



## California Academic & Research Libraries (CARL) Association

### Standing Rules

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 These Standing Rules shall be adopted, amended, and/or repealed by the CARL Board of Directors.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

See Bylaws

## 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 1 Interest Group Coordinators

The Interest Group Coordinators for each region shall: 1) provide the Membership Director with an up-to-date roster of the chairman, officers and committee members of each interest group; 2) regularly inform interest group leaders of CARL activities; 3) orient interest group leaders with respect to CARL policies and procedures; 4) act as liaison between the interest group leaders and the CARL officers and Board of Directors; 5) provide advice and support to regional interest groups; 6) coordinate with interest group leaders the dates and topics of regional programs; 7) insure 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; 8) insure that interest group programs and other activities are announced and reported in CARL publications, electronic communications and other channels, as appropriate; and 9) if appointed from the membership at large, serve as an ex officio, non-voting member of the Board of Directors.

#### Rule 2 Campus Liaison Coordinators

The Campus Liaison Coordinator for each region shall: 1) serve as a member of the Membership Committee; 2) provide the Membership Director with an up-to-date roster of CARL campus liaisons in the region; 3) work to extend the campus liaison network to institutions not represented by CARL members; 4) regularly inform campus liaisons of CARL activities; 5) orient campus liaisons with respect to CARL policies and procedures; 6) act as liaison between the campus liaisons and the CARL officers and Board of Directors; 7) communicate with campus liaisons on behalf of the Membership Director in

regard to membership renewal and recruitment activities; 8) insure that news of members and institutions is reported by campus liaisons in CARL publications, electronic communications and other channels, as appropriate; and 9) if appointed from the membership at large, serve as an ex officio, non-voting member of the Board of Directors.

#### 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.

#### Rule 4 Web Site Coordinator

The Web Site 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.

#### Rule 5 Archivist

The Archivist shall: 1) serve as an ex officio, non-voting member of the Board of Directors; 2) organize and maintain the CARL archive; 3) maintain a list of the materials which should be routinely submitted to the archive, and periodically remind those responsible for submitting materials to the archive, to insure that materials are added consistently according to the established guidelines; 4) develop guidelines and procedures for requesting information or copies of materials from the archive; and 5) retrieve information from the archive as requested by another officer of CARL or the Board of Directors.

#### Rule 6 Legislative Liaison

The Legislative Liaison shall: 1) serve as an ex officio, non-voting member of the Board of Directors 2) inform the CARL membership of federal and state legislation that affects academic and research libraries and librarians; 3) encourage the CARL membership to be pro-active in contacting their congressional representatives to urge action on key issues; 4) work with the ALA Washington office to connect the CARL membership with the national library organization legislative initiatives; and 5) where feasible, work with lobbyists at the national, state, and institutional level to promote the goals of libraries and librarians.

## Article VIII: Board of Directors

Sections 1 and 2: See Bylaws

### Section 3. 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-year term. To the greatest possible extent, it shall be the responsibility of the Nominating Committee to insure 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 his or her two-year term.

### Rule 7 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 the specific constituency group; 3) if appointed, serve as an Interest Group or Campus Liaison Coordinator, usually for the northern or southern region; 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.

### Rule 8 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."

Sections 4, 5, 6, and 7: See Bylaws

## Article IX: Executive Committee

See Bylaws

## Article X: Membership Meetings

See Bylaws

## Article XI: 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 appropriate regional Interest Group Coordinator within 30 days.

#### Rule 9 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 10 Approval of bylaws

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

#### Rule 11 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 insure 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 12 Directors-at-Large Terms of Office

The terms of office of the directors-at-large shall overlap, with two directors-at-large to be elected each year. On the ballot, all nominees shall be listed as candidates for ≥directors-at-large.≤

## Rule 13 Election Sequence

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

2008

Vice-President- North

Director-at-large UC

Director-at-large CSU

Treasurer

2009

Vice-President- South

Director-at-large Private

Director-at-large Community College

Secretary

ACRL Chapter's Council Delegate

2010

Vice-President-North

Director-at-large UC

Director-at-large CSU

Membership Director

## Rule 14 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 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.

## Article XII: Committees

### Sections 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 one year. Appointments shall be made in such a manner as to provide continuity in membership.

#### Rule 15 Nominating and Elections Committee

The Nominating and Elections Committee shall consist of the senior Vice-President, and four other members, including a chairman. Three of the five members, including the chairman, shall be from the region from which the next Vice-President/President-Elect is to be elected. 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; and 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. In the selection of nominees for elective offices, every effort shall be made to insure fair representation from different academic and research libraries. Ballots for all elections and decisions requiring a vote of the membership shall be mailed 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; and 4) carry out other duties as assigned by the Board of Directors.

#### Rule 16 Membership Committee

The Membership Committee shall consist of the Membership Director, as chairman, the Northern and Southern Campus Liaison Coordinators, and two CARL members, one from the southern region and one from the northern region, each recommended by the Vice-President in that region. The Membership Committee shall: 1) advise the Membership Director with regard to membership recruitment and renewal efforts and assist in carrying them out; and 2) assist in monthly renewal efforts in the region; and 3) carry out other duties as assigned by the Board of Directors.

#### Rule 17 Committee on Organization

The Committee on Organization shall consist of the junior Vice-President, the Secretary, the Treasurer, and two other members appointed by the President. The chair of the Committee shall be appointed from among its members by the President and shall serve as an ex officio member of the Board of Directors. The Committee on Organization shall: 1) review the efficiency and effectiveness of the organizational structure in meeting the goals of the organization; 2) assess the potential impact of proposed changes and new program initiatives on the organization and its finances; 3) recommend revisions and amendments to the bylaws; and 4) investigate and report on such other organizational

issues as may be prescribed or assigned by the Board of Directors; and 5) carry out other duties as assigned by the Board of Directors.

#### Rule 18 Outstanding CARL Member Award Committee

The Outstanding CARL Member Award Committee shall consist of the Vice-Presidents and three at-large members including the last recipient of the Outstanding CARL Member Award. The Committee shall be chaired by the junior 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 19 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 recipients will be selected and awarded \$500.00 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 at-large CARL members appointed by the President. The Committee shall: 1) convene every year; 2) communicate 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 20 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 at-large members appointed by the President. The President shall also appoint a Chair for a 2-year term. 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 21 CARL Finances Council

The Finances Council shall consist of the President, the Senior Vice-President, the Junior Vice-President, and the Treasurer. The chair of the Committee shall be appointed from among its members by the president. Advisory members include: Membership Director, Newsletter Editor, IG Coordinators, ACRL Delegate, and Long Range Conference Planning Committee members.

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 Quickbooks; accounting procedures; 6) understand the tax returns, insurance, and banking procedures.

Section 3. Ad hoc committees

See Bylaws

Section 4. Committee Members

See Bylaws

Section 5. Discontinuance

See Bylaws

Article XIII: Regional Groups

See Bylaws

Article XIV: Interest Groups

See Bylaws

Article XV: Publications

See Bylaws

Article XVI: Vacancies

See Bylaws

## Article XVII: Mail and Electronic Votes

### Section 1: Membership Votes

Votes of the membership of the Association may be authorized as needed by the Board of Directors, provided all members are canvassed simultaneously and votes are otherwise conducted as specified in the bylaws and in these Standing Rules.

### Section 2: Board of Directors Votes

Votes of the Board of Directors may be taken by mail or electronic means provided they are authorized by the officers of the Association, all voting Board members are canvassed simultaneously, and votes are conducted as specified in the bylaws and in these Standing Rules. Actions taken by the Board by such means shall be confirmed at the next regular meeting of the Board.

### Section 3: Committees, Regional Groups, and Interest Groups Votes

Votes of duly constituted bodies of the Association may be taken provided such votes are authorized by the committee chair, regional officer or interest group leader as appropriate. An affirmative vote of a majority of those voting shall be required to take action. Voting options, time limits and procedures shall be the same as specified in these Standing Rules.

## Article XVIII: Amendments

See Bylaws

## Article XIX: Parliamentary Authority

See Bylaws

## Article: XX Dissolution

See Bylaws