



Operating Procedures of the BLACK CAUCUS ROUND TABLE

ARTICLE I Name

The name of this organization shall be the Black Caucus Round Table (BCRT) of the Texas Library Association (TLA).

ARTICLE II Objectives

The objectives of BCRT of TLA shall be to contribute to library service by

1. Promoting library services to African-Americans.
2. Providing scholarships for library and information science careers, establishing career-development and mentor programs to recruit more African-Americans into the profession.
3. Providing workshops and training at TLA conferences relevant to African-American librarians and others providing services to African-Americans.
4. Sharing resources about programs and services for African-Americans.
5. Serving as a clearinghouse for information about African-American librarians in promoting their wider participation at all levels of the profession and the association.
6. Opening channels of communication among African-American librarians in all TLA divisions, round tables, and interest groups.

ARTICLE III Members

Any member of TLA can become a member of BCRT upon payment of the appropriate membership dues as provided in the TLA Bylaws. Annual dues are applicable to the calendar year and are due January 31 of the year to which they apply.

ARTICLE IV Administration

Section 1 Officers

The elected officers of BCRT of TLA shall be Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer, Councilor, Alternate Councilor, Immediate Past-Chair & Webmaster/Social Media Manager. The Immediate Past-Chair will serve as the Parliamentarian. Each officer must be a member in good standing of the TLA and a resident of Texas or an employee of a Texas library, and be current in payment of dues.

A. Terms of Office

1. Officers shall assume their duties immediately following the TLA Annual Conference and shall serve a term of one year. The Councilor and Alternate Councilor serve for three years.
2. The officers of BCRT of TLA shall perform those duties attached to their offices and all duties as prescribed in the TLA Bylaws and Standing Rules.

B. Duties

1. The Chair shall:

- Call and conduct Executive Committee meetings.
- Serve as an ex-officio member of all committees except for the Nominating and Elections Committee.
- Prepare reports as requested by TLA.
- Preside at the BCRT Business Meeting at the TLA Annual Conference and Annual Assembly.
- Relay BCRT information to the membership through the membership distribution list.

- Present proposed BCRT programs at TLA Annual Assembly.
- Report, approve expenditures, and check the “General Ledger” sheets from TLA office for accuracy in consultation with the Chair-elect.
- Make program arrangements in consultation with the Vice-Chair/Chair-Elect for the Annual conference meeting. Make program arrangements in consultation with the Vice-Chair/Chair-elect
- Assure that the conference speakers’ transportation, housing, and honoraria arrangements are made and carried through.
- Appoint all committee chairs except the Nominating and Election Chair.
- Act as liaison between the TLA office and the BCRT when handling ticketed events.
- Will assist the Secretary/Treasurer when making collecting funds for Ticketed events.

2. The Vice-Chair/Chair-Elect shall:

- Attend meetings of the Executive Committee at the TLA Annual Conference and Annual Assembly.
- Preside at meetings of the Executive Committee and membership during the absence of the Chair.
- Assist with program arrangements in consultation with the Chair for the BCRT meetings.
- Assist with the conference speakers’ transportation, housing and honoraria and ensure that arrangements are made and carried through.
- Perform such duties as assigned by Chair.
- The Vice Chair/Chair-Elect will be responsible for performing duties of the Chair in the absence of that officer.

3. The Secretary/Treasurer shall:

- Attend all meetings of the Executive Committee.
- Record all minutes of BCRT meetings at TLA Annual Conference and Annual Assembly.
- Read or have printed copies of the minutes of the previous meetings for BCRT meeting at TLA Annual Conference and Annual Assembly.
- Submit a copy of the minutes to the Chair of all meetings within two weeks following each meeting.
- Present a financial report at TLA Annual Conference and Annual Assembly.
- Assist the Chair with all financial matters of BCRT.
- Be responsible of turning in funds from ticketed events to the TLA Executive before the close of the business day.

4. The Councilor shall:

- Attend all meetings of the TLA Council.
- Report to BCRT Executive Committee within two weeks after each Council meeting.
- Serve as a liaison between the TLA Council and BCRT.
- Perform such duties as assigned by the Chair.
- Serve an appointed three-year term.

5. The Alternate Councilor shall:

- Attend all meeting of the TLA Council, when the Councilor cannot attend.
- Assume the duties of the Councilor in the absence of the Councilor.
- Serve an appointed three-year term.

6. The Immediate Past-Chair shall:

- Serve as the Parliamentarian for BCRT.
- Aid the Chair during the BCRT Business meeting and Annual Assembly meetings.
- Present the Operating Procedures changes to the TLA Bylaw and Resolutions Committee.
- Present the new Operating changes to the membership at the BCRT Business meeting.
- Perform such duties as assigned by the Chair.

7. The Webmaster/Social Media

- Increase Black Caucus Round Table (BCRT) branding awareness through the effective use of social media outlets.
- Create content, and monitor interactions among people in which they make, share, and exchange information and ideas in virtual communities.
- Post current trends and engage TLA's members to share positive testimonials.
- Strengthen unity with all TLA's Roundtables.
- Ensure content is aligned with TLA's and BCRT goals.
- Follow TLA's Social Media Guidelines, abide by the mission/goals and adhere to TLA forum policies.
- Perform such duties as assigned by the Chair.
- Serve an appointed three-year term.

Section 2 Elections

A. Nominating Committee

- Nominating and Elections Chair appointed by the Executive Committee.
- Nominating and Elections Committee shall present a slate of candidates for all offices. There shall be at least two candidates for the office of Councilor.

B. Elections

- Elections shall be held annually through manual or electronic ballot by the BCRT membership prior to TLA Annual Conference.
- The candidate and their qualifications shall be publicized 30 days prior to the election.
- The candidate that receives that 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 the Alternate Councilor.
- Should an election result in an exact tie between candidates, the person currently holding the contested position would continue in office until a new election could be held during the BCRT business meeting at the TLA Conference.

Section 3 Executive Committee

- The elected officers shall constitute the Executive Committee and shall administer the business of the unit when it is not in session. The Immediate Past-Chair will sit on the Executive Committee.
- 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.

Section 4 Vacancies

- If a vacancy occurs in the office of the Chair, the Chair-Elect becomes the 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 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.
- If a vacancy occurs in both the Chair and the Chair-Elect positions, the President of TLA shall appoint a new Chair, who shall proceed as outlined above.
- A vacancy shall automatically exist if any officer fails to pay dues by January 31 of the year of that officer is serving.

ARTICLE V Meetings

- Regular meetings shall be held annually in conjunction with the TLA Annual Assembly and Annual Conference.
- Other meetings will be held as deemed necessary by the Chair and the Executive Board.
- A quorum shall be defined by at least 3 members of the Executive Board and at least 5 members of the BCRT.

ARTICLE VI Committees

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 I Standing Committees

There shall be the following Standing Committees: Awards, Operating Procedures, Membership, Nominating and Elections, and Scholarship.

- a. A committee shall not have fewer than three members; the numbers, however may vary at the discretion of the BCRT Chair.
- b. All committee members must be current BCRT members.
- c. Each committee chair is to submit a written report of the work of the committee prior to the meeting of BCRT Executive Committee at the TLA Annual Conference.
- d. Each committee chair must stand ready to be present and give reports of committee activities when requested at the BCRT Business meeting at TLA Annual Conference and Annual Assembly.

Section 2 Special Committees

Special committees are appointed, carried over, or discontinued at the discretion of the BCRT Chair.

The BCRT Chair shall designate a chair of each committee.

- The committee members shall serve until all charges have been completed.
- The BCRT Chair shall appoint a Social Event Chair (ad hoc), who will plan a social event for the BCRT to be held at TLA Annual Conference.
- The BCRT Chair shall appoint a Booth Coordinator, who will plan a booth exhibit for the BCRT at TLA Annual Conference.
- The BCRT Chair shall appoint a Webmaster/Newsletter editor, who will communicate with the membership and update the website.

ARTICLE VII Parliamentary Authority

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

ARTICLE VIII Amendments to the Operating Procedures

- Proposed amendments to the Operating Procedures, upon approval of the Executive Committee, shall be presented at an annual membership meeting for a vote of the membership provided such changes are consistent with the Bylaws and Standing Rules of the Texas Library Association.
- The Operating Procedures of this organization shall be approved by a two-thirds vote of the members in attendance and voting at any Annual meeting.

Adopted 7/7/ 2013

Updated 1.2.2018

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