

TEXAS LIBRARY ASSOCIATION
Texas Accelerated Library Leaders (TALL) Texans Round
Table
Operating Procedures

SECTION I – NAME

The name of this organization shall be the Texas Accelerated Library Leaders (TALL) Texans Round Table (TTRT) of the Texas Library Association (TLA)

SECTION II – OBJECTIVES

The objective of the TTRT shall be to provide a forum for the continued support of TALL Texans Institute members; to promote leadership development programs at TLA conferences; and to support the Texas Library Association's commitment to leadership development for Texas librarians.

SECTION III – Membership

Any member of the Texas Library Association may select membership in the TTRT. Officers must be current members of TLA and the TTRT.

SECTION IV – ADMINISTRATION

A. Officers

1. The officers of the TTRT shall be Chair, Chair-Elect, Past Chair, Secretary/Treasurer, Councilor, and Alternate Councilor. Other officers and committees may be elected or appointed as deemed necessary by the unit and provided for in the Operating Procedures.
2. Officers shall assume office immediately following the TLA Annual Conference and shall serve a term of one year or until a successor is elected. The Councilor and Alternate Councilor serve for three years or until a successor is elected.
3. The officers of the TTRT shall perform those duties usually attached to their offices and all duties as prescribed in the TLA Bylaws and Standing Rules.

4. Duties

- a. The Chair shall preside at meetings, appoint committees as necessary, direct the work of the Round Table, be responsible for the annual program at TLA Conference, and preside at Executive Committee meetings.
- b. The Chair-Elect shall act as an aide and alternate to the Chair and during the Chair's absence, perform the duties of the Chair. The Chair-Elect serves as Chair of the Recognition Committee and as a member of the Executive Committee.
- c. The Past Chair shall serve as the liaison to the TLA Leadership Development Committee and attend all TLA Leadership Development Committee meetings. The Past Chair shall serve on the Executive Committee, and serve as the chair of the TALL Texans Award Committee.
- d. The Secretary/Treasurer shall record the minutes at all Round Table meetings, maintain the financial records, deposit funds of the Round Table with the TLA executive office, submit reports as required, and serve as a member of the Executive Committee.
- e. The Councilor shall attend all meetings of the TLA Council, submit all resolutions from the Round Table that require Council action, and serve as liaison between TLA Council and TALL Texans Round Table. The Councilor shall serve on the Executive Committee.
- f. The Alternate Councilor shall, during the Councilor's absence, perform the duties of Councilor and serve on the Executive Committee.

B. Elections

1. A Nominating Committee shall be appointed by the Executive Committee, excepting the Chair. The TTRT Chair may neither participate in the appointment of the Nominating Committee nor serve on the Nominating Committee. The Nominating Committee shall present a slate of candidates for all offices. There shall be at least two candidates for the office of Councilor.
2. Officers shall be elected by electronic means prior to TLA Annual Conference by a plurality of members voting. The Councilor candidate with the highest number of votes shall be elected Councilor. The candidate with the second highest number of votes shall become the Alternate Councilor.
3. In the event that a single candidate is nominated for an office:

- a. The chair shall announce the names of the member willing to accept the nomination for the open position using the unit's electronic discussion list and ask if there are any other nominations from the membership.
 - b. Nominations shall be due and received by the chair no later than one week prior to the deadline for submitting the unit's slate to TLA offices.
 - c. If there are no additional nominations and no objections to the single candidate, the uncontested candidate will be considered as confirmed by acclamation.
4. In case of a tie vote, the Executive Committee shall, by casting lots, determine which nominee shall be appointed to office.

C. *Executive Committee*

1. The elected officers and the immediate past chair shall constitute the Executive Committee and shall administer the business of the unit when it is not in session.
2. The Executive Committee shall meet at TLA Annual Conference and TLA Annual Assembly. Other meetings may be held as deemed necessary by the Chair or a majority of the Committee.

D. *Vacancies*

1. If a vacancy occurs in the office of the Chair, the Chair-Elect shall become Chair for the remainder of that term and also serve the term to which the Chair-Elect had been elected.
2. If a vacancy occurs in the office of Councilor, the Alternate Councilor shall become Councilor for the remainder of the term.
3. If a vacancy occurs in any of the other elected offices, the Chair, with the approval of the Executive Committee, shall fill the vacancy by appointment until the next general election.
4. If a vacancy occurs in both the Chair and Chair-Elect positions, the President of the Texas Library Association shall appoint a new Chair, who shall proceed as outlined above.

SECTION V – MEETINGS

Regular meetings shall be held annually in conjunction with TLA Annual Conference and with TLA Annual Assembly. Members present shall constitute a quorum.

SECTION VI – COMMITTEES

A. Standing Committees

1. Program Committee: The Program Committee shall be responsible for planning and presenting or co-sponsoring a program advocating leadership development at each TLA Annual Conference. The Chair of the Tall Texans Round Table shall serve as Chair of the Program Committee.

2. Recognition Committee: The Recognition Committee shall be responsible for planning and executing a recognition event designed to honor incoming TALL Texans including all TALL Texans alumni and mentors at each TLA Annual Conference. The Chair-Elect shall serve as chair of the Recognition Committee.

3. Recruitment Committee: The Recruitment Committee shall be responsible for promoting a diverse TTRT membership from all types of libraries; for recruiting nominations and applications to the TALL Texans Institute; and for encouraging support of training and development for mid-career librarians and library lay-persons. The TTRT Chair shall designate the chair for the Recruitment Committee at Annual Conference.

4. Publications Committee: The Publications Committee shall be responsible for publishing and disseminating information concerning Round Table matters. The TTRT Chair shall designate the chair of the Publications Committee but shall retain final authority regarding TTRT publications. The Chair of the Publications Committee shall serve as Webmaster for the Round Table and perform all duties necessary to maintenance of the TTRT web presence.

5. TALL Texans Award Committee: The TALL Texans Award Committee shall be responsible for soliciting nominees for the award and selecting a recipient for the award. The immediate Past Chair of TTRT shall serve as the chair of the committee.

B. Other Committees

Other committees may be created as needed by the Executive Committee or the Chair. The 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 or until such time as the Executive Committee designates.

SECTION VII – PARLIAMENTARY AUTHORITY

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

SECTION VIII – AMENDMENTS TO THE OPERATING PROCEDURES

Operating Procedures may be adopted or amended at any general membership meeting of the unit by a majority vote of the members present and voting or by electronic vote by a majority vote of members voting, provided notice has been given at least 30 days prior to the vote and such changes are consistent with the Bylaws and Standing Rules of TLA.

Adopted Date: April 8, 2014