

STANDING RULES AND POLICIES

NCLA Executive Board Standing Rules and Policies

A. Standing Rules of the NCLA Executive Board

[Note: The following standing rules represent procedures and operations currently in effect for meetings of the NCLA Executive Board. They have been adopted by majority vote and shall remain in effect until rescinded or amended by vote of the Board. If it deems it advisable, the Board may also vote to suspend a standing rule for a specified period or for the duration of a particular meeting.]

Meetings

Meetings of the North Carolina Library Association Executive Board shall be held quarterly at a time and place determined by the President.

2. The final meeting of each biennium shall be held prior to the opening of the biennial conference and shall include incoming members of the Executive Board.

Non-Voting Attendees

1. Chairs of NCLA committees shall be invited to attend meetings of the Executive Board and to report on the work of their committees.
2. Meetings of the NCLA Executive Board shall be open to any member of NCLA who wishes to attend. Other guests representing state government and other organizations may be invited to each meeting at the discretion of the President.

Agenda

Issues to be brought before the Board for consideration shall be submitted to the Administrative Assistant 30 days prior to the meeting. This information is to be distributed to the Board prior to the meeting.


Reports

1. Oral reports from committees, sections, and round tables shall be limited to two minutes each. A more detailed written report may be distributed at the Board meeting. [Electronic submission of reports should be sent to the NCLA webmaster five days before the meeting.]
2. Section and committee chairs shall submit quarterly and biennial reports. Quarterly reports will be summarized by the Secretary for inclusion in the minutes of the Executive Board. The biennial reports will be printed in *North Carolina Libraries*.

Motions

Motions presented for vote of the Executive Board shall be provided to the Secretary in writing.

Minutes


1. Minutes shall be distributed within 30 days of each meeting to members of the Executive Board, committee chairs, and members of the Constitution Codes, and Handbook Revision Committee.
2. Minutes of the Executive Board meetings shall nted [published] in *North Carolina Libraries*.

NCLA Handbook

1. A copy of the NCLA Handbook shall be provided to each member of the Executive Board, each committee chair, and each member of the Constitution, Codes, and Handbook Revision Committee. The Handbook remains the property of the Association.
2. Each person to whom a Handbook has been provided shall be responsible for maintaining an up-to-date copy and for transferring it to his or her successor.

B. Non-Codified Policies Adopted by the NCLA Executive Board

Membership

1. The membership list shall be made available for purchase at a price to be established by the Executive Board.
2. No more than 25 "special" memberships in NCLA may be given each biennium to congressional and state officials as recommended by the Public Policy Committee and the NCLA President.
3. Current members of the Association shall be offered reduced registration fees for all conferences, workshops, seminars, symposia and other events sponsored or co-sponsored by the Association and its committees, sections, and round tables. The differential shall be as follows: If the non-member registration fee is \$50 or less, the member registration shall be reduced by at least 50 percent. If the non-member registration fee is more than \$50, the member registration fee shall be at least \$25 lower.
4. Individuals joining the Association for the first time will receive free membership in the New Members Round Table for each of the first two years of paid membership in the Association. The Association will contribute [\$3.00] per free NMRT membership to NMRT for its activities. Each new NCLA member may select any of the other sections of d

tables as the membership included with NCLA membership. Membership in NMRT will continue to be an option at renewal for members meeting eligibility criteria.

5. Students can join NCLA through the ALA joint membership plan. The plan provides a student with membership in ALA and NCLA for \$25.00. Half of membership fee [\$12.50] is given to NCLA for the student's membership.

Finances

1. The North Carolina Library Association shall operate under an annual budget.
2. Sections and round tables shall receive a flat amount for each person who joins the section or round table. This amount shall be deducted from the member's dues, with the remaining dues going to the Association. This amount shall be set at \$5.00.
3. All requests for funding shall be referred to the Finance Committee for a financial analysis upon which the Executive Board may take action.
4. Checking and savings accounts for any NCLA funds may be opened only by Executive Board authority. [Sections and Round Tables may not maintain independent accounts.] Checking and savings accounts existing when these policies and procedures are adopted must also be reported to the Board. Likewise any loans made to or leases entered into on behalf of any part of NCLA must be approved by the Executive Board.
5. The Association should maintain an unrestricted reserve fund equal to at least ten percent of annual operating expenses.
6. A comprehensive audit of all committees and sections will be included in the NCLA audit.
7. In the budget planning cycle following each biennial Conference the Finance Committee shall make a recommendation for the allocation of the conference net funds, to include a Conference start-up reserve.
8. Books for the conference financial report shall be closed by the end of the second quarter of the year following the conference.

Communications

1. The Webmaster shall maintain a calendar of meetings and other events scheduled by NCLA groups. Executive Board members are encouraged to utilize this calendar to avoid scheduling conflicts.
2. All publications of the Association shall use the official logo/letterhead whenever possible.
3. Alkaline permanent paper shall be used by NCLA for all its publications and documentation.

Conference

1. The NCLA shall schedule conferences at times that do not conflict with religious holidays.
2. Upon prior approval of the Conference Committee, the Biennial Conference will pay the costs of meeting rooms and audiovisual equipment rental (including telephone lines and computers) and security. [minutes of 7/21/2000 board meeting - printed in Fall 2000 North Carolina Libraries]

Non-Discrimination

The NCLA does not discriminate based on race, origin, age, gender, sexual orientation, creed or disability, and therefore will not enter into contract with any person or organization that discriminates. This policy will be made a part of all contracts between the North Carolina Library Association or its representatives and any person and/or organization for the use of space and facilities for NCLA-sponsored events. If discrimination is proved on the part of any person or organization that has a contract with NCLA, the contract will be considered null and void.

Use of Name

No person or organization(s) may use the name of the North Carolina Library Association without prior consent in writing of the NCLA President, acting on behalf of the NCLA Executive Board.

Conflict of Interest Policy

All members of the Executive Board of the North Carolina Library Association shall avoid conflicts of interest and the appearance of impropriety with respect to Association business. Should instances arise where a conflict may be perceived, any individual who may benefit directly or indirectly from the Association's disbursement of funds shall abstain from participating in any decisions or deliberations made by the Board regarding the disbursement of funds. [Adopted by the Executive Board October 20, 2005]

Frequently Asked Questions

The NCLA Executive Board

Who makes up the Executive Board?

The President, Vice President/President-elect, Secretary, Treasurer and two Director-at-Large, elected each biennium by the membership of the association.

The immediate past-President of the Association.

The chairs of sections and rounds table each biennium by the members of their sections or round tables.

The editor of North Carolina Libraries, appointed by the President with the concurrence of the Executive Board.

The North Carolina member of the American Library Association Council, elected every four years along with association officers.

The Southeastern Library Association representative, elected every four years.

An additional member of each section or round table whose membership exceeds 350 members on March 31 prior to the Biennial Conference.

An additional member of each section round table for every 200 members above the initial 350.

Who are the non-voting members of the Executive Board?

Non-voting members of the Executive Board may include the administrative assistant and parliamentarian if one is appointed by the President. Committee chairs report at Executive Board meetings, but do not vote with board.

What's a section?

A section represents a type of library or field of activity clearly distinct from that of other sections. Sections may be organized by application, signed by 100 voting members of the Association, and approved by the Executive Board. Sections have their own budgets. They receive \$5 from each NCLA member who joins the section, and may charge fees for events and programs. Sections often have their own committees for programming and other activities.

What's a round table?

A round table represents a field of librarianship not within the scope of any single section. Round tables may be organized in the same way as sections are organized. Round tables have their budgets. They receive \$5 from each NCLA member who joins the section, and may charge fees for events and programs. Round table often have their own committees for programming and other activities.

What are NCLA Committees?

NCLA Committees include standing committees, ad hoc committees and commissions. They report to the Executive Board and carry out various staff functions for the organization. Standing committees perform the continuing functions of the organization. Ad hoc committees and commissions are created by the president for specific purposes and are dissolved after those purposes are fulfilled.

North Carolina Library Association Awards

Awards made by the North Carolina Library Association and its sections/round tables honor those who have served the library profession well or who have demonstrated the potential to do so. Complete information including criteria and application forms may be obtained from the appropriate section/round table or committee.