



**STANDING RULES
OF THE
CALIFORNIA LIBRARY ASSOCIATION**

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- may be amended, rescinded, suspended at any meeting of the CLA Board of Directors or Membership by majority vote of quorum with advance notice or 2/3 of quorum if no advance notice;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 without an explanation acceptable to the CLA President constitutes grounds for removal.
- B. If members' attendance at and participation in the work of the Board of Directors becomes problematic, 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 the 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.

- E. A Board of Directors meeting agenda, at a minimum, consists of reports from the President, Treasurer, and Executive Director.
- F. Chairs of Standing Committees and Working Committees shall give written and/or oral reports at the meetings of the Board of Directors as requested by the President and shall be invited to attend in person except during Executive Sessions and other times as decided by the Board.
- G. Agenda items shall be submitted to the CLA office no later than 10 working days prior to the scheduled Board meeting. Any written reports related to agenda items will be distributed to Board members by United States mail, e-mail, or other means available.
- H. 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.
- I. In addition to attendance at Board meetings, Members of the Board shall be expected to do the following during the Member's term.
1. Be an "active" Member of the Board. Examples of being "active" include contributing to discussions, voting on motions, asking questions about the financial report in order to help keep the organization fiscally healthy and volunteering to assist in task forces and other additional work as needed.
 2. Participate in the Annual Conference. Examples include working the membership booth for at least one hour, thanking sponsors, attending the Award Gala and attending the membership meetings.
 3. Attend a California Library community event in addition to CLA Annual Conference (e.g. a meet-up, a Spring Fling event, a CLA sponsored workshop, or a special event or visit for a library experiencing a sudden crisis or hardship).
 4. Communicate to the membership. Examples include being more present on social media, and the membership listserv, and assisting in speaking about why a CLA membership is important. Each Member of the Board shall provide an annual report to the membership on the individual Member of the Board's activity and how each Member of the Board has served the CLA membership for the previous year to be posted on the CLA website prior to the Annual Conference.

III. EXECUTIVE DIRECTOR

- A. The Executive Director shall be chief administrative officer of the Association and shall:
1. be responsible for the day to day operation of the Association headquarters office, including the employment, supervision, and termination of all staff and contractors;
 2. implement policies and programs established by the Board of Directors;
 3. assist all officers, the Board of Directors, and Association committees in the performance of their duties, and serve as a non-voting, ex officio member of every committee and working group of the Association;
 4. supervise the provision of support services to Interest Groups as authorized by the Board of Directors;
 5. disburse the funds of the Association;
 6. execute contracts and other legal instruments on behalf of the Association, as authorized by the Board of Directors;
 7. report regularly to the Board of Directors and annually to the membership on the Association's activities;
 8. act as the Secretary's designee or may designate another employee to fulfill that role;
 9. serve as an advisor to the Board of Directors and attend Board of Directors' meetings; and
 10. disseminate any Committee or Task Force report as appropriate to the membership.
 11. authorize requests for use of the CLA logo and name.
- B. In the absence of an Executive Director, the Board of Directors shall determine who, including members of the Board of Directors, staff and others, shall fulfill the Executive Director's duties. During those absences, any reference to Executive Director in these Standing Rules shall be interpreted to mean the person, persons or entities designated to fulfill those duties.

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. A member whose membership has been revoked for nonpayment of dues or special assessments or who has resigned may be reinstated to membership by:
 - 1. payment of all dues and special assessments for the current year, and
 - 2. payment of any special assessments due at the time the membership was terminated or back a maximum of five years.
- D. 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. INSTITUTIONAL MEMBERS

- A. Institutional members may receive member benefits and shall pay dues as determined by the Board of Directors.
- B. Benefits may include depending on contribution level:
 - a. Discounts for exhibit space at the Annual Conference.
 - b. Free registrations to the Annual Conference, Spring Fling and other events.
 - c. Other benefits as determined by the Board.
- C. Possible benefits shall not include:
 - a. Administrative, management, fiscal, financial and other similar services to be performed by CLA for the Institutional Member.
 - b. In the case of library systems, consortia and other similar organizations, benefits extending to member libraries and others who are not on the staff of or directly connected to the organization.

VI. CONFERENCE MEETING RULES

- A. The membership meeting agenda will, at a minimum, consist of the following:
 - 1. Election report
 - 2. Report from President and Treasurer
 - 3. Report by the Executive Director
 - 4. Address by incoming President
 - 5. Member comments

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

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

VII. COMMITTEES

- A. Section 1. Duties
 - 1. A committee member, except the President serving ex officio, may serve on two committees at a time.

- B. Section 2. Member Terms
 - 1. Advocacy and Legislation Committee - 4-year term
 - 2. Executive Committee, Leadership Development Committee, and Bylaws and Governance Committee, except for the Chairs - 3-year terms -
 - 3. Conference Committee - 1-year term with the possibility of extension
 - 4. Finance Committee – see Bylaws, Article XI, Section 2.B.2. Terms
 - 5. Normally 1/3 of new committee members are appointed each year. Unless in conflict with Association Bylaws no member shall serve more than two consecutive terms on the same committee.
 - 6. The President may extend the term of any committee member for continuity or extenuating circumstances.

- C. Section 3. Chairpersons
 - 1. 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 any standing committee be a committee member from the previous year. The President may extend the term of any

chairperson beyond the one-year term unless in conflict with the Bylaws. The President shall determine the number of committee members on each committee.

D. Section 4. Removal of Committee Members

1. Upon the recommendation of a committee chair and the approval of the CLA President, a committee member may be removed from a committee for lack of attendance and participation.

E. Section 5. Committee Charge and Sunset Date

1. All committees shall be established with a charge and in the case of special committees, a sunset date.

VIII. AWARDS, SCHOLARSHIPS AND HALL OF FAME COMMITTEES

A. General

The President shall appoint members of the various committees granting awards and scholarships. The President shall also appoint members to the California Library Hall of Fame Committee.

B. Conflict of Interest

1. Any member of an awards or scholarship committee shall recuse themselves from consideration of the recipient, if they are nominated for that award or scholarship.
2. Any member of an awards or scholarship committee who nominates someone for an award or scholarship shall not participate in consideration and discussion of that nominee for the award or scholarship.
3. The California Library Hall of Fame Committee members may propose one nominee each year for inclusion in the Hall of Fame.

IX. ELECTION

A. Annually the Executive Director develops a time frame for the election process and presents it to the Board of Directors.

B. Whenever it is determined that there is a need to change the number of at-large Directors, the Board of Directors shall determine by resolution at least six months prior to any election of at-large Directors

1. The total number of at-large Directors.

2. The number of at-large Directors to be elected year. In no case should each year vary by more than one (1) at-large Director.
 3. If the number elected each year is not the same, the sequence.
 4. In all cases, the sum of the total number of at-large Directors plus the total number of officers and elected representatives shall equal an odd number.
- C. The election time frame and candidates will be posted on the website prior to the election and communicated to members via electronic distribution.
- D. The Nominating Committee will use the following guidelines for candidates for CLA office:

1. President

The President serves as chair of the Board of Directors, provides leadership in setting direction and conducting CLA's business, and is the official spokesperson of CLA.

Term of Office: The President's term is three years: one as Vice President/ President-Elect, one as President, and one as Immediate Past President. The change in office occurs during the Membership Meeting at CLA's Annual Conference, when the gavel is passed, and the new office is assumed immediately after the annual conference. During the Vice President/President Elect and Immediate Past President years the commitment is an average of 15 hours per month plus additional time for special projects and committees, 2-3 in person meetings per year that could be day long, and annual conference attendance. During the Presidential year that work can be as much as 30 hours per month. The work of the President peaks during conference planning season. Some travel is required for conference and in-person meetings. CLA does not provide any travel reimbursement.

Responsibilities as President:

1. Guides the vision of CLA, its projects, meetings and professional responsibilities under the guidelines established by the bylaws, with the advice and consent of the Board of Directors and input from the Executive Director.
2. Represents CLA at various events.
3. Convenes meetings of the Membership and Board of Directors as necessary.
4. Serves as presiding officer for the annual conference and for all meetings of the Membership and Board of Directors.
5. Identifies the annual conference theme and is involved with various aspects of conference planning.
6. Fills, by appointment and with the consent of the Board of Directors, any vacancy occurring in an elective office (except for Vice President/President-Elect), until the next annual election to fill the unexpired portion of the term.
7. Communicates with CLA members in various ways - newsletter, monthly updates, video or audio, etc.
8. Participates in CLA's budget preparation with the Treasurer and Executive Director.
9. Coordinates the work of all Board Officers and Committees.

10. Appoints Committee Chairs and members, with input from the Leadership Development Committee and consent of the Board of Directors.
11. Serves as a member, ex officio, of all standing and working committees except the Nominating Committee.
12. Acts as liaison between CLA and other professional organizations, including ALA.
13. Preserves and passes on to the new President a careful record of work and activities.
14. At the conclusion of the term, assumes the role of Past-President, chairing the Nominating Committee and mentoring the new President.

Responsibilities as Vice President/ President Elect:

1. Serve as a member of the Board of Directors and the Finance Committee
2. Assist the President and perform such duties as may be delegated or assigned by the President or the Board of Directors.
3. In the absence of the President performs the duties of the President.

Responsibilities as Immediate Past President:

1. Preside in the absence of the President and Vice-president/President-elect.
2. Chair the Nominating Committee.
3. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes and actions. Send material not needed for this purpose to the Secretary for the Association archives.
4. Perform other duties as the President may assign.

2. Treasurer

The Treasurer is a member of the Executive Committee and Council.

Term of Office: The Treasurer's term begins immediately after the Annual Conference, and is for three years to begin in alternate years from the term of the Secretary.

Responsibilities:

1. Act as chief fiscal officer of the Association.
2. Supervise preparation of annual operating budget.
3. Coordinate with the Executive Director regarding activities concerned with financial administration, investment of funds, general accounting, financial and statistical reporting. Monitor performance of Association's investments and inform Executive Committee on Association's investments. Present financial reports to Executive Committee, Council, and the Association.
4. Review monthly financial reports compiled by the Executive Director.
5. Serve as Chair of the Association's Finance Committee
6. Preserve and pass on to his/her successor a record of work and activities with recommendations for changes or action. Send material not needed for this purpose to the Secretary for the Association archives.
7. Perform other duties as the President may assign.

3. Board of Directors - At Large

A good candidate for the Board of Directors -At Large 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). Board of Directors commit to an average of 8 hours per month plus additional time for special projects and committees, 2-3 in person meetings per year that could be day long, and annual conference attendance. Some amount of travel is required for conference and in-person meetings. CLA does not provide any travel reimbursement.

Responsibilities:

1. Attends all Board of Directors meetings.
2. Provides advice and consent to the President.
3. Listens to concerns of individual members and relays them to the Board of Directors.
4. Encourages active participation in CLA by all members.
5. Reviews and sets Association policy consistent with existing mandates and policies.
6. Plans the direction and conducts the business of the Association.
7. Establishes the Association's standing rules and committees.
8. Adopts the budget, reviews financial reports and recommends annual dues to the membership.
9. Approves petitions for recognition and changes in status of Interest Groups. Provides for appropriate action on all applications for membership.
10. Responsible for Association publications and the maintenance of procedural documents related to the Bylaws.
11. Appoints, employs and evaluates the Executive Director.

4. Secretary

The Secretary is a California Library Association (CLA) Board position, elected by the membership at large, and a member of the Executive Committee and CLA Board.

Term of Office: The Secretary's term is for three years. The Secretary assumes office immediately after the annual conference.

Responsibilities as a Member of the Board:

Serve as a voting member of the CLA Board of Directors, attending meetings as directed in the Bylaws and fully participating in preparation, discussion, deliberation, and decision making.

Responsibilities as a Member of the Executive Committee:

Serve as a voting member of the Executive Committee, attending meetings as directed by the President and fully participating in preparation, discussion, deliberation, and decision making.

Responsibilities as Secretary:

1. Record the minutes of all meetings of the Executive Committee (as needed) and Board, and all of the general and annual business meetings of the Association.
2. Prepare copies of the minutes of the meetings for electronic distribution posting to all members of the Committee and Board before the next meeting.
3. Confer with President, CLA staff, committee chairs and others to prepare agendas. Ensure relevant documents are made available to individuals before meetings.
4. Establish a calendar of Executive Committee and Board meetings in conjunction with the Executive Committee and Board and distribute it to the Board, the CLA Office, and as appropriate for posting on the CLA website.
5. Establish and maintain roster of board members with contact information.
6. Handle routine correspondence of the Association, Executive Committee, and Board as the President may direct, including press releases, newsletters, and other communications as needed.
7. Indicate in minutes each resolution approved by Board and/or adopted by the Association membership to be posted to the CLA website and/or archives.
8. Receive official papers of CLA, such as Board and Executive Committee meeting minutes and documents, unit annual reports, Association-wide and unit publications, and budget reports from appropriate officers. Prepare and transmit these papers to the Association archives as directed.
9. Preserve and pass on to his/her successor a careful record of work and activities with recommendations for changes and actions. Send material not needed for this purpose to the Association archives.
10. Perform other duties as the President may assign.

Time commitment varies month to month. Minimum 3 hours a month up to 10.

6. Student Representative

The Student Representative is elected by the membership at large, and is a member of the CLA Board.

Term of Office: The Student Representative's term is for two years. The Student Representative assumes office immediately after the Annual Conference.

Responsibilities:

Serve as a voting member of the CLA Board of Directors, attending meetings as directed in the Bylaws and fully participating in preparation, discussion, deliberation, and decision making.

Time commitment varies month to month. Minimum 3 hours a month up to 10 plus additional time for special projects and committees, 2-3 in person meetings per year that could be day long, and annual conference attendance.

- E. Each candidate for office shall agree in writing to run for the office.
- F. The Nominating Committee shall select at least two candidates for each open, at-large position.

- G. The Nominating Committee shall present the slate to the Association President and Executive Director in accordance with the election process time frame.
- H. The information communicated to members with the ballot shall include the deadline for return of ballots.
- I. Results of any election or other vote by mail or electronic means shall include, for each position to be filled or questioned, the following:
 - 1. number eligible to vote;
 - 2. number of votes cast; and
 - 3. number of votes cast for each eligible candidate or question.
- J. When a tie exists, either the chair of the Nominating 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.
- K. Notification of election results will be sent to all candidates.

X. 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 the Board of Directors and standing committees should be notified in advance if a non-committee member plans to attend a meeting.

XI. INTEREST GROUPS

A. Obligations.

Interest Groups must:

- 1. Further the mission of the Association.
- 2. Conduct its affairs in accordance with Association Bylaws and the ALA Code of Ethics.

3. Demonstrate active involvement in at least one of the following:
 - a. sponsoring or participating in events or conference presentations;
 - b. conducting regular meetings, either in-person or remotely;
 - c. engaging in regular communication with Interest Group members; or
 - d. other activity deemed relevant by the Board of Directors.

4. Submit reports on Interest Group activity as requested.

B. Formation and Membership

1. An Interest Group may be formed by any two voting members of the Association on any topic relevant to the Association.
2. All members of the Interest Group must be voting members of the Association.
3. The co-applicants must complete the Interest Group Application in consultation with Association Staff and/or the Interest Group Committee.
4. Applications for new Interest Groups are reviewed by the Interest Group Committee and recommendations are submitted to the Board of Directors for approval.

C. Privileges

1. An Interest Group may recommend Association policy and Standards to the Board of Directors for adoption.
2. An Interest Group may receive support services from the Association as approved by the Board of Directors.

D. Limitations

1. Except as authorized below, an Interest Group shall not profess or imply that it speaks for or represents the Association or its members, other than those currently holding membership in the Interest Group.
 - a. As provided by III.A.11, the Executive Director shall authorize requests for use of the CLA logo and name.
 - b. The Interest Group Committee Chair, in consultation with Association staff, may approve an Interest Group's communications outside of the Association, except that
 - c. Statements of policy or advocacy require approval of the CLA President and/or the Board of Directors.

d. Interest Groups may communicate, without prior approval, outside of the Association to promote Interest Group events and programs and to solicit Interest Group membership.

2. The Board of Directors may, at its discretion, conduct the affairs or assume custody of the records and management of an Interest Group that has failed to comply with its obligations.

3. If an Interest Group is dissolved, all property and records of any nature in the possession of the Interest Group shall be transferred to the Association.

E. Inactive Status

1. In addition to dissolution under XI.F below, the Interest Group Committee may place an Interest Group on an Inactive List for failure to submit reports on Interest Group activity, to respond to communication from the Association Staff and/or the Interest Group Committee, or to have a leader. The Interest Group leader or members, if there is no leader, may also request to be placed on the list.

2. During the time that an Interest Group is on the Inactive List, it shall receive no support from Association Staff or the Interest Group Committee, except if it wants to regain active status.

3. If an Interest Group is placed on the Inactive List, all property and records of any nature in the possession of the Interest Group shall be transferred to the Association.

4. An Interest Group placed on the Inactive List may be removed from the list upon the submission of a request by at least two voting members of the Association and the approval by the Interest Group Committee. The request shall explain the current need for the Interest Group and what steps are to be taken to remain active.

F. Dissolution

1. An Interest Group may be dissolved for non-compliance with the Obligations of Interest Groups under XI.A. or an Interest Group leader may request the Interest Group Committee to dissolve the Interest Group they represent.

2. In either case, the Association Staff and/or the Interest Group Committee shall consult with the Interest Group leader and members in making a determination to recommend dissolution.

3. The Interest Group Committee will submit recommendations for dissolution

of an Interest Group to the Board of Directors for approval.

XII. Affiliates.

- B. The Board of Directors may, upon its own initiative or receipt of a request, consider affiliating with other organizations or associations having a purpose or interests similar to those of the Association.
- C. The Board of Directors may, upon its own initiative or receipt of request from the Committee or Interest Group, consider approving affiliate relationships for those groups.
- D. The Board of Directors shall upon establishing an affiliate relationship determine
 - 1. If it is appropriate to exchange liaisons or representatives to one another's governing boards.
 - 2. Any benefits to be received by the Affiliate.
 - 3. Dues, if any, payable by the Affiliate.
- E. Benefits may include:
 - a. Any meetings or programs sponsored by the group to be included in the Final Program at the Annual Conference which is available to all attendees.
 - b. The right to reserve meeting room space at the Annual Conference.
 - c. Co-sponsorship privileges at the Annual Conference, Spring Fling and at other events.
 - d. Participation in the Affiliate's representation at the Annual Conference Exhibit Hall.
- F. Possible benefits would not include:
 - a. Administrative, management, fiscal, financial and other similar services to be performed by CLA for the Affiliate.
 - b. Benefits and discounts to be extended directly to Affiliate's members.
- G. The Board of Directors shall periodically evaluate existing affiliate relationships and determine if they continue to be beneficial and appropriate. The Board of Directors shall vote to continue or terminate the affiliate relationship after the evaluation.

XIII. COURTESY POLICY

A. Board of Directors' Courtesy Policy

- 1. Speak to and about others, as I would want them to speak to me.

2. Assume the best (rather than the worst) about others' intentions until I have all the facts.
3. Listen as an ally (rather than an adversary) to understand the point of view of others, whether or not I agree with them.
4. Speak my own opinion in a way that does not demean others, even if I disagree.
5. Speak for myself, using "I" messages and not blaming statements.
6. Speak kindly to others, and avoid aggressive nonverbal behavior and sarcasm when I do not agree with someone.
7. Keep confidential what is said in our meetings, particularly when it could be hurtful to any individual.
8. Speak with "one voice" as a Board after decisions are made, regardless of personal opinion.
9. Never represent or speak on behalf of the Board outside of our meeting unless requested to do so.

XIV. MEETING CONDUCT RULES

A. Meeting Rules - Board of Directors' Meetings

1. Rule 1: Use of Special Rules
 - These Special Rules for meetings of the Board of Directors are to be used as the regular business meeting method of the California Library Association (CLA).
 - The rules are subordinate to (1) the organization's Bylaws, (2) the Articles of Incorporation, and (3) current State and Federal laws for nonprofit public or mutual benefit organizations.
 - These Meeting Rules may be further modified by concordance, or "substantial agreement," of the Board of Directors. For this organization substantial agreement is defined as a three-quarter's vote of those members in attendance. This does not prevent striving for consensus.
 - The Meeting Rules will be part of the Association's Standing Rules.

2. Rule 2: Meeting Roles

- The President, or a member that she or he appoints, will preside at the meeting. The President will appoint a Timekeeper and Egalitarian for each meeting. The person appointed can be different for each meeting if the President so chooses.
- The President is responsible for conducting a focused meeting with the help of a designated Egalitarian. The President will remain fair and impartial.
- The Egalitarian will remain neutral and focus on the meeting process to help reinforce the group's agreed-upon meeting Courtesy Policy. The President and the Egalitarian will confer on matters of meeting process. The Egalitarian will make the final decision on the fairness of the meeting process.
- Board members will strive to reach a consensus agreement, but if they cannot within 20 minutes (time period), the final decision will be made by a three-quarter's vote of the members attending (substantial majority vote, or concordance).
- The Secretary will take brief notes during the meeting. He or she will write a summary of the meeting and distribute it to members within 14 days. The Timekeeper will keep the President and the other Board members aware of time. If the group has agreed upon a specified time limit for an individual to speak, the Timekeeper will give the speaker a one-minute warning. At the end of the time, the speaker will be asked to stop. This person cannot speak again until all the others have had an opportunity.
- Any Board member may present a verbal or written proposal to the Board for consideration. Any CLA member or group of members may bring a proposal to the Board.

3. Rule 3: Meeting Agenda

- The President, with suggestions from the members of the Board and Management Team, will draft an agenda. It will include the organization's mission, the meeting purpose (if other than a regular meeting), and the meeting outcomes or intended results. The agenda will focus on accomplishing the current major strategies or goals of the organization.
- The agenda will state expected start and end times, topics in order of priority (policy, urgency, or impact), estimated time limits in minutes for each topic, and the name of the person leading presentation and dialogue on each topic.

- The agenda and other pertinent material will be distributed electronically as far in advance as possible.
- A call for agenda items will precede the meeting date by 15 working days.

4. Rule 4: Quorum

- Two-thirds of the members of the Board of Directors shall constitute a quorum. If a quorum is initially present, the Board of Directors may continue to transact business, notwithstanding the withdrawal of members, if any action taken other than adjournment is approved by at least a majority of the required quorum for such meeting, or such greater number as is required by these Bylaws.
- If the number present drops below the majority required for a quorum, the discussion may continue informally.

5. Rule 5: Starting the Meeting

- Anyone visiting a meeting will be introduced to everyone, and the Board members to the visitor, with every attempt to include the visitor quickly.
- Members of the Board of Directors will be given a chance to read and modify the agenda at the beginning of the meeting. The Board will reach concordance on the agenda before proceeding.
- The first discussion will be about the meeting purpose, objectives, roles, expected behaviors (Courtesy Policy), and decision-making method for all appropriate items. The Board members will reach concordance before proceeding.

6. Rule 6: Routine Reports and Consent Agenda

- The meeting minutes of the previous meeting and routine reports not requiring individual consideration will be placed on the agenda at the beginning in a Consent Agenda section. This information will be provided to participants ahead of time or before the start of the meeting.
- The Consent Agenda items will not be discussed individually unless any member requests that an item be removed from this section and placed on the regular agenda as a separate item for discussion.

7. Rule 7: Discussion of Issues

- Any item may be discussed that is on or added to the agenda prior to or at the beginning of the meeting. A motion or a second is not required.

- The Board member(s) who present(s) an issue for consideration should present it in the form of a simple (verbal) or a structured (written) proposal. Written proposals should address the problem and its causes before the solution.
- When possible, proposals will be available for members to read in advance of the meeting.
- All Board members will be given an opportunity to speak or ask questions. No one member may speak a second time until all wanting to speak have spoken once.
- When discussing a proposal, the President or Egalitarian will structure the discussion to proceed from opening (idea generation) to narrowing (evaluating ideas) to closing (making decisions).
- The President or Egalitarian will ensure that the discussion is balanced between pros and cons and all points of view are encouraged.
- Any Board member can suggest changes to a proposal. The proposal can be modified by a concordance of the Board of Directors. If the changes are not agreed upon, another Board member may present a different proposal.

8. Rule 8: Decision Making

- All Board members will be given an opportunity to speak at least once and not more than twice on each proposal.
- After a proposal has been presented and thoroughly discussed, the President will ask if the Board is in agreement with the proposal.
- If there is no concordance, the President will call for a nonbinding simple straw poll (show of hands) and further discussion. As a result of the discussion of the President may suggest or request modifications and check again for concordance.
- Following the modifications, the President will check again to determine if there is concordance or lack of substantial agreement.
- If there is no concordance, the President will ask for a show of gradient levels, in a multiple-choice, nonbinding poll.
- After the polling, members of the Board will be asked to voice their concerns and suggest a change in the Proposal that would result in their

support for the Proposal—or at least move their support up a level.

- If there isn't enough time or interest to continue discussing the proposal, the Board members can “vote whether to vote.” A simple majority (One-half of the Board members plus 1 in attendance) approval is necessary to require a dual (yes/no) vote. When a dual (yes/no) vote is taken, a three-quarter's vote of the Board members attending (substantial majority or concordance) is required to pass the proposal.
- Votes may be by show of hands or written ballot. Any Board member may request a written ballot.

9. Rule 9: Ending the Meeting

- Dates for the next meeting will be set and agenda items for the next meeting will be recorded.
- When the agenda is complete, or the time established for the end of the meeting is reached, the President will close the meeting. The meeting can continue after the established time limit only if there is substantial agreement to extend the meeting for a specified time period.
- The Secretary will send out a Meeting Summary and Action Items for the next meeting within 14 days.

XV. Statement of Appropriate Conduct

California Library Association Conferences, professional meetings and workshops

The California Library Association holds professional conferences and meetings to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use. To provide all participants – members and other attendees, speakers, exhibitors, staff and volunteers – the opportunity to benefit from the event, the California Library Association is committed to providing a harassment-free environment for everyone, regardless of gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, religion or other group identity.

As an association, CLA is strongly committed to diversity, equity and the free expression of ideas.

Within the context of CLA policy and the professional practices of librarianship, critical examination of beliefs and viewpoints does not, *by itself*, constitute hostile conduct or harassment. Similarly, use of sexual imagery or language in the context of a professional discussion *might not* constitute hostile conduct or harassment.

CLA seeks to provide a conference environment in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect.

*We recognize a shared responsibility to create and hold that environment for the benefit of all. **Some behaviors are, therefore, specifically prohibited:***

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening speakers (verbally or physically).

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. Participants may – and do – exercise their option to leave a session or a conversation. Exhibitors must follow all CLA Exhibit rules and regulations and CLA policies.

All participants are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Participants asked to stop a hostile or harassing behavior are expected to comply immediately. Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.

Please contact Conference Services staff in the CLA Office at conference if you believe you have been harassed or that a harassment problem exists. All such reports will be directed immediately to the CLA Executive Director, who will determine and carry out the appropriate course of action, and who may consult with and engage other CLA staff, leaders and legal counsel as appropriate. Event security and/or local law enforcement may be involved, as appropriate based on the specific circumstances. A follow-up report will be made to individuals who report being harassed.

XVI. CLA Social Media Policy

Social Media Policy for CLA Board, Committee, and IG members

This policy governs the publication of original messages and commentary on others' messages via social media by CLA committee chairs, board members, administrative personnel, consultants and liaisons when they are speaking as such. For the purposes of this document, social media means any tool for online publication and commentary, including, but not limited to blogs, wikis, Facebook, LinkedIn, Twitter, Goodreads, Flickr, and YouTube.

Appointees' posts on social media can help CLA expand its reach and increase its impact by: helping to raise awareness about the mission and work of CLA and the committee, building a sense of community among the association, helping to improve the knowledge or skills of librarians and library workers, providing a virtual means to engage the association,

and more.

Social media is an effective communication tool but sometimes it can be challenging for members to reconcile their public and private social media activities in terms of their role on with CLA. Social media is designed for self-expression and encourages conversations. This policy and accompanying guidelines provides a framework for appointees to engage in these activities effectively and ethically.

Statement of Policy

Permission: While serving on a CLA committee, board, or Interest Group, appointees are both granted permission to and are encouraged to use social media as a conduit for informing the library community about projects and initiatives of the association and work of the committee. This needs to occur in a professional and ethical manner.

Federal Law Compliance: In order to protect the 501c3 status of CLA, there are topics that association members are not permitted to publish via any an official CLA communication tool, including social media. When posting on any association resource, individuals cannot call for a boycott of a product or company. In addition, individuals posting via an official association communication tool may not endorse or oppose any federal, state or local candidate running for political office.

Defamatory Speech: Posting of defamatory and/or offensive material is strictly prohibited, including but not limited to hate-speech, name-calling and personal insults.

Copyright: All postings must be free of copyright restrictions that limit distribution. For example, posting a significant amount of a copyrighted work verbatim requires the permission of the copyright holder. To verify that such permission was obtained, all postings of this nature must include a statement that this is the case.

Confidentiality

Using social media to communicate about award committee activities prior, during or after closed award committee meetings, discussions or votes is not permitted.

Personal opinions about other committee appointees, specific committee decisions, etc. are not appropriate to share via social media.

Always ask for permission from the President and Executive Director before identifying a member, partner, or sponsor and never discuss confidential details of any individual's or organization's engagement in CLA.

CLA Name & Logo: Comply with existing name and logo policies, as outlined in the CLA Handbook.

Following the Policy

It is best to err on the side of caution. If a member is unsure whether or not something is appropriate to post on social media, he or she should contact their Committee Chair before making the post live. A Chair who is unsure about policy compliance should contact his or her Board Liaison. If a member, for whatever reason, takes an action that is in conflict with this policy, he or she will be contacted to resolve the situation and may be asked to withdraw, correct, or revise postings. If the post is determined to be egregious, or intentionally hurtful, the individual may be asked to resign from his or her position by the CLA President.

Guidelines For Every Appointee

Logistics

In order to help distinguish when you're speaking as an individual and when you're speaking as a CLA Committee appointee, you may want to consider setting up two accounts for each of the social media tools on which you post. One account would be used for your role on a CLA and the other account would be used for your personal postings.

CLA believes in transparency and honesty. Use your real name, be clear who you are, identify what capacity you serve in CLA and do not post anonymously, use pseudonyms or use false screen names.

Use tags when posting CLA content (e.g. #CLABeTheChange or @ CalLibAssoc) to help ensure your message reaches its targeted audience.

Post frequently and respond to comments and replies from others quickly and accurately.

Know and respect your audience at all times, including CLA and its members

Be smart and protect your privacy by taking simple steps such as avoiding posting personal details, like phone numbers; reading web sites' privacy policies, making use of privacy settings on social media sites, etc.

Avoid social media arguments and debates and alert the President and Executive Director if you see a misrepresentation made about CLA in social media. If you yourself are accused by anyone of posting something improperly, inform the President and Executive Director of the situation promptly in order to determine best next steps and to quickly resolve the situation.

Content

Regardless of what account you use for posting as a committee appointee, be sure to limit your committee-related posts to sharing information about the work of the committee, news and announcements from the committee, etc. if applicable. The committee chair will handle

the official communication for the group, but committee members are sometimes called on to write articles, blogs and Twitter posts.

Before posting, ask yourself if the post will improve knowledge or skills of CLA members, if it contributes directly or indirectly to the improvement of CLA, if it builds a sense of community or it helps to promote CLA's mission. If the answer is yes, post the content. If it's no, then don't post it.

Write about what you know (always verify any facts, dates, etc. before posting anything.)

What you publish will be around for a long time so consider the content carefully. Strive to make sure it is accurate and professional.

It is good general practice to link to others' work rather than reproduce it. Adhere to the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including CLA's own trademarks, copyrights and brands.

Use your best judgment and be sure to make it clear that any views expressed are yours alone and do not represent the official views of CLA.

Bring out your own personality and share your thoughts in a respectful and professional tone.

For Award Committee Appointees

Members of Awards Committees must be very aware of how their tenure on this committee may affect their social media interactions during the year.

Committee appointees must not discuss books on social media that are eligible for their award in any way that could lead to a conflict or lack of confidentiality in regards to their committee. This includes posting personal reviews in spaces such as Goodreads, blogs, or other platforms. Mentioning the existence of a book is fine. Discussing its merits as pertains to the award criteria is not.

Be cautious. If you are unsure of how your social media presence reflects on the committee, contact your committee chair before you post or Tweet.

Public relations for the award are nearly always appropriate (e.g. – generating excitement for the announcement date.)

Members of confidential committees must refrain from rating books that they are reading for the committee on sites such as Goodreads, and must refrain from participating in online "mock" award discussions.

Remember that using social media to share any information about confidential committee meetings, discussions or votes is not permitted. Therefore, be sure to turn off and store

away electronic devices during all meetings of the committee.

For Chairs

A role of a committee chair is to be the spokesperson for the committee. Therefore a committee chair can ask that committee members limit their social networking discussions about committee business and allow the chair to be the “one voice” of the committee. Be sure to make clear to all of your committee members at the start of the committee’s term.

Committee chairs need to act as conduits between committee members and their CLA board liaison and staff liaison if questions arise about social networking activities of committee members.

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