

**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- May be amended, rescinded, suspended at any meeting of the CLA Assembly, Membership, or Executive Committee by majority vote of quorum with advanced notice or 2/3 of quorum if no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 Executive Committee 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. EXECUTIVE COMMITTEE

- A. Executive Committee members will notify the President if unable to attend any Executive Committee meeting.
- B. If attendance and participation of members in the work of the Executive Committee becomes a problem, the Executive Committee may take appropriate action.
- C. The Executive Director of CLA contributes to the quorum required for Executive Committee meetings.
- D. Executive Committee members, other than officers and the Executive Director, are elected from Assembly membership at its last meeting each year. The President shall select 3 persons from the Assembly as a nominating committee to present at least two nominees for each outgoing Assembly position. Nominations from the floor will also be accepted.

III. ASSEMBLY

- A. The Assembly 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 Assembly meets in the spring and at the annual conference. Following the final meeting of the current Assembly on the last day of annual conference, an orientation is held for

- the members of the new Assembly. Special meetings of the Assembly may be called by the President, a majority of the Executive Committee, or two-thirds of the members of the Assembly. A majority of the members of the Assembly shall constitute a quorum.
- B. Assembly members will notify the CLA President if unable to attend any Assembly meeting.
 - C. Members of the Assembly are expected to attend all Assembly meetings. Failure to attend two consecutive meetings in one year without an explanation acceptable to the CLA President constitutes grounds for removal.
 - D. An Assembly 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
 - E. Agenda items shall be submitted to the CLA office no later than 10 working days prior to the scheduled Assembly meeting. The reports listed in IIID will be distributed by United States mail and/or by e-mail.
 - F. If in the opinion of the CLA President and the Executive Director there is no business to be conducted, a meeting of the Assembly may be cancelled, as long as no less than one week's notice is given to Assembly 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 recommendation of the Executive Committee and a 2/3 vote of Assembly.
- B. CLA may expel any member not in good standing in accordance with the *Bylaws*. (Publish Article 3, Section 5 of *Bylaws* regarding this subject in first newsletter of each calendar year.)
- 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 Executive Committee 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 Nominations Committee is the association's only Standing Committee. All other committees are special committees, established by the President or the Executive Committee. The President or the Executive Committee may establish task forces as needed to conduct association business.
- B. The President appoints the chairs and all members of committees with the exception of the section representatives to the Conference Planning Committee, Continuing Education Committee, and the Membership Committees, who are selected by the chairs of their respective sections.
- C. A committee member normally serves on only one committee at a time.
- D. Committee members may serve three-year terms except for the Beatty Committee (two years), the Conference Planning Committee (one year), the Legislative Committee (four years), the Member of the Year/President's Award Committee (one year) and the Nominating Committees (one year). Normally 1/3 of new committee members are appointed each year.
- E. No member shall serve consecutive three-year terms on a given committee, except members of the Finance Committee may be reappointed for an additional 3 year term by the CLA President
- F. 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 Member of the

Year/President's Award Committee be a committee member from the previous year. The CLA Treasurer chairs the Finance Committee.

- G. Because knowledge of CLA and expertise in the operations and issues in the Assembly are required for some committee work, members of the Finance Committee shall be composed entirely of Assembly members. The Organization and Bylaws Committee are composed of both Assembly members and general CLA members.
- H. Each committee shall be composed of a minimum of five (to the extent possible) and maximum of 15 members.
- I. 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.
- J. 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 Executive Committee.
- B. The election time frame and candidates will be published in newsletter prior to election.
- C. The Nominating 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, Sections or Round Tables; 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 Assembly Member: A good candidate for Assembly Member will typically have participated effectively in at least one Association Committee, Section or Round Table. The demographics of Assembly Member 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 CLA Nominating Committee shall select at least two candidates for each open, at-large position.
- F. The Nominating Committee shall present the slate to the Executive Director in accordance with the election process time frame.
- G. The information mailed to members with the ballot shall include the deadline for return of ballots.
- H. Results of any election or other vote by mail 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 appropriate nominating committee or the appropriate 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 appropriate board of directors or CLA Executive Committee 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 (Committee, Assembly, Section, Round Table, etc.) are open to voting members of the association as observers. The chair of Executive and Standing Committees should be notified in advance if a non-committee member plans to attend a meeting.

IX. SECTIONS

- A. To form a new Section, provide a supporting petition signed by a minimum of 150 current CLA members. The petition should include the proposed section name, statement of purpose and contact person.
 - Only voting members of the association are eligible for membership.
 - The section name must reflect the purpose of the group and include the word

“section.” No acronyms should be used.

- B. Submit information to the CLA office for verification and forwarding to the Organization and Bylaws Committee for review.
- C. The Executive Committee approves petitions for recognition and changes in status of sections.
- D. Section bylaws need to be submitted for approval by the Executive Committee within six months of the approval of their petition for recognition.
- E. Section obligations include:
 - Electing or appointing a section representative to the CLA Assembly.
 - Appointing a representative to the Legislative Committee, the Membership Committee and the Continuing Education Committee.
 - Providing programming at the annual conference and throughout the year.
 - Integrating section activities with the goals of CLA and its long range plan.
 - Observing deadlines to be eligible for participation in elections, accessing section allocation, funding opportunities, etc.
 - Expend section funds in a manner that does not conflict with CLA policy.

X. ROUND TABLES

- A. To form a new Round Table, provide a supporting petition signed by a minimum of 20 current CLA members. The petition should include the proposed round table name, statement of purpose and contact person.
 - Only voting members of the association are eligible for membership.
 - The round table name must reflect the purpose of the group and include the word “round table.” No acronyms should be used.
- B. Submit information to the CLA office for verification and forwarding to the Organization Committee for review.
- C. The Executive Committee approves petitions for recognition and changes in status of round tables, including Round Table Rules of Order if the round table wants such rules.
- D. Each round table must abide by generic ground rules of order, but do not need individual

rules of order. If a round table wish to have their own rules of order, rules should be submitted to the Executive Committee for approval.

E. Round Table obligations include:

- All round tables will have a listserv to enable members to “meet” and network more easily.
- Each round table must have a purpose statement prominently displayed on their listserv
- Each round table must identify a leader each year and must notify the CLA office of this individual
- Each round table must annually produce a product that may include one or more of the following: heavy listserv activity as monitored by CLA; submit an annual report to CLA; publish an article on the CLA web log; present a program at conference; present a program outside of conference. Activities must integrate with the goals of CLA and its long range plan.
- Any round table that does not meet these requirements will be dissolved per the CLA Bylaws, Article 5.
- Observe deadlines to be eligible for accessing round table allocation, funding opportunities, etc.
- Expend round table funds in a manner that does not conflict with CLA policy.

Original version adopted 1/14/93

Revised 11/02/01

Revised 11/04/05.

\\cla_svr1\common\Governance\Governance Documents\Standing Rules as revised 11-05.doc