**TLA New Members Round Table Operating Procedures**

**SECTION I NAME**

The name of this organization shall be the New Members Round Table (NMRT) of the Texas Library Association (TLA).

**SECTION II OBJECTIVES**

The objectives and general purposes of this organization shall be:

* To bring together new librarians for orientation to the scope and potentialities of the profession;
* To acquaint them with the structure and purpose of TLA;
* To promote a greater feeling of responsibility among the newer members of TLA for the development of library service and librarianship in Texas.

**SECTION III MEMBERSHIP**

Any member of the Texas Library Association who has been a member of TLA for 10 years or less may select membership in the NMRT. Officers must be current members of TLA.

**SECTION IV ADMINISTRATION**

**A. Officers**

1. The designated officers shall be Chair; a Chair-Elect, an Immediate Past Chair; Secretary/Treasurer; Newsletter Editor; Webmaster; Councilor; and Alternate Councilor.
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 Chair-Elect will serve subsequent one year terms for a total of three years as Chair-Elect, Chair, and Immediate Past Chair. The Councilor and Alternate Councilor serve for three years or until a successor is elected.
3. The officers of the NMRT shall perform those duties usually attached to their offices and all duties as prescribed in the TLA Bylaws and Standing Rules.
4. Officers elected by the membership of the NMRT include the following: Chair-Elect, Secretary/Treasurer, Councilor, and Alternate Councilor.
5. Officers appointed by the Chair, with the approval of the Executive Committee, shall be: Newsletter Editor and Webmaster.

**B. Elections**

1. A Nominating Committee chaired by the Immediate Past Chair and elected by the Executive Committee except for the Chair shall present a slate of candidates for all offices. There shall be at least two candidates for the office of Councilor. Nominations may be made electronically via email.
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 case of a tie vote, the Nominating Committee shall draw a name by lot to determine a winner.

**C. Executive Committee**

1. The elected and appointed officers, including the Past Chair, and the chairs of the standing committees 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.
3. A majority of members of the Executive Committee present shall constitute a quorum for Executive Committee Meetings.

**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 be elected.
2. If a vacancy occurs in the office of Councilor, the Alternate Councilor shall become Councilor for the remainder of that 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 in conjunction with TLA's Annual Conference and Annual Assembly. Special meetings may be called upon the request of one-fifth of the members. Members present shall constitute a quorum.

A Fall Executive Committee meeting shall be held between Annual Assembly and Annual Conference. This may be an e-meeting with the approval of the Executive Board. If an Executive Committee member is unable to attend n Executive Committee meeting or a regular business meeting, a written progress report will be submitted to the Chair prior to the meeting.

**SECTION VI COMMITTEES**

Other committees may be created as needed by the Executive Committee or the Chair. The Chair appoints the members and designate the chair of each committee excepted as outlined below. The committees shall serve until their charges have been completed and reports have been accepted or until such time as the Executive Committee designates.

1. There shall be the following standing committees: Exhibit Booth, Orientation, Outstanding New Librarian Award, Mentor Program, Outreach, the NMRT Professional Development Grant, and the NMRT Stipends.
2. The Chair will serve as the Chair of the Orientation Committee.
3. The Chair-Elect will serve as the Chair of the Marketing & Membership Committee.
4. The Past-Chair will serve as Chair of the Mentor Committee.
5. The Secretary/Treasurer will serve as Chair of the Stipend Committee.
6. The Councilor will serve as Chair of the Professional Development Grant Committee.

**SECTION VII PARLIMENTARY AUTHORITY**

The rules of procedures as stated in the current edition of Robert's Rules of Order Newly Revised shall govern this unit 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 BYLAWS AMENDMENT**

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

*Adopted by NMRT members on April 26, 2013.*