

# California Academic & Research Libraries (CARL) Association Standing Rules

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Reviewed by CARL Board of Directors on September 14, 2018

Amended by the CARL Board on August 26, 2019

These Standing Rules elaborate and supplement the operating policies of the California Academic Research Libraries (CARL) Bylaws. As such, they are intended to represent the current practices and procedures of the organization. These Standing Rules shall be adopted, amended, and/or repealed by the CARL Board of Directors. Any Board member may propose to amend or repeal these Rules. Proposals are adopted by a majority vote of the Board members and the Rules are updated as approved.

## **Article I: Name**

See Bylaws

## **Article II: Purpose**

See Bylaws

## **Article III: Affiliation**

See Bylaws

## **Article IV: Membership and Dues**

See Bylaws

## **Supplement to Section 2: Rights**

While every member has the right to hold any elective or appointed office or committee assignment in the Association, including Interest Groups, non-members do not have the right to hold such offices or assignments.

## **Article V: Membership, Appointive, and Elective Year**

See Bylaws

## **Article VI: Elected Officers**

### **Sections 1 and 2:**

See Bylaws

### **Section 3: Responsibility and Authority**

#### **Secretary**

As stipulated in the CARL Bylaws, the Secretary is responsible for managing the records of the Association.

#### **Rule 1: Secretary Responsibilities**

The Secretary shall: 1) organize and maintain the archive of CARL minutes; 2) maintain a list of the materials and records which should be retained, and periodically remind those responsible for submitting these materials and records; 3) retrieve materials and records as requested by another officer of CARL or the Board of Directors.

#### **Directors-at-Large**

Directors-at-large shall be elected by the CARL membership from among the members of the Association and shall each serve a two (2) year term. To the greatest possible extent, it shall be the responsibility of the Nominating and Elections Committee to ensure that those nominated and elected to serve as directors-at-large represent in equal proportions the northern and southern regions of the area served by CARL, and include a mix of public, private, and community colleges and universities. Once elected, directors-at-large may not serve as president or Chair of any CARL interest group for the duration of their two (2) year term.

#### **Rule 2: Directors-at-Large Responsibilities**

Directors-at-Large shall: 1) represent generally, through election to the Board, one of the following specific constituencies within CARL's membership: academic and research librarians at a) the University of California, b) the California State University, c) the Community Colleges, or d) private or independent universities, colleges, or other organizations; 2) advise the President and Board of Directors on other matters relating to their specific constituency group; 3) serve as one of the following appointed positions: Interest Group Coordinator, Awards Liaison, Advocacy Liaison, or ACRL Chapter Council Delegate; and 4) perform other specific responsibilities as may be assigned by the President in order to accomplish the tasks of the Board and fulfill the goals of the organization.

## **Article VII: Appointed Officers**

### **Sections 1, 2, 3:**

See Bylaws

### **Section 4: Responsibility and Authority**

The appointed officers serve the Association at the will of the Board of Directors and shall perform the duties pertaining to their respective offices and other such duties as may be defined by the Board.

#### **Rule 3: Newsletter Editor**

The Newsletter Editor shall: 1) serve as an ex officio, non-voting member of the Board of Directors; 2) organize and oversee the production and distribution of the Association's official newsletter; 3) develop and administer editorial policies in consultation with the President and Board of Directors; 4) work with the President and Board of Directors to plan the content of each issue and solicit material; 5) advise the President and Board of Directors on other matters relating to the publication and communication of information about CARL activities. The Newsletter Editor is eligible to receive a stipend of \$300 per year in order to serve in this position. To receive this stipend, the Newsletter Editor shall contact the CARL Treasurer in order to arrange payment. Should the Newsletter Editor serve in this position for multiple years, they shall request the stipend at the beginning of each new year of their service.

#### **Rule 4: Website Coordinator**

The Website Coordinator shall: 1) serve as an ex officio, non-voting member of the Board of Directors; 2) organize and oversee the development and maintenance of the Association's presence on the World Wide Web; 3) develop and administer editorial, design and technical policies for the Association's electronic communication media in consultation with the President and Board of Directors; 4) work with the President and Board of Directors to plan the content of all electronic communications and materials; and 5) advise the President and Board of Directors on other matters relating to the Association's electronic forms of publication and communication. The Website Coordinator is eligible to receive a stipend of \$300 per year in order to serve in this position. To receive this stipend, the Website Coordinator shall contact the CARL Treasurer in order to arrange payment. Should the Website Coordinator serve in this position for multiple years, they shall request the stipend at the beginning of each new year of their service.

#### **Rule 5: Interest Group Coordinator**

The Interest Group Coordinator shall: 1) be appointed from the elected Directors at Large; 2) provide the Membership Director and Website Coordinator with an up-to-date roster of the chairman, officers and committee members of each interest group; 3) hold twice yearly conference calls or meetings for interest group chairs; 4) regularly inform interest group leaders of CARL activities; 5) orient interest group leaders with respect to CARL policies and procedures; 6) act as liaison between the interest group leaders and the CARL officers and Board of Directors; 7) provide advice and support to interest groups; 8) coordinate with interest group leaders the dates and topics of regional programs; 9) ensure that all interest group programs and meetings include mention of CARL, distribution of membership

applications, and introduction of any CARL leaders present at the meeting; 10) ensure that interest group programs and other activities are announced and reported in CARL publications, electronic communications and other channels, as appropriate.

### **Rule 6: Advocacy Liaison**

The Advocacy Liaison shall: 1) be appointed from the elected Directors at Large; 2) inform the CARL membership of federal, state, and local/regional legislation that affects academic and research libraries and librarians; and 3) encourage the CARL membership to be proactive in contacting their congressional representatives to urge action on key issues.

### **Rule 7: Awards Committee Liaison**

The Awards Committee Coordinator/Liaison shall: 1) be appointed from the elected Directors at Large; 2) act as liaison between the awards committees (Ilene F. Rockman CARL/ACRL Conference Scholarship, Outstanding CARL Member, and Research Grant), and the Board of Directors; 3) provide oversight for committee member selection and rotation of membership; 4) provide oversight for updating materials and website; 5) and provide advice and support for each committee.

### **Rule 8: ACRL Chapter Council Delegate**

The ACRL Chapter Council Delegate shall: 1) be appointed from the elected Directors at Large; 2) act as a liaison between ACRL and CARL; 3) monitor ACRL and CARL listservs and alert the board to important deadlines; and 4) ensure that a Board member attends the ALA Annual Conference to represent CARL. In the case that no Board member is able to attend ALA Annual, the ACRL Chapter Council Delegate will work with the CARL Executive Board to identify a current CARL Member to attend the ACRL Chapter Meeting. The cost of travel (for either the ACRL Chapter Council Delegate or their Board member designee) to represent CARL at the ACRL Chapter meeting at ALA Annual will be covered by CARL. See Rule 10 regarding Travel Reimbursement for reimbursable expenses.

## **Article VIII: Board of Directors**

### **Section 1: Members**

#### **Rule 9: Board of Directors Code of Responsibility**

The role of the Board of Directors is to advance opportunities for members to share in and accomplish the CARL Mission. To ensure that outcome, the members of the Board of Directors shall respect and adhere to this code that identifies their responsibility and accountability to CARL and its members. Incoming members of the Board of Directors must sign and return this code of conduct to the CARL President upon notification of their election/appointment and may not participate in formal CARL business until it has been received by the President.

The conduct of the Board of Directors shall be marked by integrity, respect for others, dignity, competence, and a commitment to inclusive excellence, thus inspiring these qualities in all members

and furthering the mission of the CARL. The members of the Board of Directors have the positive obligation to conduct themselves according to these principles.

**In accepting a position on the CARL Board of Directors, I will make the following commitments:**

I understand and support the CARL's Mission, policies and procedures, have the ability to interpret them to others, and the ability to contribute to the formulation and the evaluation of those same.

I will read and understand the policies, guidelines, reporting requirements, and related materials relative to my leadership position.

I will treat fellow officers and members with honesty, respect and fairness, consistently recognizing and giving equal time to dissenting opinions.

I will be knowledgeable of the issues related to CARL by reviewing all communications distributed to me and engage in clear and accurate communication in the exchange of ideas among other leaders, members and committees.

I will promote a free exchange of information about CARL through regularly distributed communication (e.g., bulletins, discussion lists, or updating a website).

I will do my best to attend and be prepared for all board, business, and leadership meetings appropriate to my position.

I understand that I will not pursue private interests at the expense of CARL, and I will recuse myself from any discussion and votes where I have, or reasonably appear to have, a conflict of interest.

I will comply with all policies and reporting requirements of CARL, as required in the bylaws and standing rules.

I will facilitate organizing and holding regular meetings of members and other information professionals for the purposes of professional development and networking.

I will keep diversity, inclusivity, parity, and equity at the forefront of my considerations with regard to programming and professional development opportunities, to the nomination of candidates for leadership positions, and to my interactions with other members.

I will promote mentoring and the recruitment of new members.

I will make every effort to ensure leader succession planning and recognition by assisting the relevant committees in identifying and evaluating members for leadership positions and awards.

I agree to accept the fiduciary responsibilities inherent in the office to which I have been elected or appointed.

I agree to actively serve in the position to which I have been appointed or elected and will devote the time necessary to fulfill the responsibilities of my position.

I will notify the CARL Executive Board if I am unable to fulfill my duties for more than forty-five (45) days and will step aside from my responsibility if I cannot fulfill my duties for a period of greater than sixty (60) days.

*I have read this document, have received and read the documents referred to within the code, understand the commitments required of me, and will adhere to this code of responsibility. I understand that failure to meet any of these commitments may bring into question my willingness and ability to serve in this position.*

## **Sections 2 and 3:**

See Bylaws

## **Section 4: Meetings of the Board**

### **Rule 10: Travel Reimbursement Policy**

Some Board members can obtain reimbursement from their institutions for travel to CARL Board/Board Committee meetings. If this is the case, reimbursement should be sought from the institution.

Otherwise, travel reimbursement will be made for Board members to Board meetings. Reimbursable expenses include airfare, ground transportation to and from the airport, or airport parking, and automobile mileage to and from the meeting. Mileage will be reimbursed at the Standard Mileage Rate set by the Internal Revenue Service <http://www.irs.gov>. Search for "Standard Mileage Rate" along with the year (e.g., 2005) for the year in which the travel occurred. Board members may also voluntarily choose to waive travel reimbursement.

In some circumstances, CARL may reimburse the travel of current CARL members who are not serving in a Board position if they are conducting business on behalf of the organization. Approval of these reimbursement requests shall be done on an ad hoc basis by the CARL Finances Council.

## **Sections 5, 6, and 7:**

See Bylaws

## **Article IX: Membership Meetings**

See Bylaws

## **Article X: Elections**

### **Section 1:**

See Bylaws

## Section 2: Elections

Elections to elective positions for the Association as a whole, and for regional and interest groups, shall be by vote. The candidate receiving the largest number of votes shall be elected. In the case of a tie vote the successful candidate shall be determined by lot. To the extent possible, regional and interest group elections shall coincide with and follow the same procedures as elections for the Association as a whole. When such is not possible or practical, regional and interest groups may establish, with the approval of the Board of Directors, separate elections for elective positions. In such cases, the election of officers shall be reported in writing to the Interest Group Coordinator within thirty (30) days.

### Rule 11: Elections for members of the Board of Directors

The Nominating and Elections Committee is responsible for: 1) preparing a slate of candidates for the election of CARL officers; and for 2) organizing and carrying out the balloting process for election of CARL officers and for approval of proposed amendments to the bylaws. Because the terms of office are aligned with the calendar year, elections should be conducted so that new officers are elected in the fall.

### Rule 12: Approval of bylaws

Balloting for the approval of bylaws should be conducted, whenever possible, in conjunction with the election of officers.

### Rule 13: Nominations

The Nominating and Elections Committee shall: 1) call for nominations for office from the full membership; 2) obtain from the Membership Director a record of members' past CARL participation and leadership to assist the Committee and other CARL members in nominating candidates for elected and appointed positions. In the selection of nominees for elective offices, every effort shall be made to ensure fair representation from different academic and research libraries and equal proportions from University of California, California State University, California Community Colleges, and private academic/research libraries.

### Rule 14: Directors-at-Large Terms of Office

The terms of office of the directors-at-large shall overlap, with two (2) directors-at-large to be elected each year.

### Rule 15: Election Sequence

Election of officers and directors-at-large shall follow the sequence shown:

Year 1 (odd years)  
Vice-President  
Director-at-large Private  
Director-at-large – Community College  
Secretary

Year 2 (even years)  
Vice-President  
Director-at-large – UC  
Director-at-large – CSU

Every 3rd Year  
Treasurer (2020, 2023, 2026, and so on)  
Membership Director (2019, 2022, 2025, and so on)

### **Rule 16: Ballots**

Ballots for all elections and for decisions requiring a vote of the membership shall be distributed to all CARL members in good standing. The format of the ballot and the means of secure, timely and cost-effective distribution and return of ballots shall be determined by the Board of Directors, which from time to time, may consider new methods of distribution as become available. If no time limit is explicitly set, no vote shall be counted unless received within thirty (30) days from the day the text of the matter voted upon was distributed to those entitled to vote. Results shall be tabulated by the Nominating and Elections Committee and shall be published in the CARL Newsletter or other similar means for notifying the full membership.

### **Section 3: Interest Group Elections**

#### **Rule 17: Interest Group Elected Officers Code of Responsibility**

As with the members of the Board of Directors, elected officers for Interest Groups have the responsibility to advance opportunities for members to share in and accomplish the CARL Mission. To ensure that outcome, CARL Interest Group officers shall respect and adhere to this code that identifies their responsibility and accountability to CARL and its members.

The conduct of CARL Interest Group officers shall be marked by integrity, respect for others, dignity, competence, and a commitment to inclusive excellence, thus inspiring these qualities in all members and furthering the mission of the CARL. Interest Group officers have the positive obligation to conduct themselves according to these principles. Incoming Interest Group officers must sign and return this code of conduct to the Interest Group Coordinator upon notification of their election/appointment and may not participate in formal CARL business until it has been received by the Interest Group Coordinator.

#### **In accepting a position as an officer of a CARL Interest Group, I will make the following commitments:**

I understand and support the CARL's Mission, policies and procedures, have the ability to interpret them to others, and the ability to contribute to the formulation and the evaluation of those same.

I understand that the Interest Groups and Committees operate under the direction of the CARL Executive Board, and may not function as a separate entity.

I will read and understand the policies, guidelines, reporting requirements, and related materials relative to my leadership position.



I will treat fellow officers and members with honesty, respect and fairness, consistently recognizing and giving equal time to dissenting opinions.

I will be knowledgeable of the issues related to CARL and my Interest Group by reviewing all communications distributed to me and engage in clear and accurate communication in the exchange of ideas among other leaders, members and committees.

I will promote a free exchange of information about CARL and my Interest Group through regularly distributed communication (e.g., bulletins, discussion lists, or updating a website).

I will do my best to attend and be prepared for all board, business and leadership meetings appropriate to my position.

I understand that I will not pursue private interests at the expense of CARL, and I will recuse myself from any discussion and votes where I have, or reasonably appear to have, a conflict of interest.

I will comply with all policies and reporting requirements of CARL, as required in the bylaws and standing rules.

I will facilitate organizing and holding regular meetings of members and other information professionals for the purposes of professional development and networking.

I will keep diversity, inclusivity, parity, and equity at the forefront of my considerations with regard to programming and professional development opportunities, to the nomination of candidates for leadership positions, and to my interactions with other members.

I will promote mentoring and the recruitment of new members.

I will make every effort to ensure leader succession planning and recognition by assisting the relevant committees in identifying and evaluating members for leadership positions and awards.

I agree to accept the fiduciary responsibilities inherent in the office to which I have been elected or appointed.

I agree to actively serve in the position to which I have been appointed or elected and will devote the time necessary to fulfill the responsibilities of my position.

I will notify the CARL Executive Board if I am unable to fulfill my duties for more than forty-five (45) days and will step aside from my responsibility if I cannot fulfill my duties for a period of greater than sixty (60) days.

*I have read this document, have received and read the documents referred to within the code, understand the commitments required of me, and will adhere to this code of responsibility. I understand that failure to meet any of these commitments may bring into question my willingness and ability to serve in this position.*

## Article XI: Committees

### Section 1:

See Bylaws

### Section 2: Standing Committees

Standing Committees may be established to consider matters of the Association that require continuity of attention by the members. Except as specified otherwise by the Board, standing committee members shall be appointed by the President for a term of (1) one year. Appointments shall be made in such a manner as to provide continuity in membership.

#### Rule 18: Nominating and Elections Committee

The Nominating and Elections Committee shall consist of the Past-President and four (4) at-large members from different regions of the state and include a mix of public and private, academic and research institutions. The Committee shall be chaired by the Past-President. The Nominating and Elections Committee shall: 1) call for nominations and prepare a slate of candidates for the election of CARL officers; 2) organize and carry out the balloting process for elections and for approval of proposed amendments to the bylaws; 3) obtain from the Membership Director a record of members' past CARL participation and leadership to assist the Committee and other CARL members in nominating candidates for elected and appointed positions; 4) ensure candidates have received and signed the Code of Responsibility prior to appearing on the ballot; and 5) carry out other duties as assigned by the Board of Directors. In the selection of nominees for elective offices, every effort shall be made to ensure fair representation from different academic and research libraries. Ballots for all elections and decisions requiring a vote of the membership shall be sent to all CARL members in good standing. Results shall be tabulated by the Nominating and Elections Committee and shall be published in the CARL Newsletter;

#### Rule 19: Outstanding CARL Member Award Committee

The Outstanding CARL Member Award recognizes the achievements and contributions of an outstanding member of the organization. It is awarded every other year during a CARL conference and consists of a \$300 monetary award in addition to a commemorative plaque. Any current CARL member is eligible to be nominated with the exception of current CARL board members. The Outstanding CARL Member Award Committee shall consist of the Vice-President and three (3) at-large members, including the last recipient of the Outstanding CARL Member Award. The Committee shall be chaired by the Vice-President. The Awards Committee shall: 1) convene every other year; 2) solicit nominations for the Outstanding CARL Member Award; 3) recommend an award recipient to the Board of Directors for its approval; and 4) arrange for the design and execution of the award, itself; and 5) carry out other duties as assigned by the Board of Directors.

#### Rule 20: CARL/ACRL Conference Scholarship Award Committee

This annual award subsidizes attendance at CARL/ACRL biennial conferences, thus encouraging and supporting library school students in preparing for a career in academic librarianship. For the biennial CARL Conference, two (2) recipients will be selected and awarded \$500 each. For the biennial ACRL

Conference, one recipient will be selected and awarded \$1000. The CARL/ACRL Conference Scholarship Award Committee shall consist of three (3) at-large members and a Chair appointed by the President. The Committee shall: 1) convene every year; 2) communicate the scholarship opportunity, including details and deadlines; 3) select and recommend award recipient to the Board of Directors for its approval; and 4) notify applicants and recipients of Committee selection; and 5) carry out other duties as assigned by the Board of Directors.

### **Rule 21: Research Award Committee**

The CARL Research Award was established to provide seed money to encourage CARL members engaged in research and/or publication efforts. A competitive cash award will be awarded to the successful applicants. Individual applicants may apply for awards in the range of \$250 to \$1,500. Groups of two or more recipients may apply for awards in the range of \$250 to \$2,000. Award amount requested must be justified by a budget. The recipients of the award will be expected to present a summary of the research for a CARL program, publication, or conference. The Research Award Committee shall consist of five (5) at-large members appointed by the President. The Research Award Committee shall: 1) convene every year; 2) solicit nominations for the Research Award; 3) recommend an award recipient to the Board of Directors for its approval; and 4) arrange for the design and execution of the award, itself; and 5) carry out other duties as assigned by the Board of Directors.

### **Rule 22: CARL Finances Council**

The Finances Council shall consist of the President, Vice-President, and the Treasurer. The chair of the Council shall be the President.

The Finances Council shall: 1) monitor the overall financial health of the organization; 2) recommend strategies for long-term financial planning; 3) propose and monitor all budgets including annual budget, and budget for conference years; 4) suggest and review recommendations for additional fund-raising efforts; 5) understand and review the accounting procedures; 6) understand the tax returns, insurance, and banking procedures; and 7) serve as signatories for the CARL bank account.

### **Rule 23: Conference Planning Committee**

The CARL Conference Planning Committee will be responsible for planning and implementing the biennial conference at the direction of the CARL Board of Directors. The CARL Conference Planning shall consist of the Vice-President or President as a liaison to the Board of Directors, a Conference Site Manager (appointed from the membership at large), and at least two other at-large members appointed by the President. Committee member terms should be staggered and with representation from both Northern and Southern California. The chair of the committee shall be appointed from among its members and terms for each committee member will be a minimum of two (2) years. CARL will support site visits for up to two members of the committee.

The Conference Planning Committee shall: 1) evaluate and recommend conference sites to the CARL Board of Directors; 2) provide conference contracts and other related material to Treasurer; 3) recommend strategies for long-term conference planning; 4) solicit input from membership on conference experience preferences; 5) develop a conference theme, timeline, and budget for approval by Board of Directors; 6) organize and lead conference subcommittees for conference website, peer-

review, schedule, and evaluation/assessment; 7) provide on-site coordination with conference site and attendees; and 8) carry out other duties as assigned by the Board of Directors.

### **Section 3, 4, and 5:**

See Bylaws

## **Article XII: Interest Groups**

See Bylaws

## **Article XII: Publications**

See Bylaws

## **Article XIV: Vacancies**

See Bylaws

## **Article XV: Electronic Votes**

See Bylaws

## **Article XVI: Amendments**

See Bylaws

## **Article XVII: Parliamentary Authority**

See Bylaws

## **Article XIII: Dissolution**

See Bylaws