

**TEXAS LIBRARY ASSOCIATION
COLLEGE AND UNIVERSITY LIBRARIES DIVISION (CULD)
OPERATING PROCEDURES**

SECTION I. NAME

The name of this organization shall be the College and University Libraries Division (CULD) of the Texas Library Association (TLA).

SECTION II. OBJECTIVES

The objectives of CULD shall be to promote the interests of libraries and librarians in community/junior colleges and universities in Texas; to cooperate with TLA; and to serve as an affiliate of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA).

SECTION III. MEMBERSHIP

Any member of TLA may select membership in CULD.

SECTION IV. ADMINISTRATION

1. Officers

The Officers of CULD shall be Chair, Chair-Elect, Immediate Past-Chair, Secretary-Treasurer, Councilor, Alternate Councilor, and Web Editor.

2. Qualifications

Each officer must be a current member in good standing of CULD and TLA. The Chair and Chair-Elect must also be current members in good standing of ACRL.

3. Terms of Office

All officer terms begin at the conclusion of the TLA Annual Conference following the officers' election. The Chair, Chair-Elect, Immediate Past-Chair, and Secretary-Treasurer shall serve a term of one year or until their successors are elected and qualified. The Councilor, Alternate Councilor, and Web Editor shall serve terms of three years or until their successors are elected and qualified.

4. Officers' Duties

CULD officers shall perform those duties usually attached to their offices and as set forth in TLA's Bylaws and Standing Rules, and shall perform other duties as assigned by the CULD Executive Board.

The Chair shall:

- Serve as the official TLA and ACRL Chapter representative for CULD
- Attend officer training offered by TLA
- Schedule CULD meetings (per Section VII), set agendas, and preside

- Meet all responsibilities and deadlines set for Chairs by TLA and ACRL
 - TLA
 - Become familiar with CULD Operating Procedures
 - Ensure the submission of CULD budget by deadline
 - Plan and arrange for elections
 - ACRL
 - Submit officer information for inclusion on ACRL Chapter Roster webpage
 - Attend ACRL Chapter meetings during ALA Midwinter and ALA Annual Conference
 - Prepare a Chapter Annual Report for ACRL, due mid-July
 - Submit reimbursement request for any allowable Chapter expenses, due by mid-August

The Chair-Elect shall:

- Attend officer training offered by TLA
- Preside at CULD meetings in the absence of the Chair
- Attend all CULD meetings
- Serve as Chair of the CULD Program Committee
- Share in the TLA and ACRL responsibilities as needed (see Chair responsibilities)

The Immediate Past-Chair shall:

- Serve in an advisory capacity
- Attend all CULD meetings

The Secretary-Treasurer shall:

- Attend all CULD meetings
- Record all minutes of CULD meetings
- Submit draft of minutes to CULD Executive Board within two weeks
- Submit instant minutes to TLA
- Provide minutes from previous meetings at CULD meetings
- Make financial reports at CULD business meetings.
- Assist with the development of CULD budget and submit the approved budget to TLA
- Make final minutes, CULD budget, and other documents available to the membership
- Maintain historic and current CULD officer and committee membership records

The Councilor shall:

- Attend all meetings of the TLA Council
 - Notify Alternate Councilor and Chair if unable to attend
- Submit CULD resolutions that require TLA Council action
- Serve as liaison between CULD and TLA Council
- Attend all CULD meetings

The Alternate Councilor shall:

- Assume duties in the absence of the Councilor
- Attend all CULD meetings

The Web Editor shall:

- Maintain documents on the TLA CULD website and edit content as needed
- Attend all CULD meetings

5. Vacancies

If a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair for the remainder of that term and also for his/her elected term as Chair. If a vacancy occurs in the office of the Chair-Elect, Secretary-Treasurer, Alternate Councilor, or Web Editor, the Chair, with the approval of the CULD Executive Board, shall fill the vacancy by appointment until the next regular election of officers. A vacancy in the office of Councilor shall be filled by the Alternate Councilor. A Past-Chair vacancy on the CULD Executive Board must be filled by a former Chair. If a vacancy occurs in both the Chair and Chair-Elect positions, the President of TLA shall appoint a new Chair.

SECTION V. EXECUTIVE BOARD

The CULD Chair, Chair-Elect, Immediate Past-Chair, Secretary-Treasurer, Councilor, and Alternate Councilor shall constitute the voting members of the CULD Executive Board which shall administer the affairs of CULD when CULD is not in session. The Web Editor serves as a non-voting member on the Executive Board.

SECTION VI. NOMINATIONS AND ELECTIONS

The CULD Executive Board shall appoint, no later than October 1 of each year, a Nominating Committee of three members, none of whom is a current elected officer of CULD. As per *Robert's Rules of Order Newly Revised*, the Chair may not be involved in the appointment of the Nominating Committee and may not serve on the committee as ex-officio or otherwise.

The Nominating Committee shall present a slate of candidates for all offices whose term is ending. There shall be at least two candidates for the office of Councilor. Members of the Nominating Committee cannot be considered for any office during their tenure on the Nominating Committee.

Officers shall be elected annually by a plurality of members voting by electronic means, or another method as appropriate during TLA's annual elections.

For the offices of Chair-Elect, Secretary-Treasurer, and Web Editor, the candidate receiving the highest number of votes shall be elected. For Councilor, the candidate receiving the highest number of votes shall be elected Councilor and the candidate with the second highest number of votes shall be elected Alternate. In case of a tie vote, the elected candidate will be determined by lot.

SECTION VII. MEETINGS

A general CULD membership business meeting shall be held annually as required by the TLA Bylaws. Joint or separate program meetings may also be held. The CULD Executive Board may call special meetings by a majority vote. Members present at a CULD meeting shall constitute a quorum. Any measure voted on by the membership will pass with a majority of the votes of those members present.

SECTION VIII. COMMITTEES

1. Standing Committees

The CULD Standing Committees are:

- Information and Membership
- Legislative
- Program
- Scholarship & Stipends

The CULD Chair, with recommendations from the CULD Executive Board, shall appoint committee members and designate the committee Chair. To provide continuity, terms of appointments to Standing Committees shall be for two years with one-half of the committee retiring each year. The Standing Committees shall consist of no fewer than three members, and as many additional members as deemed necessary by the CULD Chair.

The Information and Membership Committee shall promote active and diverse membership in CULD. It consists of a Committee Chair, the CULD Web Editor, and members appointed by the CULD Chair. The Legislative Committee shall advocate for policy development and legislative action on issues affecting the welfare of academic and research libraries. The Committee Chair will serve as ex-officio and voting member of the TLA Legislative Committee.

The Program Committee shall compile a list of all proposed programs, including co-sponsorships with other TLA Units programs, for consideration by the CULD Executive Board. The Committee shall consist of the Chair-Elect, who shall serve as chair of the committee, and members appointed by the CULD Chair.

The Scholarship & Stipends Committee shall develop criteria for awarding the TALL Texans Institute stipend to CULD member participants and for awarding any established scholarships. The Committee shall publicize the availability of these awards to the CULD membership and will use the established criteria to evaluate stipend/scholarship applications received by the advertised deadline and award funds as budgeted by CULD.

2. Special Committees

Ad hoc or special committees may be created as needed by the CULD Chair. The CULD Chair shall appoint the members and designate the chair of each committee. The committees shall serve until their charges have been completed and reports have been accepted.

3. Reports

Chairs of all standing committees and the CULD Councilor shall submit written reports to the CULD Chair for presentation to the CULD membership at the annual membership meeting.

SECTION IX. ACRL AFFILIATION

1. Chapter Affiliation

CULD is the officially recognized Texas Chapter of ACRL. ACRL does not control the Texas Chapter and it is not responsible for the Texas Chapter's actions.

2. Chapter Members

Members of ACRL residing in or employed within the State shall automatically be members of the Texas Chapter of ACRL, but must also be members of CULD in order to receive the prerogatives and benefits available to CULD members. CULD members who are not also members of ACRL do not receive the benefits and prerogatives of Chapter membership.

3. Chapter Officers

The officers of CULD shall also serve as officers of the Texas Chapter of ACRL. The CULD Chair shall serve as Chapter Chair; the CULD Chair-Elect as Chapter Chair-Elect; CULD Immediate Past-Chair as Chapter Past-Chair; and the CULD Secretary-Treasurer as Chapter Secretary-Treasurer.

The CULD Chair and Chair-Elect represent the Texas Chapter at the Chapters Council and will have one vote on behalf of the Texas Chapter. Chapters Council meets twice a year at the ALA Annual Conference and Midwinter Meeting. An *ACRL Chapters Council Orientation Toolkit for New Chapter Leaders and Representatives to Chapters Council* is available on the ACRL Chapters webpage and the CULD officers documents.

The CULD Chair and Chair-Elect represent the Texas Chapter at all Chapters Council meetings and will have one vote on behalf of the Texas Chapter. An *ACRL Chapters Council Orientation Toolkit for New Chapter Leaders and Representatives to Chapters Council* is available on the ACRL Chapters webpage and the CULD officers documents.

4. Chapter Benefits

The Texas Chapter is eligible for the following ACRL benefits:
(Source: <https://www.ala.org/acrl/resources/policies/chapter5>)

a. Funds

ACRL annually allots chapters \$1.00 per ACRL member living within the geographic region served by the chapter. Allotment of these funds will be withheld if the chapter fails to submit the chapter annual report for two consecutive years and such funding may be reinstated once a chapter has submitted an annual report.

Chapters may spend this allotment on any items or activities that support the educational purposes of ACRL's strategic goals as identified in the strategic plan with two exceptions: 1. The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences and 2. The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy.

Reimbursement of allowable expenses are submitted to ACRL through the completion of the Reimbursement Request form along with the original receipts. Reimbursement requests are due before August 15 of the current fiscal year.

b. ACRL Officer Visits at Chapter Events

Chapters may request a funded ACRL officer to visit or participate in their programs. Funds are included in the ACRL budget to pay the expenses of the ACRL president, president-elect, executive director, and past-president to travel to ACRL chapter meetings. The chapter must send a *Request for an ACRL Officer* form to the ACRL office, which will coordinate this program.

c. Professional Development

ACRL will provide each chapter with two free webcasts per year, which can be broadcast at up to six sites to facilitate access.

SECTION X. AMENDMENTS TO THE OPERATING PROCEDURES

Amendments or revisions to these Operating Procedures may be adopted or amended at any CULD general membership meeting by a majority vote of the members present and voting, provided 30-day notice has been previously given and such changes are consistent with the TLA Bylaws and Standing Rules.

A copy of the amended or revised Operating Procedures shall be filed with the TLA Bylaws and Resolutions Committee. The amended or revised Operating Procedures shall be posted on the CULD webpage.

SECTION XI. PARLIAMENTARY AUTHORITY

The rules of procedure as stated in the current edition of *Robert's Rules of Order, Newly Revised* shall govern CULD in all cases in which they are applicable and in which they are not inconsistent with the Bylaws and Standing Rules of TLA.

Adopted: August 18, 2025

Amended: NA

Revised: July 17, 2025