

Digital Libraries Round Table Operating Procedures

SECTION I: Name

The name of this organization shall be the Digital Libraries Round Table (DLRT) of the Texas Library Association (TLA).

SECTION II: Purpose

The purpose of the DLRT shall be to promote interest in and provision of digital and data services by Texas academic, public, school, and special libraries and librarians. DLRT shall be concerned with numerous issues affecting digital library services, including standards and best practices; preservation, access, and copyright; collections development and assessment; and authentication, data security, and collaboration.

SECTION III: Membership

Any member of TLA may select membership in DLRT. Officers must be current members of TLA.

SECTION IV: Officers

A. Officers

1. The officers of DLRT shall be the Chair, Chair-Elect, Secretary/Treasurer, Councilor and Alternate Councilor, and Immediate Past-Chair. The Webmaster shall serve as an ex-officio member of the Executive Committee.
2. These officers shall perform those duties usually attached to their offices and as set forth here, and shall perform other duties as assigned by the Executive Committee.

The Chair shall:

Preside at the DLRT meeting at the Annual Conference, Annual Assembly, and other meetings of the Executive Committee; prepare the DLRT's annual budget; coordinate the work of all committees; be the official representative of DLRT at all levels except Council; serve as the program planner; assume office of Immediate Past-Chair after serving a term of one year as Chair.

The Chair-Elect shall:

Attend the DLRT meeting at the Annual Conference, Annual Assembly, and other meetings of the Executive Committee; preside at meetings in the absence of the Chair; chair the Nominating Committee; assist the Chair in program planning and plan programs for the following year; assume office of Chair after serving a term of one year as Chair-Elect; assume the office of Chair if that office is vacated; perform other duties as assigned by the Chair.

The Secretary/Treasurer shall:

Record all minutes of the DLRT meetings at the Annual Conference, Annual Assembly, and other meetings of the Executive Committee; submit minutes of the previous meeting at the next meeting of the DLRT at the Annual Conference and Annual Assembly; assist the Chair-Elect in appointing a Nominating Committee; perform other duties as assigned by the Chair.

The Councilor shall:

Attend the DLRT meeting at the Annual Conference, Annual Assembly, and other meetings of the Executive Committee; attend all meetings of the TLA Council; represent the DLRT on the TLA Council; submit all DLRT motions and resolutions to Council that require Council action; assist the Chair-Elect in appointing a Nominating Committee; prepare progress reports for the TLA Council.

The Alternate Councilor shall:

Assume the duties of the Councilor in the absence of the Councilor.

The Immediate Past-Chair shall:

Assist the Chair in program planning; serve on the Executive Committee as a voting member for one year after leaving the office of Chair; perform such duties as assigned by the Chair.

The Webmaster shall:

Be appointed by the Chair for a three-year term; serve as an ex-officio member of the Executive Committee; keep the DLRT website up to date, including but not limited to:

- Officer information
- Operating Procedures
- Programming
- DLRT history;

B. Qualifications

Each officer must be a member in good standing of the Digital Libraries Round Table of the Texas Library Association.

C. Terms of Office

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.

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 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.
3. If a vacancy occurs in both the Chair and Chair-Elect positions, the President of TLA shall appoint a new Chair, who shall proceed as outlined above.
4. If there is a vacancy in the Webmaster position, the Chair shall fill the vacancy by appointment for the remainder of the term.

SECTION V: Executive Committee

1. The elected officers and the Immediate Past-Chair shall constitute the Executive Committee and shall administer the business of DLRT. The Webmaster shall serve as an ex-officio member of this committee.
2. The Executive Committee shall meet at the TLA Annual Conference and the TLA Annual Assembly. Other meetings may be held as deemed necessary by the Chair or a majority of the Executive Committee.

SECTION VI: Nominations and Elections

A. Nominating Committee

1. The Nominating Committee shall consist of a total of three members. The Executive Committee, excluding the Chair and Immediate Past-Chair, shall select the Nominating Committee members.
2. The Nominating Committee shall present a slate of at least two candidates for each office election to the DLRT membership. There shall be at least two candidates for the office of Councilor. Write-in candidates shall be allowed on the ballot.

Ascertain that the nominees meet the qualifications as provided for in Article IV, Section 2;

Secure the consent of the nominees in advance;

Submit the names and biographies of the candidates to the TLA Office by the deadline for electronic voting;

Administer the DLRT election if the deadline for TLA's electronic voting cannot be met;

Assume any other responsibilities necessary for the conduct of election not otherwise specified in these operating procedures.

B. Elections

1. Officers shall be elected by mail and/or electronic ballot.

2. For each office, the candidate receiving the highest number of votes shall be elected to that office. For the office of Councilor, the candidate receiving the highest number of votes shall become the Alternate Councilor. The membership shall be notified of the election results following the election.
3. In the event of a tie vote for any office, a run-off election shall be held at the Annual Conference DLRT membership meeting.

SECTION VII: Committees

A. Standing Committees

The DLRT standing committee is the Program Committee. It shall be chaired by the DLRT Chair and shall consist of the Chair-Elect and the Immediate Past-Chair, who shall serve as an ex-officio member of this committee.

B. Special Committees

Committees, other than the Nominating Committee, 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 VIII: Meetings

A. Regular Meetings

Regular meetings shall be held annually in conjunction with the TLA Annual Conference and Annual Assembly. A quorum shall consist of the majority of the DLRT Executive Committee.

B. Special Meetings

Special meetings of the members may be called by the Executive Committee or by petition of not less than ten percent (10%) of the members having voting rights, such petition to be presented to the Executive Committee not less than sixty days before the proposed meeting; the Executive Committee shall then be responsible for calling the special meeting. Notice stating the place, day and hour of the special meeting and the purpose for which the meeting is called shall be delivered to all group members not less than ten (10) nor more than fifty (50) days before the date of the meeting.

SECTION IX: Parliamentary Authority

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

SECTION X: Amendments to the Operating Procedures

Operating Procedures may be adopted or amended at any general DLRT membership meeting by a majority vote of the members present and voting, provided such changes are consistent with the Bylaws and Standing Rules of TLA.

DLRT members shall be notified at least 60 days before the membership votes on proposed amendments to the Operating Procedures.

History/Background of these bylaws:

- The bylaws and standing rules were adapted into operating procedures for the DLRT after notification of impending changes in the April 2018 business meeting on June 26, 2018.
- The bylaws were adopted by the DLIG membership at the DLIG business meeting on April 13, 2007
- The bylaws were amended due to a change in status from Interest Group to Round Table. The addition of standing rules was also made at this time. The bylaws were approved by the TLA Bylaws and Resolutions Committee on August 30, 2006.
- The bylaws were adopted by the DLIG membership at the DLIG business meeting on April 5, 2005.
- The bylaws were approved, as amended, by the TLA Bylaws and Resolutions Committee on July 12, 2004.
- The bylaws were drafted during the spring and summer of 2004. They were approved by the Digital Libraries Interest Group on July 11, 2004, at the TLA Annual Assembly.