

## 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 These Standing Rules shall be adopted, amended, and/or repealed by the CARL Board of Directors.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) 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; 8) ensure 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 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 ensure 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.

## Rule 7: Awards Committee Liaison

The Awards Committee Coordinator/Liaison shall: 1) be appointed from the elected membership of the Board of Directors, 2) will act as liaison between the awards committees (Ilene F. Rockman CARL/ACRL Conference Scholarship, Member of the Quarter, 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.

## 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 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 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

Section 8: Board of Directors Code of Responsibility

The role of leaders in the association of California Academic and Research Libraries is to advance opportunities for members to share in and accomplish its Mission:

". . . to provide opportunities for the professional growth of its members by conducting workshops and arranging programs; to encourage the exchange of ideas and information relating to library cooperation and development; to disseminate educational information oriented to those working in academic and research libraries; and to support and, when appropriate, participate in programs of other regional and local organizations in California in order to promote and improve library service to the academic and research community."

To ensure that outcome, leaders shall respect and adhere to this code that identifies CARL Leadership's responsibility and accountability to CARL and its members. Leadership is defined as the leaders and members of the Board of Directors, of Interest Groups, Standing Committees, and ad hoc committees.

The conduct of leaders 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. Leaders have the positive obligation to conduct themselves according to this principle.

In accepting a leadership position in CARL, I am making 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, my Interest Group or committee, 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, my Interest Group or committee, through regularly distributed communication (e.g., bulletins, discussion lists, or updating a Web site).

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 45 days and will step aside from my responsibility if I cannot fulfill my duties for a period of greater than 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 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 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 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  $\geq$ directors-at-large. $\leq$

## Rule 13: Election Sequence

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

Year 1 (2015, 2017, 2019, 2021)

Vice-President – South

Director at-large Private

Director-at-large-Community College

Secretary

Year 2 (2016, 2018, 2020, 2022)

Vice-President – North

Director-at-large UC

Director-at-large – CSU

Every 3rd Year

ACRL Chapter's Council Delegate (2015, 2018, 2021)

Treasurer (2014, 2017, 2020)

Membership Director (2016, 2019, 2022)

## 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

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 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 ensure 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.

#### Rule 22: Long Range Planning Committee

The Long Range Conference Planning Committee shall consist of the Senior Vice-President, conference site manager, treasurer, and two other members, including a chairman and with representation from both northern and southern California. The chair of the committee shall be appointed from among its members. CARL will support site visits for up to two members of the committee.

The Long Range 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 via the Board of Directors, 5) and carry out other duties as assigned by the Board of Directors.

### 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