cooperating organization may report annually to the Board the nature and extent of its programs and any changes in its organization and purposes.

Section 5: COLT encourages the formation of local organizations of students, library/media support staff interested in COLT objectives. These organizations may become official chapters of COLT upon application to the Board and payment of an annual affiliation fee as provided in the COLT chapter guidelines.

Section 6: Guidelines for affiliation, consistent with the Constitution and Bylaws of COLT, may be developed and published by the Board, including COLT privileges to be extended to affiliates, reciprocity of agreements, selection of official delegates to the affiliated organizations, and conditions for severing affiliation.

Article III: Membership, Dues and Privileges

Section 1: There will be the following classes of COLT membership:

- A. Institutional (open to agencies, organizations, firms, or institutions).
- B. Student (open to persons studying in library/media fields) limited to three (3) years.
- C. Individual (open to all levels of library support staff or any person interested in COLT).

Section 2: The privileges of each class of membership, excepting voting privileges, but including publications to be included with membership in each class, will be determined and published by the Board.

Section 3: The annual calendar year (January - December) dues of the classes of members will be determined by the Executive Board. Membership dues will include a year's subscription (6 issues) to Library Mosaics. Membership will be for 1 year from the date dues are received.

Section 4: The vote of an Institutional member will be cast by the institutional representative designated on the membership form.

Section 5: The Board will determine, name, and publish geographical definitions of the Regions of COLT.

Section 6: All classes of membership in COLT will automatically have such privileges of membership as will be determined by the Board.

Section 7: In each budget year, there will be made available to each Regional Director an amount of money to be determined by the Board to be used in Regional development.

Article IV: Nomination and Election of Officers of COLT

Section 1: Every candidate for an office will be a member in good standing and not delinquent in dues.

Section 2: Nomination and election of Vice-President will be annually. Nomination and election of Secretary, Treasurer, and Members' Registrar will take place biennially, in accordance with the following procedures:

- A. Not later than March 1 in each election year, notice will be sent to the membership indicating the dates for election of officers and the methods of nominating candidates for office. The election should be scheduled so that the new officers may be sworn in when the annual conference is held.
- B. Nomination may be made by the Nominations and Elections Committee, or petition of at least twenty (20) members of COLT.
- C. Nominations for the offices of Vice-President (President-Elect), Secretary, Treasurer, and Members' Registrar, accompanied by written acceptances from the candidates, must be received by the Nominations and Elections Committee not later than April 1 of the election year.

- D. The election will take place by written ballot. The ballots will be sent to COLT members no later than April 30 of the election year, accompanied by the election instructions. A position statement and biographical information from each candidate will be included with the ballot. The election will be closed thirty (30) days after ballots are sent. (Some or all of any election may be by electronic mail if approved by the Board.)
- E. Candidates receiving a majority of votes cast for an office will be declared elected. In the event no candidate receives a majority, there will be a run-off election conducted by written ballot within four (4) weeks of the unresolved regular election. The run-off election will be between the two (2) candidates receiving the highest number of votes in the regular election.

Section 3: The Officers elected will take office and be sworn in at the conclusion of the annual conference and will serve until the annual conference of the next election year or until their successors are declared elected.

Article V: Duties of Officers of COLT

Section 1: The President will preside at meetings of the Board and of the membership, and will report and make recommendations regularly to the Board and to the membership on all matters within the interests of COLT. The President will be the executive head of COLT, making decisions on the basis of COLT policy between meetings of the Board, and carrying out the instructions of the Board. The President will be, ex-officio, a member of all COLT delegations and Committees, and will ordinarily be COLT spokesperson on public occasions.

Section 2: The Vice-President (President-Elect) will be elected every year for a **one (1)** year term. The President will be the person elected as Vice-President (President-Elect) by the membership in the previous election and hold the office of President for a **one (1)** year term. That year will be succeeded by a **one (1)** year term as immediate Past President. The Treasurer, Secretary, Members' Registrar, and Regional Directors will be elected biennially by the membership for a two (2) year term. (*Amended to the By-Laws with a 90% membership vote June 21, 2006*)

Section 3: The Treasurer will be responsible for the accurate keeping of financial records, receipt and deposit of dues, the payment of bills, and the proper disposition of funds. This Officer will prepare semiannual financial statements for submission to the Board and annual financial reports to the membership. The Treasurer will prepare, in consultation with the President, the annual budget for the calendar year, which will be submitted to the Board for approval and adoption. This Officer is responsible for providing the Members' Registrar with accurate records for the issuance of membership cards and will arrange, in consultation with the President, for the regular audit of COLT books.

Section 4: The Secretary will keep records of all Board and General Membership meetings, including attendance at Board meetings, and will be responsible for the preparation of minutes of these meetings. The Secretary will prepare the Annual Report, including reports from the Board, committee chairpersons, and chapter presidents. These reports, especially written for the membership and submitted to the Secretary two weeks before the General Meeting, will be compiled with other appropriate information, including the minutes of the last General Membership meeting, and will be distributed as an Annual Report to the membership. The Secretary will conduct the usual correspondence of COLT, and will, as directed by the President, supervise and be responsible for the files and non-financial records of COLT.

Section 5: The Members' Registrar will maintain a database of membership records, issue membership cards, arrange any publication subscriptions included with membership, and prepare an annual membership directory. He/she will provide appropriate necessary information, verified by the Treasurer, to the Nominations and Elections Committee for the conduct of the elections and referenda.

Section 6: The immediate Past President, or designee, will maintain the archives of COLT.

Section 7: All Officers will submit copies of their official correspondence, recommendations and other COLT documents to the Secretary for inclusion in COLT files.

Section 8: All Officers will be responsible for making recommendations regarding the area of their duties to the Board.

Section 9: All Officers will have other duties as are contained in other Articles of the Bylaws or in the Constitution.

Article VI: Nomination and Election of Regional Directors of COLT

Section 1: Every candidate for Director must be a member in good standing in the region he/she seeks to direct, and not delinquent in dues.

Section 2: Nomination and election of Regional Directors will take place biennially with the following procedures:

- A. Not later than March 1 in each election year, notice will be sent to the membership indicating the dates for election of Directors and the methods of nominating candidates for office. The election should be scheduled so that the new Directors may be sworn in when the annual conference is held.
- B. Nomination may be made by the Nominations and Elections Committee, or by petition of at least twenty (20) members of the Region for whose office the nomination is made.
- C. Nominations for the Regional Directors, accompanied by written acceptance from each candidate, must be received by the Nominations and Elections Committee not later than April 1 of the election year.
- D. The election will take place by written ballot. The ballots will be sent to COLT members no later than April 30 of the election year, accompanied by election instructions. A position statement and biographical information from each candidate will be included with the ballot. The election will be closed thirty (30) days after the ballots are sent. (Some or all of any election may be by electronic mail if approved by the Board.
- E. Candidates receiving a majority of votes cast for each office will be declared elected. In the event no candidate receives a majority, there will be a run-off election conducted by written ballot within four (4) weeks of the unresolved regular election. The run-off election will be between the two (2) candidates receiving the highest number of votes in the regular election.

Section 3: The Regional Directors elected will take office and be sworn in at the conclusion of the annual conference and will serve until the annual conference of the next election year or until their successors are declared elected.

Article VII: Duties of Regional Directors of COLT

Section 1: The Director of each Region will be responsible for COLT activities in that Region, and will preside at Regional meetings. The Director will be responsible for holding a biennial meeting or conference in the Region according to the provision of Article VII, Section 3 of the Constitution in an effort to further the objectives of COLT and to enroll new members. The Regional Director will work with the officers of existing Chapters to maintain interest and membership. The Director will work with groups within the Region who are interested in starting new COLT chapters.

Section 2: The Director of each Region will be responsible for activities directed by the Board, which relate to that Region, and upon reporting to the Board, initiate activities that promote the interest and welfare of the Region.

Section 3: The Regional Directors together will make up the Membership Committee of COLT. They may suggest to the President one of their number to be named Chairperson of the Membership Committee.

Article VIII: Committees

Section 1: The standing committees will be:

- A. Constitution
- B. Education and Research
- C. Membership
- D. Public Relations and Publications
- E. Nominations and Elections
- F. Conference Planning
- G. Web Site
- H. Discussion List

Section 2: The President will appoint, with approval of the Board, a chairperson for each of the committees. Each chairperson may recruit other COLT members to serve on specific committees as needed.

Section 3: After consideration by the Board, appropriate items of business will be assigned by the President to the proper standing committee.

Section 4: It will be the duty of every standing committee to consider and make recommendations on every matter referred to it. It will be the duty of the chairperson of every standing committee to report all recommendations of that committee in writing to the President and then to the Board for action. Any standing committee may, on its own initiative, make recommendations to the President and then to the Board, concerning any matter within its jurisdiction. The Board may, at its discretion, approve or reject the recommendations of standing committees.

Section 5: Every standing committee and every standing committee chairperson may have additional duties as contained in other Articles of the Bylaws or in the Constitution.

Section 6: In composing standing committees, the chairperson may make recommendations to the President. The chairperson, the President, and Board will make every effort to ensure the widely representative nature of the committees.

Section 7: The Constitution Committee will be responsible for the continuous review of the Constitution and Bylaws, and for publication and distribution of them as provided by Article XII of the Constitution. The Committee will be responsible for providing appropriate language, which will be approved by the Board before it is submitted to referendum, when amendments to the Constitution or Bylaws are recommended by the Board. It will review and make suggestions regarding appropriate language for such amendments to the Constitution and Bylaws when amendments are submitted for referendum by petition from the membership, but its suggestions will not be binding on the petitioners.

Section 8: The Education and Research Committee will be responsible for collecting information in areas of concern to COLT and acting as a clearinghouse for information on training of library/media support staff including program and curricula, institutional standards and accreditation, certification of individuals, and workshops. It will work with other associations and individuals to develop guidelines and to make recommendations (with the Board's approval) on any and all of the above categories.

Section 9: The Membership Committee will be responsible for recruiting new members and facilitating the formation and continuation of COLT Chapters as indicated in the COLT Chapter Guidelines. This committee will be made up of the Regional Directors.

Section 10: The Public Relations and Publications Committee will be responsible for disseminating information about events, activities, trends and developments describing COLT's position and point of view, and interpreting them to the public in order to stimulate interest and concern for COLT's ongoing or projected programs. It will prepare brochures, news stories, press releases, special interest articles and other appropriate materials and will endeavor to place them in all suitable media. The Committee will also be responsible for the issuance of such other publications, including the update of the *COLT Policies and Procedures* booklet, which may be authorized by the Board, and will make recommendations regarding publication, distribution, and charge for other materials to the Board for its approval.

Section 11: The Nominations and Elections Committee will attempt to ensure that there are at least two (2) candidates for every office in each election. It will obtain written acceptance of nomination from each candidate, along with a position statement and biographical information from each candidate. The Nominations and Elections Committee will also be responsible for supervising and conducting all referenda and all COLT and Regional elections. It will determine the form of ballot, prepare the ballot and materials to accompany it, mail, or cause to be mailed, the ballots to the appropriate members, receive voted ballots, and count the votes, for each referendum and election. The Committee will report balloting results to the Board and declare candidates elected, referendum questions approved or disapproved, or direct the holding of the run-off election, as appropriate. The Committee will, at the direction of the Board, prepare reports of election and referendum results for publication to the membership. (It is desirable that the chairperson of this committee have experience as a Board member.)

Section 12: The Conference Planning Committee, headed by the Vice-President (President-Elect), will develop and revise an appropriate list of conference theme suggestions and a list of proposed sites and dates for future annual conferences for action by the President and the Board. Its members will

coordinate conference planning: program, facilities, registration, and general activities. Some aspects of the planning may be done with the ALA Conference Coordinator's office.

Section 13: The Web Site Committee, headed by the Webmaster(s), will maintain the COLT homepage. This requires an appropriate host and technical web skills. All Board members will contribute documents, photos, and other information as required.

Section 14: The Discussion List Committee, headed by the Moderator(s), will maintain a Board List and the Members List. This requires appropriate technical skills and equipment. All members need to be encouraged to subscribe to the discussion group, and Board members need to consider ways to make use of the Members list so that it becomes a meaningful membership benefit.

Article IX: Appointments, Compensation and Expenses

Section 1: Upon recommendation of the President, the Board may appoint other officials and committees of COLT not provided for in the Constitution and Bylaws. Appointments authorized by this Section will not be standing or special committees, and will not have membership on the Board.

Section 2: Upon recommendation of the President, approval of the Board, and approval of the membership by referendum, an Executive Director may be employed to carry out activities as are contained in COLT budget, and other duties as may be specified in the referendum and recommended by the Board.

Section 3: By a two-thirds (2/3) majority vote of its members, the Board may provide in the COLT budget a specified compensation for one (1) or more officers of COLT as resources will allow.

Section 4: The COLT budget may provide a contingent fund for the Board, to meet emergency expenses not specifically provided for in the budget. The Treasurer will have charge of this fund and will include in the semi annual and annual reports an itemized account of its expenditure.

Article X Special Elections

Section 1: Special elections may be scheduled by the Board, which will determine the dates by which the ballots will be mailed to and returned by the members eligible to vote in the special election.

Section 2: At least twenty (20) days will be scheduled between the publication of notice of a special election and the date by which nominations are due. At least thirty (30) days will be scheduled between mailing the ballots to members and closing the election.

Section 3: Other provisions for elections in the Constitution and Bylaws will apply to special elections when consistent with this Article.

Article XI: Amendments to the Bylaws

Section 1: The Bylaws may be amended by either of the following procedures:

- A. By a two-thirds (2/3) majority vote of the members of the Board provided that notice of the proposed amendment was published to the membership at least thirty (30) days in advance of the Board meeting at which it is to be voted on.
- B. By referendum of the membership of COLT.