



STANDING RULES

Rule 1. MEMBERSHIP

All current Texas Library Association members are entitled to the full benefits of association membership during the year membership is valid (January 1 – December 31).

Rule 2. OFFICERS

A. The President shall:

1. Be the official representative of the organization or name a designee;
2. Represent the Executive Board at District meetings not attended by the President-Elect;
3. Appoint a Representative-At-Large to represent the Executive Board in the event that either the President or President-Elect is unable to attend District meetings;
4. Represent TLA at legislative activities during their term of office;
5. Call Council and Executive Board meetings;
6. Preside at Executive Board, Council, Officer Governance Training and Workshop, and Membership meetings;
7. Coordinate the work of all TLA Units;
8. Appoint, with recommendations of the Executive Board prior to making assignments, committees and designate committee chairs with the exception of the Nominating Committee;
9. Inform each Committee chair at the beginning of each fiscal year, that an amount not to exceed thirty percent (30%) of the Committee's previous fiscal year allocation may be encumbered or spent before the budget for the fiscal year is approved;
10. Inform the chair each year of the responsibility to examine the Committee's "charge" and make appropriate suggestions and recommendations;
11. Act as liaison to Standing Committees and Units as designated;
12. Appoint no fewer than three tellers to count ballots or votes;
13. Be responsible for overall Conference planning;
14. Approve the Conference Planning Committee's selection of theme and format for the Annual Conference;
15. Contribute a "President's Column" to each issue of the TEXAS LIBRARY JOURNAL, in order to communicate to membership a necessary overview of the activities of the Association;
16. Sign checks for authorized payment of TLA expenditures in the absence of the Executive Director;
17. Designate Executive Board members to serve as liaisons with TLA Standing Committees and Units.

B. The President-Elect shall:

1. Preside at meetings in the absence of the President;

2. Assume the office of President after serving a term of one year as President-Elect, except under circumstances specified in Article IV, Section 4;
3. Represent the TLA Executive Board at District meetings not attended by the President;
4. Perform such duties as assigned by the President and the Executive Board;
5. Act as liaison to Standing Committees and Units as designated by the President;
6. Appoint a Conference Evaluation Committee which shall be responsible for program evaluation of the conference at which the President-Elect serves as President-Elect and for a survey of topics for the next year's conference.
7. Announce the names of TLA Corporate Sponsors, any company contributing \$5000.00 or more to the Texas Library Association during a Conference year, at the Second General Session of the Annual Conference

C. The Treasurer shall:

1. Report on the state of the finances of the Association at Council meetings, the Membership meeting during Annual Conference, and meetings of the Executive Board;
2. Specify the type and frequency of such financial reports deemed necessary and desirable to ascertain the status of the Association's finances from the office of the Executive Director and will review the financial reports on at least a quarterly basis;
3. Monitor all investments of the Association to ascertain that the maximum earnings on investments consistent with sound investment methods have been achieved and to advise the Executive Director and Executive Board on future investment opportunities;
4. Work with the Budget Committee to recommend the selection of the auditor for approval by the Executive Board;
5. Review the preliminary and subsequent findings of the auditor with the Executive Director and the Budget Committee;
6. Review the auditor's findings with the Executive Board and shall ensure timely compliance with audit recommendations;
7. Review the periodic financial reports of the Association distributed to the Board or the membership including the summary reports of disbursements and revenues of the Annual Conference;
8. Provide an appropriate oversight process to ensure the adequacy of the system of internal controls and to ensure an appropriate financial risk management program for the Association;
9. Update for approval by the Executive Board an investment policy statement for the Association;
10. Review policies and practices with the staff and management to ensure the Association's compliance with all widely accepted professional accounting standards for a well- managed nonprofit organization;
11. Make recommendations as to whether adequate funds are available before the Association initiates new projects and services;
12. Not be empowered to bind the Association to any financial obligations; shall not receive any monies; and shall not be empowered to issue or draw any funds;
13. Be an individual qualified by virtue of education or experience in the area of financial management;
14. Serve as liaison to the Scholarship and Grants Committee.

D. The Representatives-At-Large shall:

1. Represent the Executive Board at District meetings when the President or President-Elect is unable to attend;

2. Perform such duties as assigned by the President;
3. Act as liaison to the Standing Committees and Units as designated by the President.
4. Act as a contact person for members who wish to ask questions or to bring concerns to either the Executive Board or the Council.

E. The Immediate Past President shall:

1. Serve as chair of Budget Committee;
2. Act as liaison to Standing Committees and Units as designated by the President;
3. Represent the TLA Executive Board at District meetings if necessary;

F. The ALA Councilor shall:

1. Serve as a voting member of the Executive Board and Council;
2. Act as liaison to Standing Committees and Units as designated;
3. Represent the Executive Board at District meetings when the President or President-Elect is unable to attend.

G. Vacancies

1. In the event a member of the Executive Board is absent without due cause from two meetings during the tenure of office, the position shall be declared vacant by Council and a new election shall take place according to the Bylaws, Article IV, Section 4.

Rule 3. NOMINATIONS AND ELECTIONS

A. The Nominating Committee shall:

1. Nominate two candidates for the offices of President-Elect, Treasurer, ALA Councilor and Representatives-At-Large. In the event that a candidate must withdraw prior to the balloting, a replacement shall be named by the committee.
2. Accept any written petition signed by twenty-five (25) members as nomination for any office, such petitions to be accompanied by written acceptance from the nominee and to be received by the Nominating Committee chair in accordance with the Committee's Calendar as stipulated in these STANDING RULES.
3. Report the candidates' names to the Executive Board no later than Officer Governance Training and Workshop.

B. Elections

1. Tellers shall make a written report of results to the President and the Nominating Committee;
2. A majority of total votes cast elects.
3. 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.
4. During the term of their appointment, which concludes with the certification of the election results, not campaign or endorse a particular candidate.

Rule 4. COUNCIL

A. Duties

1. Approve the annual budget of TLA, provided that the Executive Board has the power to amend the budget within the limits of the total budget approved;
2. Authorize a membership referendum on questions of policy;
3. Fill vacancies in the office of Treasurer and among Representatives-At-Large on the Executive Board;

4. Determine District boundaries;
5. Grant permission for members to speak on issues;
6. Retain all powers not otherwise provided for in the BYLAWS;
7. Resolve a conflict in the election of officers;
8. Be responsible for TLA long-range planning.

B. Vacancies

1. In the event that a member of Council, other than an Executive Board member, is absent without due cause from two meetings during tenure of office, the position shall be declared vacant by Council and a new election shall take place according to the Unit's Operating Procedures.
2. No person shall have more than one vote on Council.

C. Meetings

1. Council may, by majority vote, allow TLA members to address the Council.
2. Council must meet after Divisions and Round Tables have met at Annual Conference.
3. Tape recordings of Council meetings are to be placed in the archives after official minutes are approved.
4. Minutes of all Council and Executive Board meetings must be forwarded to the Bylaws Committee chair and the Parliamentarian.

Rule 5. ALA COUNCILOR

A. Duties

1. Convene and lead a caucus of Texas Librarians attending ALA Conferences to discuss issues and concerns before the ALA Council.
2. Deliver reports to Council and the Executive Board relating to ALA activities.
3. Attend Chapter Relations Committee meetings and Chapter Council Caucus during ALA Conferences.

Rule 6. EXECUTIVE BOARD

A. Finance

1. The Immediate Past President shall be responsible for coordinating preparation of the annual budget for TLA.
2. The Executive Board shall approve a member of the Executive Board to sign checks in the event of the incapacity of the Executive Director and President.
3. The Executive Board shall determine bonding requirements for the Executive Director and applicable Association officers.

B. Expenses

1. Reimbursement of transportation and hotel room expenses shall be paid to members for Board meetings except those held in conjunction with the Annual Conference and the Officer Governance Training and Workshop.
2. "Working meals" during meetings of the Board shall be paid by the Association. (Individual members must pay for their alcoholic beverages.)
3. No other personal expenses shall be paid by the Association to any Executive Board member unless authorized by the Board.

C. Appointments

1. The Board shall review the President's appointments to Association Committees.

D. Awards

1. The Board shall approve the establishment of all new awards including Unit awards.

E. Legislation

1. The Board shall assume responsibility for addressing legislative issues not included in the TLA legislative platform. Actions shall be based on the advice of the TLA Legislative Committee.

F. Texas Bluebonnet Award Program

1. Monitor the financial accountability of the TBA Program as a self-sustaining committee.
2. Monitor the use of the TBA trademark/logo and take legal action against infringements associated with its use.
3. Appoint a liaison to the TBAC to communicate the concerns/interests of the Board and the TLA Office to the TBAC.
4. Appoint the Coordinator of the TBAC from a list of candidates provided by a joint committee of the Executive Boards of TASL and CRT. Based on an annual evaluation of this Coordinator, approve or reject the continuation of this appointee.

G. Texas Youth Creators Awards Program

1. Monitor the financial accountability of the Texas Youth Creators Awards (TYCA) Program as a self-sustaining committee.
2. Monitor the use of the TYCA trademark/logo and take legal action against infringements associated with its use.
3. Appoint a liaison to the Texas Youth Creators Award Committee to communicate the concerns/interests of the Board and the TLA Office to the TYCAC.

Rule 7. FINANCE**A. TLA Accounts/Budget**

1. Base amount for the Reserve Account shall be ten percent (10%) of the annual operating budget.
2. Savings account will be designated the Working Reserve Account.
3. Financial statements are mailed to the Board as requested.
4. The Executive Director will construct a formal statement of the scope, purpose, and procedures used to handle each TLA bank account at the beginning of each fiscal year.
5. The Executive Director will date each check appropriately and note any unusual debits with a memo on the financial report.
6. TLA will maintain a safety deposit box at the bank for the safekeeping of savings certificates and other documents.
7. Amounts budgeted for committee work may not be used for unbudgeted expenses unless authorized by the Board.
8. Increases or decreases of ten percent (10%) or more from the prior year in a budgeted line item must be footnoted and explained. A ten percent (10%) or more increase in a unit's overall budget must be footnoted with an explanation for the same by the submitting Unit or Committee chair.

B. Price schedule for Membership lists and labels

1. shall be established by the Executive Board with the advice of the Executive Director.

C. Personal Expenses or Honorariums

1. No personal expenses or honorariums shall be paid by TLA for TLA members and other Texas librarians presenting at Annual Conference, Officer Governance Training and

Workshop, or District meetings with the exception of Executive Board members representing the Association at District meetings and TLA members and other Texas librarians who speak at District meetings other than their own.

D. Transportation Expenses

1. Reimbursement, at a rate/amount established by the Executive Committee of any TLA unit, of transportation expenses incurred for travel to Annual Conference and/or Officer Governance Training and Workshop may be budgeted and paid by TLA units to unit officers and/or Councilors.

E. NEH and LSCA Grants

1. TLA will act as fiscal agent for the NEH and LSCA grants for the standard eight percent (8%) indirect cost.

F. Conference Financial Report

1. The conference financial report is due in time for the conference check to be deposited by June 30.

G. Alumni Dinners

1. Library schools will be charged for operating expenses for Alumni Dinners, i.e., tickets, phone calls, etc.

H. Conference Registration

1. Conference registration will be provided, without charge, to the co-chairs of the Conference Planning Committee.
2. Program participants who are not members of TLA shall receive complimentary registration.

Rule 8. TLA UNITS (DISTRICTS, DIVISIONS, AND ROUND TABLES)

A. Unit Finance

1. All expenditures must be submitted to the Executive Director as bills, receipts, or signed statements approved by the unit chair.
2. Budgets shall not be proposed which could create a deficit in the unit's account.
3. Unit financial accounts must be settled by January 1.
4. Unit budgets may include, at a rate/amount established by the Executive Committee of any TLA unit, transportation expenses incurred for travel to Annual Conference and/or Officer Governance Training and Workshop may be budgeted and paid by TLA units to unit officers and/or Councilors.
5. Once a TLA unit commits to make a financial contribution to TLA or another unit and the transaction has been made, the transaction can only be reversed with Executive Board approval.

B. Unit Exhibit Space - Units may be permitted exhibit space at cost for Conference in which sufficient booth space is available. "Sufficient space" will be determined by the Exhibits chair and will be allocated annually on a first-come, first-served basis.

C. District Meetings

1. A District shall schedule an official meeting at least annually in accordance with its operating procedures.
2. A District may schedule a Fall program. The date shall be set by the time of Officer Governance Training and Workshop.
3. At the meeting, The District shall provide fifteen minutes on the program for a general TLA presentation by the Executive Board's Representative.

D. Unit Resolutions

1. Resolutions from any Unit which pertain to any legislative action must be routed to the Legislative Committee of the Association for review and recommendation before presentation to the Council by the Bylaws and Resolutions Committee. All other resolutions must be routed to the Bylaws and Resolutions Committee for review before presentation to Council.

E. Presiding Officers of Units

1. The use of the title President is reserved for use by the presiding officer of the Association.
2. The use of the title Director is reserved for use by the Executive Director of the Association.
3. The title Chair will be used in the standing rules to refer to the presiding officer of a unit, including Districts which have a presiding officer.
4. Units, including Districts which have a presiding officer, may use any title other than President or Director for their presiding officer.

F. Duties of Unit Chair

1. Attend briefing meeting for new Chairs conducted at the Annual Conference by the President and Executive Director.
2. Obtain and use official TLA stationery.
3. Meet all deadlines set for Chairs by the Executive Board, Executive Director, Council, Chairs of TLA Committees.
4. Plan and arrange for elections within the unit. Results of elections must be reported to the President and to the Executive Director.
5. Send to the Executive Director the minutes of all Unit meetings, results of elections, and reports of committees. At both the Officer Governance Training and Workshop and Annual Conference, the Unit Chair (or designee) transmits the "Instant Minutes" to the Executive Director before leaving the meeting, followed by comprehensive minutes within two weeks. Report to the Executive Director all appointments, resignations, and/or changes of address for Unit Officers.
6. Schedule, prepare for, and chair meetings of the Unit. These meetings will vary with each unit but will ordinarily include meetings at the Annual Conference. Planning for these meetings should begin at least six months in advance and may include naming of a planning or local arrangements committee. This planning will include the following:
Prepare and submit a skeletal budget (using Budget Request Form No. 6) to the Executive Board through the Executive Director by May 15. Document expenditures and submit invoices (Request for Reimbursement Form No. 1) to the Executive Director by June 1 for the close of the year.
 - a. Choose speakers, coordinating with the TLA Program and other Unit heads to emphasize the conference theme and to avoid duplication;
 - b. Make contact with speakers, agree on honorarium or fee, travel expenses, etc., to be paid within the budget; Coordinate room arrangements with the TLA Program chair, Local Arrangements chair, and Executive Director.
 - I. Chairs are required to arrange transportation and rooms for guest speakers at annual meetings. The Unit will not be permitted to schedule speakers or programs which exceed the budget of the particular unit. Moreover, Chairs cannot enter into a contract which obligates TLA until the contract has been countersigned by the Executive Director.

- II. Planning for the guest speakers includes:
 - i. Arrange travel details and hotel accommodations for all guest speakers.
 - ii. Arrange conference registration and meal tickets with the Executive Director who will charge the Unit's account when issuing the registration payments.
 - iii. Request checks for honorarium to be prepared by the Executive Director. These are to be picked up at the meeting of presiding officers at the opening of Annual Conference.
- c. Coordinate room arrangements with the TLA Program chair, Local Arrangements chair, and Executive Director.
- d. Coordinate meal functions with the Conference Meals Committee. Unit chair may wish to appoint a local arrangements person to work with this committee. The Unit chair will be responsible for seating arrangements, head table, microphones, lecterns, etc. After the menu is chosen, the price should be set to cover the cost of the meal including tax, gratuities, and other related expenses as necessary. The Unit chair will also make arrangements for the sale of tickets at registration.
7. Send copies of all major correspondence and general mailings to the Executive Director, including correspondence received by the chair if it impinges on TLA as a whole.
8. Submit to the Bylaws and Resolutions Committee, six hours in advance of Council meetings, all motions/resolutions voted during the meeting of the Unit which require Council action. All resolutions not submitted in advance will require two-thirds vote of Council for consideration.
9. Contact the Executive Office prior to asking a prospective exhibitor to underwrite a program, supply a speaker, provide refreshments, prizes, etc.
10. Adhere to the TLA archives policy.
11. For those Districts which have a Chair, the Immediate Past chair shall serve a one-year term as the Volunteer Coordinator for his/her district and work cooperatively with the District Leadership Caucus and its chair in identifying and recruiting volunteers for the TLA Annual Conference activities.

G. Joint Committees

1. Units may have joint committees with other Units. Each Unit's Operating Procedures must include the joint committee with terms of office, method of appointment, and duties of the committee specified. The Executive Board Liaison to the sponsoring units will also be the liaison for the joint committees.

H. Discussion Groups

1. Discussion Groups operate with a convener selected annually and no presiding officer with duties as defined in this standing rule.
2. The convener will determine the discussion topic, arrange for a discussion location, invite the members, and ensure the discussion is held.
3. Other than their discussion time, Discussion Groups do not plan conference programs.

I. Social Media Policy

1. TLA units agree to update their unit's information in the units' drives with the understanding that the drives are the official channels for storing the unit's minutes, rosters, and news, and adhere to the Social Media Policy of the TLA Executive Board.
2. TLA units may create their own social media sites specifically for their unit to foster communication and member engagement but must adhere to the Social Media Policy of the TLA Executive Board.

- a. Units are responsible for maintaining their sites, posting information, ensuring sustainability of the sites, and providing TLA with an administrative login.
 - b. Units must adhere to the legal requirements for TLA's tax exempt status and compliance with federal law in such areas as copyright, confidentiality, ethical and non-defamatory speech, and such other regulations and policies as monitored by the Executive Board.
3. The Social Media Policy shall be maintained by the Executive Board.

J. External Communications Policy

- 1. TLA units may create, publish, and promote publications that adhere to the External Communications Policy of the TLA Executive Board.
 - a. Units must adhere to the legal requirements for TLA's tax-exempt status and compliance with federal laws in such areas as copyright, confidentiality, ethical and defamatory speech, and such other regulations and policies as monitored by the Executive Board. Units are expected to adhere to the highest standard of professionalism and ethical behavior.
 - b. Any content that is a publication (i.e., printed report, website, blog template, brochure, and giveaway) that is intended to reach beyond the unit to an outside audience must be approved by the TLA Office to ensure consistency with TLA's mission, goals, and standards. Such publications must be submitted to the TLA Office before being finalized and made publicly available.
- 2. The External Communications Policy shall be maintained by the Executive Board.

Rule 9. STANDING AND SPECIAL COMMITTEES

A. Committee Member Qualifications - All persons appointed to serve as TLA committee members and chairpersons must be members in good standing of TLA prior to January 31st each year throughout the term of his/her appointment. Persons not fulfilling this requirement shall be replaced by the TLA president.

B. Committee Chairs Responsibilities

- 1. Schedule, prepare an agenda, conduct, and maintain records of all meetings. Meetings should be scheduled during the Annual Conference, Officer Governance Training and Workshop, and at other times as deemed necessary by the chair. Instant minutes of each meeting must be sent to the Executive Director within twenty-four hours, followed by comprehensive minutes within two weeks of the meeting.
- 2. Prepare and submit a budget to the Executive Board through the Immediate Past President by October 15th. Obtain prior authorization from the Executive Board for projected expenses not budgeted. All expenditures must be documented and invoices submitted to the Executive Director for reimbursement by December 1, of the year following the close of the term of office;
- 3. Study Committee goals and any special instructions from the Executive Board, determine and execute a plan of action, and cooperate with all TLA units in accomplishing goals;
- 4. Attend all Council meetings and be prepared to report on Committee activities. If unable to attend, appoint a representative. Obtain from the representative all materials and information distributed at the meeting.
- 5. Report to the Executive Director and President all resignations and/or changes of address;

6. Prepare progress reports, one to be submitted by December 1, and one to be submitted at least four weeks prior to the Annual Conference. Copies shall be sent to the Executive Director and President.
7. Adhere to the TLA archives policies and procedures;
8. Transfer all files to the incoming standing committee chair at the end of the Annual Conference; and
9. Communicate to the committee's Executive Board liaison any conflicts of interest that may occur.

C. Committee Charges

1. Awards Committee - Select recipients for Librarian of the Year Award, Distinguished Service Award, Lifetime Achievement Award, Outstanding Services to Libraries Award, Wayne Williams Library Project of the Year, Libraries Change Communities Award, and Benefactor(s) Award. Select special award recipients as appropriate (i.e., Lifetime Achievement Award). Nominations in the categories of Distinguished Service, Lifetime Achievement, Outstanding Service to Libraries, and Libraries Change Communities will be retained for 2 years after their original year of submission. The Awards Committee has the discretion to consider nominations as a pool for all appropriate awards. The content of nomination forms and committee deliberations will remain confidential even after the awards have been made. All nominations must be submitted between September 15 and January 15 each year.
 - a. Encourage the membership to solicit nominations through TLA district and unit contacts, website and electronic distribution list postings, and publications of TLA and other organizations.
 - b. Members of the Awards Committee and their employers / organizations cannot be considered for any awards being given during their tenure on the committee.
 - I. Award nominations that create any conflict of interest should be tabled and considered by the next year's committee.
 - c. Evaluate recipients of each award according to the following criteria:
 - I. **LIBRARIAN OF THE YEAR** This award is given to a librarian who has provided extraordinary leadership or service within the library community in the past 12-18 months. TLA membership is a requirement for this award.
 - II. **DISTINGUISHED SERVICE AWARD** This award is given to a librarian who demonstrates substantial leadership to the profession and provides outstanding and continuing service in one or more areas of the library profession. TLA membership is a requirement for this award.
 - III. **LIFETIME ACHIEVEMENT AWARD** This award is given to a librarian in recognition of exemplary career in librarianship. Considerations for the selection of award recipients should include an extended record of service, active participation in professional organizations, and demonstrated creative leadership and service to the library profession.
 - IV. **OUTSTANDING SERVICES TO LIBRARIES AWARD** This award, which can be given to an individual or to an organization, recognizes outstanding lay advocates of libraries. It may be given in relation to such activities as the advancement of library services, the promotion and development of sound library policies and standards, the successful advocacy of the library to the community, and a significant contribution to the promotion of library legislation, or active participation in TLA.

- V. WAYNE WILLIAMS LIBRARY PROJECT OF THE YEAR This award is made in recognition of the project that exemplifies the highest levels of achievement, professional standards, and inspiration to other libraries. Any library project in operation during the previous calendar year, in any type of library, may be recommended for this award. Nominations may be judged on the breadth of the project, as well as the extent to which a library has improved its service by means of the project described. A project which involves more than one library may be considered for this award. The award recipients(s) will be awarded a cash amount from the annual earnings of the Wayne Williams Fund not to exceed the prior year's annual rate of return on overall investments.
- VI. LIBRARIES CHANGE COMMUNITIES AWARD This award is given in recognition of a collaborative community effort to promote outstanding library-based initiatives in Texas. Its aim is to recognize good practices in any innovative library-related effort that involves community, demonstrates imagination and innovation, and has the potential to be developed and adapted elsewhere. A community can be defined in the broad or narrow sense depending on the collaborative effort. "Communities" could include schools, public libraries, TexShare community, friends groups, colleges, etc.
- VII. BENEFACTOR(S) AWARD This award is made in recognition of substantial donations such as land, buildings, stocks, cash, and collections by individuals, institutions, and foundations that have made a significant contribution to libraries and their programs.
- d. Notify the Executive Director of award recipients.
- e. Notify -- in strict confidence -- the nominators of all awards. Librarian of the Year, Distinguished Service, Lifetime Achievement, and Outstanding Services to Libraries award recipients will not be notified ahead of the formal presentation unless the Committee decides that awardees should be notified so that they may be present at the Annual Conference.
- f. Furnish texts of citations and lists of local media contacts to the Executive Director prior to the Annual Conference.
- 2. Budget Committee
 - a. Membership of this committee is composed of members of the Executive Board and one Unit Councilor, as provided for in BYLAWS Article X, Section 2. The Past President shall serve as the Chair of the Committee.
 - b. Unit or Committee chairs who submit a budget with an increase or decrease of ten percent (10%) or more from the prior year, must submit an explanation for that increase/decrease. If the Committee approves the request, this documentation must accompany the final budget proposal to the Executive Board and to Council.
 - c. Documentation explaining the reasoning behind assumptions made for anticipated income and expenditures shall be provided to Council at the time of the presentation of the proposed annual budget. Such documentation shall include, but not be limited to, the previous fiscal year budget and the actual expenditures made during the year.
 - d. Motions made in meetings requiring expenditures of TLA funds shall be referred to the Budget Committee. The Committee must report the motion to Council with recommendations before the close of the Council session.
- 3. Bylaws and Resolutions Committee
 - a. Bylaws

- I. Reviews and studies the BYLAWS AND STANDING RULES and recommends amendments and changes to either document to Council as provided in Article XVI of the Bylaws.
- II. Receives and processes to the appropriate Council meeting all proposed amendments to the BYLAWS AND STANDING RULES received from members and units of the Association. The Committee will edit any proposed amendments to state them in proper form, but will not change the intent of the proposed amendment.
- III. Makes recommendations to Council regarding proposed amendments to the BYLAWS AND STANDING RULES.
- IV. Gives notice of proposed amendments to Bylaws/Standing Rules to the members of Council and/or membership in advance of the Council meeting when the proposed amendments will be considered.
- V. Check the operating procedures of the Districts, Divisions, Round Tables, and Interest Groups to ensure that they are not in conflict with the TLA Bylaws and Standing Rules.
- VI. Assures that all proposed amendments to the BYLAWS mailed for membership vote shall be accompanied by an information statement to provide a factual background or statements for and against the proposed changes as required in these STANDING RULES.
- b. Resolutions
 - I. Receives all resolutions from members and units of the Association.
 - II. Puts all resolutions into proper form without making any substantive changes. This includes rewording the resolutions for clarity of intent in consultation with the maker or designee of the resolution. Where similar resolutions are offered, duplications are to be eliminated.
- c. Motions/Resolutions
 - I. All motions pertaining to BYLAWS shall be referred to the Bylaws Committee prior to presentation to Council.
 - II. All motions with fiscal implications shall be referred to the Budget Committee for review and recommendation prior to presentation to Council.
 - III. All motions with legislative implications shall be referred to the Legislative Committee for review and recommendation prior to presentation to Council.
 - IV. All resolutions must be received by the Committee at least six hours prior to presentation to Council and/or Membership. A three-hour limit is in effect when resolutions result from meetings held on the same day as Council.
- 4. Conference Planning Committee
 - a. The Conference Planning Committee shall:
 - I. Be composed of the President, Executive Director, Conference Planning Committee Co-Chairs, and applicable TLA staff;
 - II. Advise on policies and procedures relating to the Annual Conference;
 - III. Advise on overall conference schedule, calendar, rubric for proposals, etc.
 - b. The Conference Planning Committee shall:
 - I. Select with the approval of the President, the theme and tagline of the Conference;
 - II. Conference program development

- i. Promote the TLA Call for Proposals and invite prospective speakers to submit a proposal;
 - ii. Evaluate and select conference program proposals;
 - iii. Review a preliminary schedule of selected programs;
 - III. Liaise with Division and Round Table Chairs to facilitate strong member engagement by units;
 - IV. Work in task force groups as defined by the Conference Steering Committee to plan various aspects of the conference experience; and
 - V. Volunteer onsite at the Annual Conference through the needed functions required by the committee.
- 5. Disaster Relief Committee
 - a. Coordinates TLA's response to all types of disasters that severely affect libraries in Texas.
 - b. Raises funds to build the Disaster Relief Endowment
 - c. Prepares and distributes guidelines and the grant application form; determines from the TLA Executive Director the dollar amount available for grant award; and evaluates the application based on the following criteria:
 - I. Extent of damage sustained
 - II. Impact on service;
 - III. How the funds will be used;
 - IV. Availability of public and private funding (or insurance) to assist recovery efforts;
 - V. Willingness to allow library's name to be used in publicity efforts;
 - VI. Institutional members of TLA will receive an incremental increase in the grant award.
 - d. Provides training and Resource materials on the prevention of disasters and on recovery strategies.
 - e. Notifies the TLA Executive Board of the condition of libraries experiencing disasters and the grant amount needed to provide assistance.
 - f. Evaluates the effect of the grant award.
- 6. District Leadership Caucus
 - a. Work with District Chairs to develop a unified program.
 - b. Provide the following to the Districts at TLA Annual Conference and Officer Governance Training and Workshop:
 - I. General TLA information;
 - II. Sample programs for meetings in other Districts;
 - III. Packets of information to include:
 - i. Names of potential speakers;
 - ii. Sample agenda;
 - iii. National and State trends;
 - iv. Checklist of "do's" and "don'ts" for the District meetings;
 - v. Calendar of Procedures.
 - c. Assist other chairs in promoting Association programs throughout the state.
 - d. Coordinate dates of District meetings.
- 7. Equity, Diversity, and Inclusion Committee
 - a. Committee Purpose: The primary charge of the committee is to create, guide, and recommend structures and policies to help meet the Texas Library Association's

Strategic Plan for equity, diversity and inclusiveness. The Equity, Diversity, and Inclusion Committee shall:

- I. Work with designated TLA staff, TLA Units, and the Conference Program Committee to promote awareness and develop training and educational programs on topics relating to equity, diversity, and inclusiveness throughout the year and as a track at the annual conference.
 - II. Monitor the progress of equity, diversity, and inclusion initiatives across the Texas Library Association through climate surveys and other feedback models, in line with the equity, diversity, and inclusion priorities outlined in the TLA Executive Board's Strategic Plan.
- b. Composition: The Equity, Diversity, and Inclusion Committee shall comprise twelve (12) members, two of whom are designated co-chairs.
8. Intellectual Freedom Committee
- a. Work with the Legislative Committee to watch proposed legislation that would restrict or interfere with the selection and acquisition of materials and other professional activities of libraries.
 - b. Attempt to eliminate restrictions imposed on the use, or selection of library materials or selection judgment; receive requests for advice and assistance where freedom has been threatened or curtailed; and recommend action to the Executive Board where it appears necessary.
 - c. Encourage all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.
 - d. Support an active educational program for librarians, trustees, and the general public regarding the LIBRARY BILL OF RIGHTS and ALA FREEDOM TO READ STATEMENT.
 - e. Advise others of the TLA position on issues of concern and cooperate with other organizations having similar concerns.
 - f. Promote the following policies:
 - I. Legislation: TLA supports legislation at the federal, state, local, and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local, and school district level which might restrict, prejudice, or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and FREEDOM TO READ STATEMENT;
 - II. Interference: TLA is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments, or on the procedures or practices of librarians;
 - III. Materials Selection Policy: TLA believes that every library, in order to strengthen its own selection process and provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials;
 - IV. Education: TLA supports the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and ALA FREEDOM TO READ STATEMENT;

- V. Liaison with Other Organizations: TLA, in order to encourage a united front in defending the right to read, shall cooperate with other organizations concerned with intellectual freedom.
- g. Assist with the administration of the Sam Whitten Intellectual Freedom Fund. Applications for grants from the fund shall be considered initially by a review committee composed of the chair of the Intellectual Freedom Committee, the Executive Board Liaison to the IF Committee, and an additional member elected from and by the Intellectual Freedom Committee. Recommendations from this review committee shall be forwarded to the TLA Executive Board for final approval.
- h. Administer a cash Intellectual Freedom Award in years when funding is available.
- i. Provide a link to the current ALA Intellectual Freedom Award and other pertinent materials for use by Texas librarians. Materials should be reviewed annually.
- 9. Legislative Committee
 - a. Establish and maintain an effective network for contacting legislative representatives.
 - b. Keep the Association informed on state and federal legislation affecting libraries.
 - c. Promote legislative support for library legislation.
 - d. Work closely with the TLA Legal Counsel to examine existing laws and proposed legislation in order to make recommendations to the Executive Board.
 - e. Determine ways to cooperate with the state government agencies affecting library services.
 - f. Coordinate activities with the Washington, D.C., ALA Office through the TLA Legislative Committee chair.
 - g. Present requests for legislative positions to the Council or to the Executive Board in between Council meetings. Requests from only one type of library must come as a result of official action of the applicable Division.
 - h. Award the Sam Gerald Whitten Memorial Legislative Grant to cover the expenses of a delegate to attend the Texas Library Association's Legislative Day in Austin during the odd numbered years, and the American Library Association's Legislative Day in Washington, D.C. during an even numbered year.
 - i. Appoint as ex-officio, non-voting members the following, representatives of agencies and other organizations who have an interest in TLA's Legislative Programs as they are recommended by the TLA Executive Board.
 - j. Appoint as ex-officio, voting members all TLA Unit Legislative Chairs.
- 10. Nominating Committee
 - a. Consent to serve prior to election by TLA Executive Board to committee service.
 - b. Request funds in budget to provide information and ballots to membership.
 - c. Select the best qualified candidates for each office. Candidates from different types of libraries and from different geographic areas must be considered.
 - d. Contact the Executive Director to verify membership and participatory history before initial contact with the prospective candidates.
 - e. Provide relevant information to prospective candidates concerning the amount of travel, expenses, time, etc. required for service in an office before the candidates accept the nominations.
 - f. Obtain vita, short statements of TLA concerns or interests, and a 3 x 5 glossy photo for announcement of nominations and for the TLA official ballot. Nominations made by petition must be so indicated in the announcement but not on the official ballot.

- g. Report to the Executive Board. Slate of nominees for office becomes public information at the time of the Committee's report.
- h. Oversee the balloting process implemented by the Executive Director. Assume all responsibilities for the conduct of the election not provided for in the Bylaws.
 - I. The name of the President-Elect is to be included on the ballot with a statement that no balloting for this office is necessary;
 - II. Ballots must be distributed not less than six weeks prior to Annual Conference, and include a deadline for return of ballots not less than three weeks prior to Conference;
 - III. Documentation of voter status must be maintained for six months after the election.
- i. Assume all responsibilities for the conduct of the election not provided for in the Bylaws.
- j. Observe the following calendar: Consider all meetings of the Nominating Committee closed under the definition of closed meetings in Article XIII, Section 3.
 - I. Annual Conference – First meeting of Nominating Committee
 - II. May to July – Consider and secure written acceptance of candidates.
 - III. Before Officer Governance Training and Workshop – Report slate to Executive Board.
 - IV. Officer Governance Training and Workshop – Report on activities to Council.
 - V. September 1 – Receive the vita, picture and statement of concern from candidates
 - VI. December 1 – Deadline for written petition, vita, picture, and statement of concern for petition candidate
 - VII. February 1 – Finalize ballot
 - VIII. Three weeks prior to Conference – Receive ballots completed by members
 - IX. Two weeks prior to Conference – Submit ballots to tellers and submit tellers report of counted ballots
- k. Consider all meetings of the Nominating Committee closed under the definition of closed meetings in Article XIII, Section 3.
 - I. Members of the Nominating Committee cannot be considered for any office during their tenure on the Nominating Committee.
- 11. Public Relations and Marketing
 - a. Promote libraries and the maximum use of libraries and expansion of library services throughout Texas by encouraging strong community involvement, cooperative relationships among libraries of various types and non-library partners, and awareness of the strength, diversity, and important role of librarians and libraries of Texas.
 - b. Communicate the vision, mission, goals, objectives, and priorities of the association to the membership and stakeholders.
 - c. Promote relationships and projects with library and related communities.
 - d. Generate promotional materials to attract diverse new and non-renewing members and other stakeholders to TLA and to encourage continuing members to retain their memberships.
 - e. Consult and assist with TLA committees, units, and affiliates on their materials and resources designed to support Texas libraries.

- f. Assist in the creation of professional development, continuing education and training materials designed to educate librarians, library supporters and stakeholders in library and related public relations, marketing and advocacy projects and initiatives.
 - g. Promote and assist in the administration of the Branding Iron Award.
12. Reading List Coordination
- a. Purpose
 - I. Ensures that TLA reading lists are representative of the highest standards of our profession and the Association.
 - II. The Reading List Coordinating Committee shall appoint members, fill vacancies, and oversee the work of the following reading list subcommittees:
 - i. 2x2 Reading List
 - ii. Lariat Adult Fiction Reading List
 - iii. Little Maverick Reading List
 - iv. Lone Star Reading List
 - v. Maverick Reading List
 - vi. Spirit of Texas Reading Program
 - vii. TAYSHAS Reading List
 - viii. Tejas Star Reading List
 - ix. Texas Topaz Reading List
 - b. Committee membership
 - I. In addition to the two (2) Co-Chairs, the Reading List Coordinating Committee also includes eight (8) representatives, comprising two (2) representatives from each of the following units:
 - a. Children's Round Table
 - b. Public Library Division
 - c. Texas Association of School Librarians
 - d. Young Adult Round Table

The respective leadership of each unit appoints their representatives. To be appointed, each representative needs prior reading list subcommittee experience. Each representative will serve a two-year term.
 - c. Responsibilities
 - I. Provides TLA reading list subcommittee chairs with ideas and strategies for producing quality curated lists using the highest professional standards.
 - II. Trains subcommittee members in the techniques and best practices of literary evaluation and assessment in order to maintain the highest standards of intellectual freedom.
 - III. Explores issues of intellectual freedom and selection of materials for a multicultural, multilingual population, and reinforces TLA's commitment to these ethics and values.
 - IV. Creates and maintains policies and procedures for all subcommittees.
 - d. Subcommittee charges and membership requirements
 - I. 2x2 READING LIST SUBCOMMITTEE - The charge of the 2X2 Subcommittee is to produce a list of no more than 30 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. Appointees to this subcommittee must be members of the Children's Round Table (CRT).

- II. LARIAT READING LIST SUBCOMMITTEE - The charge of the Lariat Reading List Subcommittee is to compile a recommended reading list of no more than 30 adult fiction titles that are the “best reads of the year” and are a pleasure to read. This list is for the general adult reader and for librarians who work with adults. Appointees to this subcommittee may hold membership in any TLA unit.
- III. LITTLE MAVERICK READING LIST SUBCOMMITTEE - The charge of the Little Maverick Reading List Subcommittee is to compile a recommended reading list of no more than 30 current graphic novels that will appeal to the children of Texas, grades K-5. Appointees to this subcommittee must be members of the Children’s Round Table (CRT).
- IV. LONE STAR READING LIST SUBCOMMITTEE - The charge of the Lone Star Reading List Subcommittee is to compile a recommended reading list of no more than 30 current titles that will appeal to the children of Texas, grades 6-8. Appointees to this subcommittee must be members of the Young Adult Round Table (YART).
- V. MAVERICK READING LIST SUBCOMMITTEE - The charge of the Maverick Reading List Subcommittee is to compile a recommended reading list of no more than 30 current graphic novels that will appeal to the young people of Texas, grades 6-8. Appointees to this subcommittee must be members of the Young Adult Round Table (YART).
- VI. SPIRIT OF TEXAS READING PROGRAM SUBCOMMITTEE - The charge of the Spirit of Texas Reading Program Subcommittee is to compile a recommended reading list of no more than 30 current books that highlight Texas authors and illustrators and will appeal to the young people of Texas, grades 6-12. Appointees to this subcommittee must be members of the Young Adult Round Table (YART).
- VII. TAYSHAS READING LIST SUBCOMMITTEE - The charge of the TAYSHAS Reading List Subcommittee is to compile a recommended reading list of no more than 30 current titles that will appeal to the young people of Texas, grades 9-12. Appointees to this subcommittee must be members of the Young Adult Round Table (YART).
- VIII. TEJAS STAR READING LIST SUBCOMMITTEE - The charge of the Tejas Star Reading List Subcommittee is to compile a recommended reading list of no more than 30 current bilingual or Spanish titles that encourage Texas children ages 5-12 to explore multiculturalism. Appointees to this subcommittee must be bilingual with the ability to speak, read, and write in English and Spanish and may be members of any TLA Unit.
- IX. TEXAS TOPAZ READING LIST SUBCOMMITTEE - The charge of the Texas Topaz Reading List Subcommittee is to compile lists of current nonfiction titles that will promote pleasure reading and personal learning.
 - i. ADULT READING LIST SUBCOMMITTEE: Compiles a list of no more than 30 current nonfiction titles that will promote pleasure reading and personal learning to Texas adults. Appointees to this subcommittee may be members from any TLA unit.
 - ii. YOUTH READING LIST SUBCOMMITTEE: Compiles a list of no more

than 30 current nonfiction titles that will promote pleasure reading and personal learning to Texas children and young people, grades K-12.

Appointees to this subcommittee may be members from any TLA unit.

e. Subcommittee membership

- I. All RLCC subcommittees shall be composed of (1) Chair, (1) Vice-Chair, and members according to each subcommittee's policies and procedures. The members of each subcommittee shall be appointed to staggered three-year terms.
- II. The Chair of each subcommittee shall be appointed for a one-year term.
- III. The Vice-Chair of each subcommittee shall be appointed for a one-year term, with automatic progression to Chair at the end of one year.
- IV. The past chair of each subcommittee shall be appointed to serve a one-year term as advisor.

13. Scholarships & Grants Committee

a. The purpose of this committee is to award the following:

- I. Jeanette and Jim Larson Mystery Grant - The purpose of this grant is to award funds to a public library or public library branch from the Jeanette and Jim Larson Mystery Grant to foster and expand an appreciation of, and enthusiasm for, the mystery genre in print, audio, film, and/or electronic form.
- II. Scholarships - Publicizes the availability of scholarships, and other such awards as authorized or approved by the Executive Board. Monies are granted for conference stipends and for scholarships.
- III. Christina B. Woll Memorial - The purpose of this grant is to award funds from the Christina B. Woll Memorial Fund to libraries for the purchase of children's books.

b. For each of the above listed distributions, the Chair and Committee shall:

- I. Receive from the TLA Executive Director or appointed designee the appropriated funds for each distribution.
- II. Maintain and/or develop
 - i. The charge and purpose of each distribution.
 - ii. The application and deadline for each distribution.
 - iii. The scoring criteria or rubric for each distribution.
 - iv. The history for each distribution for promotional purposes.
- III. Advertise the availability of the distribution with the appropriate deadline.
- IV. Promote the available distributions.
- V. Encourage applications.
- VI. Select the appropriate recipients according to each distribution's criteria after the deadline for the distribution has passed.
- VII. The Chair shall inform the TLA Executive Director or appointed designee of who is the recipient for each distribution by the TLA appointed deadline.

14. TALL Texans Selection Committee

a. The committee shall meet annually to review program budget information, assess submitted applications, and select a class for the institute.

- I. Candidates shall be TLA members in good standing at the time applications are due.
- II. Candidates shall meet any additional qualifications outlined in the application.
- III. Candidates shall be selected by a majority of the committee.

- b. The committee shall annually review the selection process and the institute application.
 - c. The committee shall consider issues of diversity and equity.
 - I. The class composition shall include a balanced representation of TLA Divisions.
 - II. In as much as possible, the class composition shall include a balanced representation of TLA Districts.
 - III. In as much as possible, the class composition shall include a balanced representation in gender and race.
 - d. Committee deliberations and all application information must be treated as confidential by committee members.
15. Texas Bluebonnet Award Program
- a. Purpose
 - I. The Texas Bluebonnet Award Program Committee coordinates the activities associated with the Texas Bluebonnet Award Program (TBA), which is jointly sponsored by the Texas Association of School Librarians and the Children's Round Table of TLA. This Committee administers a reading award program designed for Texas children in grades 3-6, who vote for a favorite book from a selected reading list prepared by the TBA Committee.
 - II. The mission of the Texas Bluebonnet Award program, since 1979, is to promote reading by children in grades 3-6. Its goals are to introduce children to a variety of quality books, develop critical reading, honor and encourage imaginative authors.
 - b. Membership
 - I. The Texas Bluebonnet Award Program Committee is composed of 13 members: the Texas Bluebonnet Award Coordinator and 12 members from CRT or TASL. These 12 members are appointed by the TLA President-Elect.
 - II. Ex-officio, non-voting members are: the TLA Executive Director, the TLA Executive Board Liaison appointed by the TLA President-Elect, the TASL Chair, the CRT Chair, and the TBA Intern Coordinator.
 - c. Responsibilities
 - I. Participates in guiding and directing the educational focus of the TBA Program.
 - II. Publicizes the TBA selected reading list.
 - III. Monitors the production and distribution of all publicity and promotional materials associated with the program.
 - IV. Assists in coordinating arrangements for the Awards ceremony at Annual Conference with the host unit for that particular year.
 - V. Assists in monitoring the use of the TBA trademark/logo and appraises the TLA Executive Board of any infringements associated with its use.
 - VI. Creates activities that will generate publicity and promote the TBA.
 - VII. Participates in continuing education activities devoted to children's reading habits.
16. Texas Bluebonnet Award Selection
- a. Purpose
 - I. The Texas Bluebonnet Award Selection Committee coordinates the activities associated with the Texas Bluebonnet Award Program (TBA), which is jointly sponsored by the Texas Association of School Librarians and the Children's Round Table of TLA. This Committee administers a reading award program

designed for Texas children in grades 3-6, who vote for a favorite book from a selected reading list prepared by the Texas Bluebonnet Award Selection Committee.

- II. The mission of the Texas Bluebonnet Award program, since 1979, is to promote reading by children in grades 3-6. Its goals are to introduce children to a variety of quality books, develop critical reading, honor and encourage imaginative authors.

b. Membership

- I. The Texas Bluebonnet Award Selection Committee is composed of 13 members: the Texas Bluebonnet Award Coordinator, six members from CRT and six members from TASL. These 12 members should be appointed by the TLA President-Elect and should reflect the diversity of Texas in terms of geographic and demographic balance.
- II. The appointed members of the Texas Bluebonnet Award Selection Committee must be involved in the delivery of library services to children.
- III. Ex-officio, non-voting members are: the TLA Executive Director, the TLA Executive Board Liaison appointed by the TLA President-Elect, the TASL Chair, the CRT Chair, and the TBA Intern Coordinator.

c. Responsibilities

- I. Participates in guiding and directing the educational focus of the TBA Program in conjunction with the Texas Bluebonnet Award Program Committee.
- II. Prepares a selected reading list for the TBA Program, based on extensive reading and outside suggestions submitted to the Committee.
- III. Holds at least two book suggestion meetings each year to coincide with the TLA Annual Conference and Officer Governance Training and Workshop where members have an opportunity to suggest titles for consideration on the upcoming TBA master list. These meetings should be advertised to the general membership prior to the Conferences and in the Conference program.
- IV. Assists with the production and distribution of all publicity and promotional materials associated with the program.
- V. Assists in coordinating arrangements for the Awards ceremony at Annual Conference with the host unit for that particular year.
- VI. Assists in monitoring the use of the TBA trademark/logo and appraises the TLA Executive Board of any infringements associated with its use.
- VII. Participates in annual continuing education activities devoted to the issues of literary quality and merit, materials selection, and intellectual freedom.

17. Texas Youth Creators Award

a. Purpose

- I. The Texas Youth Creators Awards Committee administers an annual competition to promote excellence in amateur media production and its importance in life-long learning. This statewide event is open to school-aged Texas residents. Qualified, impartial volunteers judge entries on criteria for each individual contest division.
- II. Every entry must have a sponsoring public library, public school library, or private school library, and the application must reflect the signature of the sponsoring librarian.

- III. Students with winning entries receive awards at the Texas Youth Creators Awards Program during the Texas Library Association Annual Conference.
 - b. Membership
 - I. The Texas Youth Creators Awards Committee is composed of twelve members appointed at-large by the TLA President-Elect.
 - II. Annually, the TLA President-Elect shall appoint a Chair and a Vice-Chair from the membership of the committee.
 - III. Ex-officio, non-voting members are the TLA Executive Director and a liaison from the TLA Executive Board who is appointed by the TLA President.
 - c. Responsibilities
 - I. Administer the annual competition and monitor the production and distribution of all publicity and promotional materials associated with the program.
 - II. Arrange for the posting of contest information on the TLA website. The entries will be sent to the TLA address listed on the contest forms. Each entry must be accompanied by a self-addressed postcard to confirm receipt of the entry. A log of entries will be maintained by the Texas Youth Creators Awards Committee chair. No entries will be returned.
 - III. Arrange for qualified, impartial individuals to judge the entire and select the award winners.
 - IV. Select the "Bob Bennett Best of Show Award" from the top entry in each category.
 - V. Coordinate arrangements for the Awards ceremony at Annual Conference.
 - VI. Assist in monitoring the use of the TYCA trademark/logo and apprise the TLA Executive Board of any infringements associated with its use.
18. Other Committees - Ad hoc committees shall be appointed by the President to carry out a specific task. At the completion of this assignment, the committee shall cease to exist.

Rule 10. EXECUTIVE OFFICE AND SERVICES

- A. The office of the association shall be located in the Austin area.
- B. The office is operated by the Executive Director with staff as budgeted.
- C. The Executive Director sets office hours, in consultation with the Executive Board, based on standard and acceptable business practices.
- D. Under the direction of the Executive Director and in collaboration with the Executive Board, the staff of the Texas Library Association supports the Association to ensure compliance with the legal and financial requirements and the smooth administration of activities, services, and functions.

Rule 11. The EXECUTIVE DIRECTOR shall:

- A. Serve as secretary to the Association, Council, and Executive Board;
- B. Sign all checks in payment of TLA expenditures which have been authorized in writing by unit chairs, included in the annual budget or approved by the Executive Board or Council.
- C. Serve as ex-officio member of all committees except the Nominating Committee without the privilege of making motions or voting.

Rule 12. MEETINGS

- A. All TLA meetings will be designated non-smoking areas. Religious Holidays -- Official meetings such as Annual Conference, Officer Governance Training and Workshop, and District meetings should be scheduled to avoid conflict with major religious holidays if at all possible.
- B. All individuals participating in TLA meetings and events (i.e. registered attendees, speakers, exhibitors, and guests) are required to adhere to the "Code of Conduct for All Individuals at TLA Events".
 - 1. The "Code of Conduct for All Individuals at TLA Events" shall be maintained by the TLA Executive Board.

Rule 13. STANDING RULES

- A. Adopted by majority vote or 2/3 vote.
- B. These STANDING RULES may be amended or rescinded in the following ways:
 - 1. By two-thirds vote of Council without prior notice;
 - 2. By a majority vote of Council with prior notice.
- C. These STANDING RULES may be suspended by a majority vote of Council.

Rule 14. BYLAWS CHANGES

- A. All BYLAWS changes mailed for membership vote shall be accompanied by an information statement to provide a factual background or statements for and against the proposed changes.
- B. The Bylaws and Resolutions Committee Chair shall confer with the TLA President and the TLA Executive Director to determine which type of statement shall accompany the Bylaws Amendment ballot.
- C. The President shall appoint the person(s) to write an information statement or the supporting and dissenting statements.

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