

Standing Rules Of the California Library Association (CLA)

I. PREAMBLE

Standing Rules of the Association:

- Are administrative rules of a semi-permanent nature;
- May be amended, rescinded, suspended at any meeting of the CLA Board of Directors or Membership by majority vote of quorum with advanced notice or 2/3 of quorum if no advanced notice;
- Say how the organization functions;
- Are established by the Board of Directors by majority vote and a current copy of the rules is maintained by the Executive Director;
- Need not be lengthy;
- Policy Statements of the Association are maintained separately.

II. BOARD OF DIRECTORS

- A. Board of Directors members will notify the President if unable to attend any Board meeting. Members of the Board are expected to attend all Board meetings. Failure to attend two consecutive meetings in one year with an explanation acceptable to the CLA President constitutes grounds for removal.
- B. If attendance and participation of members in the work of the Board of Directors becomes a problem, the Board of Directors may take appropriate action.
- C. Board of Directors members, other than association officers, ALA Chapter Councilor and the Executive Director, are elected from voting membership.

- D. The Board of Directors shall meet at least twice each year and a minimum of one of these meetings shall be held in conjunction with the annual conference. Typically, the Board meets in the spring and at the annual conference. Following the final meeting of the current Board on the last day of annual conference, an orientation is held for the members of the new Board. Special meetings of the Board may be called by the President.
- E. A Board of Directors meeting agenda, at a minimum, consists of the following:
 - 1. Reports from the President, Vice President/President Elect, and Treasurer
 - 2. Report by the Executive Director
- F. Agenda items shall be submitted to the CLA office no later than 10 working days prior to the scheduled Board meeting. The reports listed in IID will be distributed by United States mail, e-mail or other electronic means available to all Board members.
- G. If in the opinion of the CLA President and the Executive Director there is no business to be conducted, a meeting of the Board may be cancelled, as long as no less than one week's notice is given to Board members. The Executive Director shall notify members at least one week prior to the scheduled meeting that the meeting will not take place.

IV. CLA MEMBERS

- A. A member in good standing complies with professional standards as described in the American Library Association's *Code of Ethics*. If an applicant for CLA membership does not comply with ALA's *Code of Ethics*, membership may be denied upon a 2/3 vote of the Board of Directors.
- B. CLA may expel any member not in good standing in accordance with the *Bylaws (Article III., Section 5, subsection B)*.
- C.1 A member whose membership has been revoked for nonpayment of dues or special assessments or who has resigned may be reinstated to membership by:

a) payment of all dues and special assessments for the current year, and b) payment of any special assessments due at the time the membership was terminated or back a maximum of five years.

C.2 A member whose membership was revoked for any cause other than resignation or nonpayment of dues and special assessments may be reinstated to membership if the Board of Directors finds that circumstances occurring after membership revocation warrant reinstatement and that the reinstatement would not be prejudicial to the Association's mission.

V. CONFERENCE MEETING RULES

A. The membership meeting agenda will, at a minimum, consist of the following:

- Election report
- Report from President and Treasurer
- Report by the Executive Director
- Address by in-coming President

B. Conference meeting rules will be prepared for inclusion in the conference program by the Organization and Bylaws Committee.

C. Membership meetings will have a mechanism to ensure identification of voting members when required.

VI. COMMITTEES

A. The following standing committees are established by the association's Bylaws: Leadership Development Committee and Finance Committee. Additional standing committees may be established by the Board of Directors as needed and appropriate. All other committees are Working committees, established by the President or the Board of Directors.

The President appoints the chairs and all members of committees.

B. A committee member normally serves on only one committee at a time.

- C. Committee members may serve three-year terms except for the Conference Planning Committee (one year) and the Legislative Committee (four years). Normally 1/3 of new committee members are appointed each year.
- D. No member shall serve consecutive three-year terms on a given committee.
- E. The person selected as chair of a committee for one year is normally a current member of the committee. It is recommended that the person selected as chair of the Awards Committee be a committee member from the previous year. The CLA Treasurer chairs the Finance Committee.
- F. Each committee shall be composed of a minimum of five (to the extent possible) and maximum of 15 members.
- G. Upon the recommendation of a committee chair and the approval of CLA President, a committee member may be removed from a committee for lack of attendance and participation.
- H. All committees shall be established with a charge and in the case of special committees, a sunset date.

VII. ELECTION

- A. Annually the Executive Director develops a time frame for the election process and presents it to the Board of Directors.
- B. The election time frame and candidates will be published in newsletter prior to election and communicated to members via electronic distribution.
- C. The Leadership Development Committee will use the following guidelines for candidates for CLA office:
 - for President Elect: A good candidate for President-Elect will have participated effectively in various Association Committees and Interest Groups; will have demonstrated leadership ability in the Association; will be able to articulate ideas and concepts about current library issues clearly; will be sensitive to the various constituencies within the Association; and will be able to represent the Association well in

national, statewide and local forums as well as in the media.

- for Treasurer: A good candidate for Treasurer will typically have demonstrated effective experience in preparing, defending and monitoring budget expenditures in a library or business environment and will be able to speak clearly and succinctly about budget matters. A familiarity with accounting principles is desirable.
 - for Board of Directors: A good candidate for the Board of Directors will typically have participated effectively in at least one Association Committee or Interest Group. The demographics of the Board of Directors nominees will reflect the breadth of the Association (e.g., library type, non-librarians, and geographic distribution).
- D. Each candidate for office shall agree in writing to run for the office.
- E. The Leadership Development Committee shall select at least two candidates for each open, at-large position.
- F. The Leadership Development Committee shall present the slate to the Executive Director in accordance with the election process time frame.
- G. The information communicated to members with the ballot shall include the deadline for return of ballots.
- H. Results of any election or other vote by mail or electronic means shall include, for each position to be filled or question, the following:
- Number eligible to vote.
 - Number of votes cast.
 - Number of votes cast for each eligible candidate or question.
- I. When a tie exists, either the chair of the Leadership Development Committee or the association President, based on whom the executive director is able to contact first, will contact the candidates to determine their continued willingness to serve. If this conversation does not resolve the tie, then a

member of the Board of Directors and the CLA Executive Director will draw lots to break the tie; this will ensure two people witness the drawing.

- I. A letter of notification of election results will be sent to all candidates.

VIII. GENERAL

- A. All CLA meetings (Board of Directors, Committee and/or Interest Groups, etc.) are open to voting members of the association as observers. The chair of Board of Directors and Standing Committees should be notified in advance if a non-committee member plans to attend a meeting.

IX. INTEREST GROUPS

- A. An interest group may be proposed by any two voting members of the Association. Interest groups are designed to be more fluid, less bureaucratic and more relevant to current interests of Association members. They can be formed by type of library, type of activity, topic of interest, geographic area, etc.
 - Voting and associate members of the association are eligible for membership in interest groups.
 - The interest group's name must reflect the purpose of the group and include the term "interest group." No acronyms should be used.
 - Interest groups must meet the mission of CLA and follow the ALA Code of Ethics.
- B. To be recognized by the Association, an interest group must register itself with the Association's office. It must also designate a Contact Person and submit that person's contact information to the CLA offices.
- C. Interest groups are not required to have bylaws, statements of purpose and/or standing rules. However, if such bylaws, statements of purpose and/or standing rules are developed, they must not conflict with CLA's bylaws and other governing documents.

D. Interest groups may meet in any of the following ways:

- In person
- Via conference phone call
- By email
- Virtually

E. Interest groups should demonstrate ongoing activity in one or more of the following ways:

- Sponsoring conference programs and/or other events throughout the year
- Maintaining an active electronic list;
- Maintaining an active website;
- Producing a regular newsletter (preferably electronic);
- Other options that may become available in the future.

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