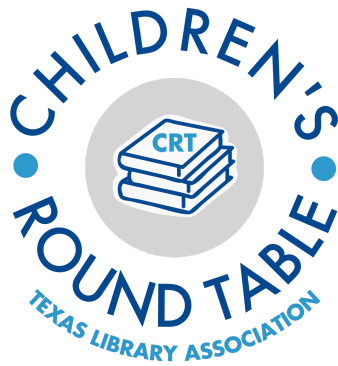




CHILDREN'S ROUND TABLE

OPERATING PROCEDURES



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Children’s Round Table Operating Procedures

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CHILDREN'S ROUND TABLE
TEXAS LIBRARY ASSOCIATION
Operating Procedures
Revised April 9, 2021
Adopted May 15, 2021

SECTION I- NAME

The name of this organization shall be the Children's Round Table of the Texas Library Association (TLA).

SECTION II- OBJECTIVES

The objective of the Children's Round Table shall be to promote and to improve library service for children in Texas. This purpose will be achieved by:

- Providing for and stimulating the professional and the career development of Texas' public and school librarians;
- Facilitating effective cooperation among library personnel in public and school libraries;
- Identifying, developing, and maintaining library services that will meet the informational, cultural, educational, and recreational needs of the children of Texas;
- Working cooperatively with other TLA round tables, interest groups, and divisions that have similar or allied interests.

SECTION III- MEMBERSHIP

Any member of the Texas Library Association may select membership in the Children's Round Table. Membership in this round table will include any person, organization, or institution who is a member of TLA and who elects to be a member of CRT upon payment of the membership fee as provided in the TLA Bylaws.

SECTION IV – ADMINISTRATION

A. Officers and Executive Board

The elected officers of CRT shall be Chair, Chair-Elect, Secretary, Councilor, Alternate Councilor, and other such officers as are deemed necessary. The Executive Board shall also include the chairs of CRT Committees and Task Forces.

With the exception of the Councilor and the Alternate Councilor, officers assume office immediately following the TLA Annual Conference, serving a term of one year. Councilor and the Alternate Councilor shall serve for three years or until a successor is elected. Officers may not succeed themselves in office.

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

1. Qualifications

- a. CRT officers must be current members of TLA and CRT.
- b. In even numbered years, candidates for the office of Chair-Elect shall be associated with school libraries. In odd numbered years, candidates for the office of Chair-Elect shall be

associated with public libraries. The odd/even year is determined by the conference year in which they are elected. The Chair-Elect shall become Chair of CRT the following year.

- c. Nominees for Chair-Elect may also be selected from individuals associated with services to children in other organizations or institutions, e.g., state libraries, educational service centers, universities, etc. In this case, the focus area of their work (i.e., a public or school library focus) would determine whether they qualify in odd or even years.

2. Terms of Office

- a. The Chair, Chair-Elect, and Secretary shall serve a term of one year or until successors are elected.
- b. The Immediate Past Chair shall serve a term of one year following the term of office as Chair.
- c. The Unit Councilor and Alternate Councilor will serve for three years or until a successor is elected.
- d. All officers shall assume office immediately following the TLA Annual Conference.

3. Duties

- a. The elected officers shall constitute the Executive Committee and shall administer the business of the unit when it is not in session. The voting members of the Executive Board of CRT shall consist of the Chair, Chair-Elect, Secretary, Councilor, Alternate Councilor, and chairs of all standing committees. The non-voting members of the Executive Board of CRT shall consist of the Immediate Past Chair and the Webmaster/Social Media Manager.
- b. The CHAIR shall:
 - i. Attend Annual TLA Youth Program Planning meeting (late spring), Annual Assembly (summer), and Annual Conference (spring) of TLA;
 - ii. Make every effort to attend at least one ALA Conference prior to taking office or during the chair year;
 - iii. Direct and/or act for CRT in all official capacities;
 - iv. Schedule, conduct, and vote at CRT Executive Board meetings and business meetings;
 - v. Be responsible for the overall planning for CRT programs at the TLA Annual Conference;
 - vi. Be the primary contact for program speakers, presenters, publishers, and moderators.
 - vii. Will solicit program ideas from CRT membership.
 - viii. Lead voice and primary contact for Program Committee meetings and communications.
 - ix. Plan and preside at the annual CRT membership meeting at the TLA Conference;
 - x. Will send out and follow up on all conference speakers and presenters' pin numbers.
 - xi. Will prepare a spreadsheet of conference programs, to include contact information and program details, to be shared with the Program Committee.
 - xii. Be responsible for presiding over the Texas Bluebonnet Award Luncheon in even numbered years at the TLA Annual Conference;
 - xiii. The chair will attend meetings and conference calls associated with TBA Luncheon planning.
 - xiv. The chair will select the local arrangements co-chairs for the TBA Luncheon.
 - xv. Appoint chair and members of the Texas 2x2 Reading List Committee whose service begins at the next TLA Annual Conference;
 - xvi. Handle all CRT financial matters, including reporting and approving all expenditures, checking the general ledger sheets from the TLA office for accuracy, and submitting an annual budget to the TLA office;
 - xvii. Serve as Chair of the CRT Program Committee;

- xviii. Serve at her/his discretion as an ex-officio member of all CRT committees;
- xix. Provide CRT Operating Procedures and other information to the incoming officers;
- xx. Prepare financial and other reports as requested by TLA;
- xxi. Will include the chair-elect in all CRT communications.

c. The CHAIR-ELECT shall:

- i. Attend Annual TLA Youth Program Planning meeting (late spring), Annual Assembly (summer), and Annual Conference (spring) of TLA;
- ii. Attend and vote at meetings of the CRT Executive Board;
- iii. In the absence of the Chair, preside at the CRT Executive Board meetings and/or the CRT membership meetings;
- iv. Appoint chair and members of the Little Mavericks Graphic Novel Reading List Committee whose service begins at the next TLA Annual Conference;
- v. Shall assist the Chair in selecting committee members and completing and submitting appropriate paperwork and forms to TLA.
- vi. Shall assist the Chair in conference planning and program form submissions.
- vii. Will attend meetings and conference calls associated with The Texas Bluebonnet Award Luncheon planning in even numbered years.
- viii. Shall assist the chair in the production and editing of the luncheon program and script, and handle communication in regards to these items.
- ix. Will assist in the on-site setup of the luncheon.
- x. Serve at her/his discretion as an ex-officio member of all CRT committees as needed
- xi. Shall serve on the Program Committee and serve as a moderator for a CRT program.
- xii. Will ensure that the terms of service for committee and Executive Board appointments and elected positions appear on the CRT website as stated on the appointment forms.
- xiii. Will include the Chair in all CRT communications.

d. The SECRETARY shall:

- i. Attend and vote at meetings of the CRT Executive Board, including Annual Assembly (summer) and Annual Conference (spring);
- ii. Record all minutes of all CRT Executive Board meetings and general membership meetings of CRT;
- iii. Share a final copy of minutes to the Chair, members of the Executive Board, and TLA Office in the Children's Round Table Shared Google Drive within two weeks following each meeting;
- iv. Read and/or have printed copies of the minutes of the previous meeting for the CRT membership meeting at the TLA Annual Conference and the Executive Board meeting at TLA Annual Assembly.
- v. Perform such duties as assigned by the Chair.

d. The COUNCILOR shall:

- i. Attend and vote at all meetings of the TLA Council and all CRT Executive Board meetings;
- ii. Report to the CRT Executive Board within two weeks after each Council meeting;
- iii. Serve as a liaison between TLA Council and CRT;
- iv. Attend the TLA Annual Assembly and Annual Conference.

e. The ALTERNATE COUNCILOR shall:

- i. Attend meetings of the CRT Executive Board;
- ii. Fulfill the duties of the Councilor in the event the Councilor is unable to attend or to perform those duties;
- iii. Perform such duties as assigned by the Chair.

f. The IMMEDIATE PAST CHAIR shall:

- i. Attend but not vote at meetings of the CRT Executive Board for one year after leaving office;
- ii. Chair the Siddie Jo Johnson Award Committee and perform all designated duties of that office;
- iii. Perform such duties as assigned by the Chair.

g. The WEBMASTER/ SOCIAL MEDIA MANAGER shall:

- i. Attend meetings of the CRT Executive Board.
- ii. Maintain the format & integrity of the CRT website and social media outlets with regular updates.
- iii. Create content to share on social media outlets to promote CRT and CRT events.
- iv. Serve as a non-voting position appointed by CRT Chair-Elect.
- v. Perform such duties as assigned by the Chair.
- vi. Serve an appointed, 3 year term.

B. Elections

The Nominating Committee shall present a slate of candidates for all offices. There shall be at least two candidates for each office, including the office of Councilor.

Officers shall be elected by electronic means prior to TLA Annual Conference by a plurality of members voting. The candidates' names and their qualifications shall be posted on the TLA website. Voting shall be in electronic format.

Nominations may also be made to the Nominating Committee by the membership.

The candidate who receives the highest number of votes for each office shall be declared elected to that office.

The candidate for Councilor who receives the second highest number of votes shall be declared Alternate Councilor.

C. Vacancies

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.

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

If a vacancy occurs in any of the other elected offices, the Chair, with the approval of the Executive Board, shall fill the vacancy by appointment until the next general election.

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 at the TLA Annual Conference and Annual Assembly. Members present shall constitute a quorum.

SECTION VI – 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.

There shall be the following standing committees: Siddie Joe Johnson Award Committee, Nominating Committee, Texas 2X2 Reading List Committee, and Texas Little Maverick Graphic Novel Reading List Committee.

- A. Members of the following Standing Committees serve a term of one year and take office immediately following the TLA Annual Conference: Siddie Joe Johnson Award Committee and Nominating Committee. For purposes of continuity, members of the following committees will serve terms longer than a year and will take office immediately following the TLA Annual Conference: 2X2 Reading List Committee and Little Maverick Graphic Novel Reading List Committee.
- B. A committee shall not have less than three members; the number, however, may vary at the discretion of the CRT Chair.
- C. All committee members must be current CRT members.
- D. Each committee chair shall present reports of committee activities when requested at the CRT Executive Board meetings and the membership meeting at the TLA Annual Conference.
- E. A committee member's resignation should be made to the Committee Chair who will then confer with the CRT Chair to replace the member resigning.
- F. The Executive Board may allocate funds for standing committees to meet postage, telephone, and paper expenses.
- G. Committee chairs may not succeed themselves.

STANDING COMMITTEES

COMMITTEE 1: Siddie Joe Johnson Award Committee

A. Purpose

- 1. This committee selects the Siddie Joe Johnson recipient and presents the award at Annual Conference.
- 2. This committee is to coordinate the activities of the program with the CRT Executive Board.

B. Chair

- 1. Qualifications
 - a. The Chair of the Siddie Joe Johnson Committee is the Immediate Past Chair of CRT.
 - b. The Chair must be a member of CRT.
 - c. The Chair shall serve a one-year term. If the Chair cannot serve out the full term, the CRT Chair shall appoint an interim Chair to serve the remainder of the term of office.
- 2. Responsibilities
 - a. Be aware of the criteria for the Siddie Joe Johnson Award.
 - b. Promote publicity for the Siddie Joe Johnson Award.
 - c. Set a suggested timeline for the Siddie Joe Johnson Awards Committee.
 - d. Review the goals, objectives, guidelines, policies, and procedures of the Siddie Joe Johnson Award Committee and make recommendations for improvements when necessary.
 - e. The Chair is responsible for disseminating information to publicize the Siddie Joe Johnson Award.

- f. The Chair presents the Siddie Joe Johnson Award at the Texas Bluebonnet Award Luncheon during TLA Annual Conference.
- g. The Chair announces the Siddie Joe Johnson winner on the CRT website.

C. Membership

1. Qualifications

- a. The Siddie Joe Johnson Award Committee shall consist of at least 2 members of CRT and the Immediate Past Chair of CRT. A list of candidates should be provided to the CRT Executive Board at the Annual Assembly meeting at which the appointments will be made and approved by the Board. The Siddie Joe Johnson Award winner is expected to serve on the committee the year following his or her award.
- b. Committee members shall serve a one-year term.

2. Siddie Joe Johnson Award Committee Responsibilities

- a. Select a deserving candidate of the Siddie Joe Johnson Award.

COMMITTEE 2: Nominating Committee

A. Purpose: This committee recruits suitable candidates for elected offices and for appointment to other non-elected offices and committees.

1. The Nominating Committee shall consist of the Immediate Past Chair and at least two additional members. The additional members shall be appointed by the Immediate Past Chair, who shall serve as the Chair of the Nominating Committee. The CRT Chair and the Chair-elect are ineligible for membership on the Nominating Committee.

2. Responsibilities:

- a. Present its nominations to the CRT membership for the offices of Chair-Elect and Secretary. At least two candidates for each office shall be nominated no later than two weeks before the first date on which members may cast ballots or in accordance with TLA election deadlines.
- b. According to the cycle of their term, candidates for the office of Councilor shall also be selected by the Nominating Committee. There shall be at least two candidates for the office of Councilor.
- c. 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.
- d. In case of a tie vote, a candidate will be appointed by the CRT Chair.

COMMITTEE 3: Texas 2X2 Reading List Committee

A. Purpose

1. The 2X2 Committee shall be comprised of (1) Chair, (6) voting members, and (1) non-voting Administrative Assistant who are members of the Children's Round Table. The committee will be balanced geographically and between public and school librarians.
2. The mission of the 2X2 Committee is to produce a list of 20 recommended books for children, age two to grade two. This list can be used by parents and caregivers to introduce children to a variety of quality books that will pique their interest and imagination as well as encourage independent reading when appropriate. The Texas 2X2 Reading List Committee will follow the following policy guidelines:
 - Statement on Intellectual Freedom.
 - Library Bill of Rights.
 - ALA American Values Statement.
3. This committee is to coordinate the activities of the program with the CRT Executive Board with quarterly updates.

B. Chair

The Chair is appointed by the CRT Chair for a two-year term. The Chair is a voting member of the committee. It should be understood, however, that the primary responsibility of the Chair is facilitator of the Committee's charge, including all business matters.

1. Qualifications:

- a. The Chair is held to all the qualifications of the 2X2 committee members.
- b. The Chair is selected from past or present members of the 2X2 Committee.
- c. If the 2X2 Chair cannot serve out the full term, the CRT Chair shall appoint an interim Chair to serve the remainder of the term of office.

2. Responsibilities:

- a. The Chair is held to all the responsibilities of the 2X2 committee members.
- b. Guide and direct the educational focus of the 2X2 Program.
- c. Review the goals, objectives, guidelines, policies, and procedures of the 2X2 Committee and recommend improvements in the general operation of the program to the CRT Executive Boards.
- d. Maintain and update the 2X2 Program "Manual of Policy and Procedures," and make it available upon request.
- e. Schedule meetings, plan agendas, oversee the preparation and dissemination of meeting minutes.
- f. Publish and maintain nominations, and submit the updated nomination list to the committee members and the CRT webmaster for posting on the TLA website.
- g. Collect monthly nominations from members and disseminate combined list to all members.
- h. Assist the administrative assistant with the list of titles received from publishers and make sure all committee members have received all books on the list.
- i. The Chair is responsible for coordinating the 2x2 Showcase at the TLA Annual Conference.

C. Committee Members

Members shall be appointed by the CRT Chair from a list of CRT Volunteers. Committee members shall serve three year terms.

1. Qualifications:

- a. Committee members must be a current member of CRT.
- b. Committee members must be actively involved in the delivery of library services to children.
- c. Committee members must not currently be affiliated with an author, illustrator, or publisher in any capacity that might interfere with the integrity of the committee.
- d. If a committee member cannot serve out a full term, the CRT Chair will appoint a replacement from a list of CRT volunteers to serve the remainder of the term of office.

2. Responsibilities:

- a. Understand the mission of the 2X2 list.
- b. Attend all meetings. These include the TLA Annual Conference, Annual Assembly, as well as an additional meeting held in January. Members who are not able to attend all meetings may be asked to resign their positions.
- c. Have a reliable email account they can access daily, 12 months of the year.
- d. Read widely in order to nominate worthy titles.
- e. Participate in the function of the committee. Members will be asked to make nominations and read all nominated books. Those who are not able to do so may be asked to resign their position.
- f. Monitor the production and distribution of the 2X2 list.
- g. Assist in monitoring the use of the 2X2 trademark/logo and apprise the TLA Executive Board of any known infringements associated with its use.

- h. Present the list during the 2x2 Showcase at the TLA Annual Conference.

D. Administrative Assistant

A volunteer administrative assistant will be chosen by the CRT Chair for a three-year term. The administrative assistant is a non-voting member of the Committee.

1. Responsibilities:

- a. Maintain an up-to-date publisher contact list and maintain contact with the publishing companies.
- b. Submit special book requests to the publishers.
- c. Disseminate the final list to the publishers and to the CRT electronic distribution list.
- d. Send field nominations from the website to the chair, and other such duties assigned by the Committee Chair.
- e. Create list of titles received from publishers and make sure all committee members have received all books on the list.
- f. Fill in as a voting committee member in the event that a voting committee member is unable to complete his or her service.
- g. Read all books received from publishers, and all nominated books not received from publishers.

COMMITTEE 4: Texas Little Maverick Graphic Novel Reading List Committee

A. Purpose: To select a recommended reading list of graphic novels designed for children of Texas, grades K-5, from books published in the year prior to and the year of the list being published, and to annotate said list.

1. **Purpose of the List:** The Texas Little Maverick Graphic Novel Reading List (TLMGNRL) is a recommended reading list developed by public and school librarians from the Children's Round Table (CRT). The purpose of the list is to encourage students in grades K-5 to explore a variety of current graphic novels. The TLMGNRL is intended for recreational reading, not to support a specific curriculum. Due to the diversity of this age range, Texas librarians should purchase titles on this list according to their individual collection policies. For the purpose of the committee, graphic novels are defined to include trade compilations and original works published in a sequential art format. Such titles should incorporate acceptable literary and artistic quality with effectiveness of presentation.
2. **Target Audience:** The list is prepared for use by students in grades K-5 and annotations will be written to attract young readers.

The Graphic Novels Elementary Reading List Committee will follow the following policy guidelines:

- Statement on Intellectual Freedom: <http://www.txla.org/IF-Handbook>
- Library Bill of Rights: <http://www.txla.org/IF-Handbook>
- "Free Access to Libraries for Minors": <http://www.txla.org/IF-Handbook>
- ALA American Values Statement:
<http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican>

3. This committee is to coordinate the activities of the program with the CRT Executive Board with quarterly updates.

B. Chair

The Chair is appointed by the CRT Chair-Elect for a two-year term and, as such, has the right to vote and to enter into discussion of titles. It should be understood, however, that the primary responsibility of the Chair is facilitator of the Committee's charge, including all business matters. The Chair should only discuss a title after other committee members have had an opportunity to speak so as not to unduly influence the decision. If the TLMGNRL Committee

Chair cannot serve out the full term, the CRT Chair shall appoint an interim Chair to serve the remainder of the term of office.

1. Qualifications:

- a. The TLMGNRL Committee Chair is selected from past or present members of the TLMGNRL Committee.
- b. The TLMGNRL Committee Chair must be a current member of CRT, must work directly with children from grades K-5, and must not be currently under contract or employed by a publishing company in any capacity that might interfere with the integrity of this committee.

2. Responsibilities:

- a. Guide and direct the educational focus of the TLMGNRL Program.
- b. Review the goals, objectives, guidelines, policies, and procedures of the TLMGNRL Committee and recommend improvements in the general operation of the program total and CRT Executive Boards.
- c. Attend any Virtual meetings, TLA Annual Conference, TLA Annual Assembly, CRT Executive Board meetings, and the voting TLMGNRL Committee meetings. In lieu of meeting at Annual Assembly, the Committee Chair may choose to conduct committee work via electronic means.
- d. Maintain/update the TLMGNRL Program "Manual of Policy and Procedures" and make it available upon request.
- e. Schedule meetings, plan agendas, oversee the preparation and dissemination of meeting minutes, etc.
- f. Monitor the use of the TLMGNRL trademark/logo and keep the TLA Executive Board apprised of any known infringements associated with its use.
- g. Publish and maintain nominations; and submit the updated nomination list to the committee members and the CRT webmaster for posting on the TLA website and Social Media.

C. Committee Members

The TLMGNRL Committee shall consist of the Chair, advisor (past-chair), eight members, and a non-voting administrative assistant who are members of the Children's Round Table. Ex-officio, non-voting members shall be the Texas Library Association (TLA) Executive Director and a liaison from the TLA Executive Board, who shall be appointed by the TLA President.

1. Qualifications:

- a. Members shall be appointed by the CRT Chair-Elect from a list of CRT volunteers.
- b. Committee members and the administrative assistant shall serve three-year staggered terms to commence at the close of the Annual Conference of TLA.
- c. A TLMGNRL Committee member must be a current member of CRT throughout their term of appointment, must work directly with children in grades K-5 throughout their term of appointment, and must not currently be affiliated with an author, illustrator, or publisher in any capacity that might interfere with the integrity of the committee.
- d. Members may not serve two consecutive terms as committee members but may be appointed Chair.
- e. If a committee member cannot serve out the full term, the CRT Chair will appoint a replacement from a list of CRT volunteers to serve the remainder of the term of office.

2. Responsibilities:

- a. Guide and direct the educational focus of the TLMGNRL Program.
- b. Prepare a selected reading list for the TLMGNRL Program-based on nominations submitted to the committee.
- c. Monitor the production and distribution of the TLMGNRL list.
- d. Assist in monitoring the use of the TLMGNRL trademark/logo and apprise the TLA Executive Board of any known infringements associated with its use.
- e. Attend all meetings. Members who are not able to attend all meetings may be asked to resign their position.

- f. Participate in the function of the committee. Members will be asked to make nominations and to read all nominated books. Those who are not able to do so may be asked to resign their position.
- g. Submit employment verification form signed by principal or supervisor.
- h. Present book talks during the Annual Conference.
- i. One member will be elected secretary to take minutes and provide copies of minutes for each meeting.

D. Administrative Assistant

A volunteer administrative assistant will be chosen by the CRT Chair-Elect for a three-year term. The administrative assistant is a non-voting member of the Committee.

1. Responsibilities:

- a. Maintains contact with the publishing companies.
- b. Submits special book requests to the publishers.
- c. Disseminates the final list to the publishers and to the CRT electronic distribution list.
- d. Sends field nominations from the website to the chair.
- e. Fulfills other duties assigned by the Committee Chair.

SECTION VII - PARLIAMENTARY AUTHORITY

The rules of procedures as stated in Robert's Rules of Order, Newly Revised, in the current edition, shall govern CRT in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or 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, provided 30 days notice has been previously given and such changes are consistent with the Bylaws and Standing Rules of TLA.

[Adopted 4/1995]

[Amended 4/1999]

[Revised 7/2004]

[Revised 3/2005]

[Amended 4/2010]

[Adopted 4/2012]

[Revised 4/2021]

[Adopted 5/2021]