Texas Library Association Cataloging and Metadata Roundtable

Operating Procedures

ARTICLE I. NAME

The name of this organization shall be the CATALOGING AND METADATA ROUND TABLE (CMRT). The CMRT is a Round Table of the Texas Library Association (TLA) and a Regional Group of the Association for Library Collections and Technical Services (ALCTS) of the American Library Association.

ARTICLE II. PURPOSE

The purpose of the CMRT shall be to bring together for the exchange and discussion of ideas all persons in Texas interested in the cataloging and classification of information resources and to promote the best and latest developments of this practice, as is evidenced in the field of library and information sciences, as well as other related fields.

ARTICLE III. MEMBERSHIP

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

ARTICLE IV. ADMINISTRATION

Section 1. Officers

A. The elected officers of the CMRT shall be Chair, Chair-elect, Secretary/Treasurer, Immediate Past-Chair, Councilor, Alternate Councilor.

1. Each officer must be a member of the CMRT and a resident of Texas.

2. No officer may hold more than two other offices within the Association simultaneously.

B. Officers shall assume office immediately following the Texas Library Association Annual conference and shall serve a term of one (1) year until a successor is elected. The Councilor and Alternate Councilor shall serve for three (3) years or until a successor is elected.

C. The officers of the CMRT shall perform those duties usually attached to their offices and all duties as prescribed in the TLA Bylaws and Standing Rules.

1. The duties of the Chair shall be to:
   a. Preside at all meetings of the CMRT and of its Executive Committee;
   b. Appoint committees and designate committee chairs;
c. Coordinate the work of all committees;
d. Make arrangements for and plan the details of the program portion of the annual meeting of the CMRT;
e. Make or break a tie vote in meetings;
f. Recommend to the CMRT any action deemed to be of interest to it;
g. Serve as the representative to the ALCTS Affiliate Relations Committee (http://www.ala.org/alcts/mgrps/cmtes/ats-arc) or appoint a qualified substitute;
h. Assume responsibility for financial transactions for the CMRT.

2. The duties of the Chair-elect shall be to:
   a. Perform all duties of the Chair in the absence, incapacity, or refusal to act as the Chair and when so acting shall have all of the powers and be subject to all of the restrictions of the office of the Chair;
   b. Assume the office of Chair after serving a term of one (1) year as Chair-elect except under the circumstances specified in Article IV, Section 4.
   c. Attend all meetings of the CMRT and of its Executive committee;
   d. Perform such duties as assigned by the Chair.

3. The duties of the Secretary/Treasurer shall be to:
   a. Record all minutes and votes of the CMRT meeting at TLA Annual Conference;
   b. Read and/or distribute minutes of the previous meeting of the CMRT at the TLA Annual Conference;
   c. Submit within one month the minutes of the annual meeting on the “Instant Minutes” online form and post on the CMRT web page;
   d. Record and submit copies of all other meetings of the CMRT on the “Instant Minutes” online form and post on the CMRT web page;
   e. Post up-to-date CMRT Operating Procedures on the CMRT web page;
   f. When possible, send a copy of materials presented at the annual meeting or to the Group to the ALCTS Affiliate Relations Committee Liaison;
   g. Make an annual financial report at the meeting of the Group at the TLA Annual Conference;
   h. Attend all meetings of the Group and of the Executive Committee;
   i. Perform such duties as assigned by the Chair.

4. The duties of the Immediate Past-Chair shall be to:
   a. Attend all meetings of the CMRT.
   b. Advise the current Chair on procedures and operation of the CMRT.

5. The duties of the Councilor shall be to:
   a. Attend all meetings of the TLA Council
   b. Submit all resolutions that require Council action
   c. Serve as liaison between TLA Council and the CMRT
   d. Attend all meetings of the CMRT and of its Executive Committee

6. The Alternate Councilor shall assume the duties of the Councilor if the Councilor is unable to perform the above duties.

Section 2. Elections

A. A Nominating Committee shall be elected by the Executive committee. The current Chair of the CMRT may not be involved in the appointment of the Nominating Committee and may
not serve on the committee. The ballot shall consist of at least 2 candidates for the office of Councilor and at least one candidate each for the offices of Chair-Elect and Secretary-Treasurer.

B. The Nominating Committee shall prepare a slate of candidates for all offices.

C. Officers shall be elected prior and up to the regular business meeting during Annual Conference and shall be elected by mail and/or electronic ballot. Ballots shall be available to the total membership via the CMRT and/or TLA electronic listservs and the roundtable website.

D. Officers shall be determined by a plurality of the members voting excluding Councilor/Alternate Councilor. 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. Tie votes for officers shall be determined by a plurality vote of members present at the annual meeting.

Section 3. Executive Committee

A. The elected officers shall constitute the Executive Committee of the CMRT and shall administer the business of the group when it is not in session.

B. The Executive Committee shall meet at TLA Annual Conference and TLA Annual Assembly. Other meetings may be held as deemed necessary by the Chair of a majority of the Executive Committee.

Section 4. Vacancies

A. 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.

B. 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.

C. If a vacancy occurs in both the Chair and Chair-elect positions, the Executive Committee shall appoint a new Chair, or request an appointment by the President of TLA. The appointed shall proceed as outlined above.

D. If a vacancy occurs in the office of Councilor, the Alternate Councilor shall become Councilor for the remainder of that term.

ARTICLE V. MEETINGS

A. Regular meetings of the CMRT shall be held annually in conjunction with the conference of the Texas Library Association. A quorum shall consist of the members present. Additional general membership meetings may be held as deemed necessary by the Chair, a majority of the Executive Committee, or upon petition of 30 CMRT members. Special meetings may be called by a majority vote of the Executive Committee.

B. Executive Committee meetings shall be held annually during both the TLA Annual Conference and the TLA Annual Assembly. A quorum shall consist of a majority of the
elected officers. Additional meetings may be held as deemed necessary by the Chair or a majority of the Executive Committee.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees

The standing committees of the CMRT shall be as outlined below. Standing committee members shall serve a one-year appointment to commence immediately after Annual Conference.

A. The Nominating Committee: The Nominating Committee shall annually submit a list of candidates for all offices (see Section 2, paragraph a).

B. The Program Committee: The Program Committee shall develop, receive approval from the Executive Committee, and shall organize and coordinate arrangements for the program at Annual Conference.

Section 2. Ad Hoc Committees

A. Ad Hoc committees may be created as needed by the Chair of CMRT, with the approval of the Executive Committee. The Chair of CMRT shall appoint the members and designate the chair of each ad hoc committee.

B. The committees and other positions shall serve until their charges have been completed and reports have been accepted or until such a time as the Executive Committee designates.

Section 3: Other Positions

A. Other positions may be created as needed by the Chair of CMRT, with the approval of the Executive Committee. The Chair of CMRT shall appoint the individual(s).

B. The individual(s) shall serve until their charges have been completed and reports have been accepted or until such a time as the Executive Committee designates.

ARTICLE VI. AFFILIATION WITH ALCTS

The Chair of the CMRT shall serve as representative to the ALCTS Affiliate Relations Committee or may appoint a substitute delegate.

ARTICLE VII. FUNDS

The Executive Director of the TLA shall receive and disburse all funds and monies belonging to the Group on written authorization from the Chair of the Group. The Executive Committee shall approve program activities and set budget ceilings.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules of procedure as stated in Roberts Rules of Order, Newly Revised, in the latest edition, shall govern this Group in all cases to which they are applicable and in which they are
consistent with the Bylaws and Standing Rules of the Texas Library Association.

ARTICLE IX. AMENDMENTS

Amendments to these Operating Procedures must be consistent with both the Bylaws of the Texas Library Association and the Bylaws of the Association for Library Collections and Technical Services. Such amendments may be proposed by the Executive Committee or by petition to the Executive Committee signed by five members of the CMRT. The text of any proposed amendment shall be mailed to the membership at least two (2) weeks in advance of the meeting at which the proposed amendment is to be voted upon. Amendments shall be approved by a two-thirds (2/3) vote of the members present and voting at a regular meeting.

[Adopted: 2009]
[Revised 4/6/84]
[Revised 4/11/89]
[Revised 7/31/91]
[Revised 7/9/92]
[Revised 4/21/99]
[Revised 7/11/03]
[Revised 7/09/08]
[Revised 3/31/09]
[Revised 4/4/18]