

# ***Governance Procedures of the African American Studies Librarians Section***

Revised May 2011

## **A. Name**

The name of the organization shall be the African American Studies Librarians Section (AFAS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association, hereinafter referred to as the Section.

## **B. Purpose**

ACRL Sections are established primarily for the purpose of building communities of learning and providing professional development and networking opportunities for their members. A Section's name, purpose, and mission are as proposed by the Section and approved by the ACRL Board. The ACRL Board ascertains that overlaps between the mandates are of various Sections are minimized.

The objectives of the Section shall be to foster and share information pertaining to the field of librarianship with emphasis on the study of African American life and culture, to represent African American librarians and other librarians in the field of African American Studies, and to promote the improvement of library resources in support of study and research in the field. The Section may contribute to library service and librarianship through programs, lectures, publications, and other projects.

## **C. Membership**

Any member of the Association of College and Research Libraries may elect membership in this Section.

The number of "community of practice" affiliations included in the basic ACRL dues is determined by the ACRL Board. The dues for additional affiliations are also set by the ACRL Board. Each personal member of the Section has the right to vote and is eligible to hold office.

## **D. Relationship to ACRL Board**

The Board shall be authorized to establish Communities of Practice (including Sections), to monitor their activities, and determine their continuance in consultation with the respective groups. The Board shall also be entitled to establish policies to govern the activities of Communities of Practice. (ACRL Bylaws, Article XV)

The Board liaison role provides a critical connection between membership structures and the ACRL Board of Directors. This liaison role can be particularly helpful in providing perspective, guidance, and insight regarding ACRL policies, procedures, and initiatives; soliciting feedback from Communities of Practice regarding proposed Board actions; and providing helpful advice regarding Action Plan Proposals and Board Action Forms which community of practice leaders will need to submit for official ACRL Board and ACRL Executive Committee action/decisions. The liaison relationship is meant to enhance communication; it is not an advocacy role and for that reason Board members are asked to liaison with communities in which they have not been active. (Tip Sheet for Board Responsibilities)

The Board of Directors is the voice for the association. Sections, committees, and other established units are not authorized to speak for the association except through the Board. This is to say that unit leaders should refrain from issuing statements, taking positions, or endorsing any statements or positions except with Board approval. (ACRL Guide to Policies and Procedures, Chapter 5.12.8, Use of ACRL's Name)

## **E. Meetings**

Section meetings at the ALA Midwinter Meeting and ALA Annual Conference are scheduled by the Section chair.

ACRL units are encouraged to work outside of Midwinter and/or Annual Conference to increase group participation, efficiency, and productivity. Electronic meetings are conducted within the environment of ALA/ACRL bylaws and policies. In all cases these requirements must be adhered to, although they may have to be adopted to fit the virtual environment.

The *ALA Policy Manual* 7.4.1 defines a meeting as “an official assembly, for any length of time following a designated starting time, of the members of any board, committee task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions.” Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.4). Committees must confirm all decisions made in these forums by affirming the actions at the next face-to-face meeting.

There is a distinction between carrying on work of a committee electronically and conducting an electronic meeting. Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time (*ALA Policy Manual* 7.4.1).

The *Standard Code of Parliamentary Procedure* (Alice Sturgis) applies to meetings of the Section to the extent that it is applicable, upholds the integrity of the voting processes, helps facilitate progress, and ensures equality, fairness, and common sense.

**Meetings** of the Section shall be held during the Midwinter meeting and Annual Conference of the American Library Association. The Chair, with the approval of the Executive Committee, may call other meetings of the Section. All Section meetings, except those dealing with nominations and awards are open to registered attendees of the Midwinter and Annual Meetings.

Members of the section present at meetings shall constitute a quorum.

## **F. Officers**

### **1. Officers**

Each Section will have a vice-chair/chair-elect and a chair to ensure succession.

The officers of the Section shall be a Chair, a Vice-Chair/Chair Elect, a Secretary, two Members-at-Large, and the Immediate Past Chair.

## 2. Terms of Office

**The Chair** serves a one-year term and is not eligible for consecutive terms

**The Vice-Chair/Chair Elect** serves a one-year term, then succeeds to the office of Chair, followed by one year as Immediate Past Chair

**The Secretary** serves a one-year term.

**The Members-at-Large** serve two-year staggered terms.

**The Immediate Past Chair** serves a one-year term.

Terms for all officers shall begin at the adjournment of the ALA Annual Conference and officers are to remain in office until their successors are elected.

## 3. Duties of Officers

**Chair.** The Chair, shall (1) be familiar with ACRL's Guide to Policies and Procedures, reports and request forms and other online resources, (2) preside at all committee meetings, and conduct meetings in accordance with ALA's "open meetings" policy, (3) make recommendations to the Appointments Committee Chair on reappointments, (4) maintain and condense the Section's files and pass them on to the incoming chair at Annual Conference, (5) copy the Section's Board and staff liaisons on important communications about the work of the section, (6) communicate effectively with the Sections' Executive Committee, (7) In consultation with the staff liaison, arrange the date, time, and location of committee meetings with ALA Conference Services, and (8) manage the Section's budget.

**Vice-Chair/Chair Elect.** The Vice-Chair/Chair Elect shall (1) be familiar with ACRL's Guide to Policies and Procedures, reports and request forms and other online resources, (2) preside at committee meetings in the absence of or at the request of the Chair and conduct meetings in accordance with ALA's "open meetings" policy, (3) in consultation with the Chair and staff liaison, request funding as appropriate for Conference Program Proposal using the online form.

**Secretary.** The secretary shall be responsible for maintenance of all section records and for recording the minutes of all Section and Executive Committee business meetings at the Midwinter Meeting and at the Annual Conference. All records shall be submitted according to ACRL guidelines. The secretary shall be responsible for collecting and distributing all archival documents to the ALA Archives as appropriate. The Secretary shall keep a roster of attendees at meetings.

**Immediate Past Chair.** The immediate past-chair serves on the Executive Committee.

## G. Executive Committee

The Executive Committee consists of the officers of the section

The Executive Committee is responsible for the stewardship of the Section and the coordination of its activities, provided that it operates within the Section mandate and budget as determined by membership level (ACRL Guide to Policy and Procedure, Basic Services, 4.3.2).

A Section's Executive Committee may establish and appoint standing or ad-hoc committees to assist it in fulfilling the Section's mandate. The function, name, and size of the committee shall be determined at the time the committee is established. Unless otherwise approved by the Executive Committee, members of committees shall be appointed for a term of two years and may be reappointed for a second, but not a third consecutive term. In no case shall a person serve on a committee for more than four consecutive years. Committee appointments shall be made in such a manner as to provide continuity of the committee. The executive Committee shall appoint the Section Newsletter Editor, Website Editor, and e-list moderator

The Executive Committee may restructure or dissolve committees based upon the feasibility of the committee.

**Responsibilities.** The Executive Committee shall have the responsibility to act for the Section, to make decisions on matters that require immediate action before the next scheduled Section meeting, and to supervise the administration of established policies, programs, and operations. The Executive Committee shall appoint the section Newsletter and website editor, and the e-list moderator for terms of three years, with the option of renewal.

**Meetings.** Regular meetings of the Executive Committee shall be at the time and place of the Midwinter Meeting and the Annual Conference of ALA. The Chair may call special meetings. If necessary, the Executive Committee may make decisions by electronic mail or conference call during the period between regularly scheduled meetings.

**Voting.** A majority of the Executive Committee members present shall constitute a quorum at any meeting of the committee. Only members of the Executive Committee may vote at Executive Committee meetings.

## **H. Other Committees**

### **Standing Committees**

**a. Nominating Committee.** The Vice-Chair/Chair Elect appoints the Nominating Committee of at least three members with the Immediate Past Chair serving as Chair of the Committee. The term of office for the Nominating Committee members shall begin at the conclusion of the Midwinter Meeting and end at the conclusion of the following Midwinter Meeting. The Vice-Chair/Chair Elect may not be a member of the Nominating Committee. The Nominating Committee shall solicit candidates from the general membership of the Section for the offices of Vice Chair/Chair Elect, Secretary, and Member-at-Large.

**b. Program Planning Committee.** The Vice-Chair/Chair Elect shall appoint the Conference Program Planning Committee. The Committee shall plan programs for the ALA Annual Conferences that concludes his or her term of office. The Vice-Chair/Chair Elect may choose to chair or to appoint one of the members as Chair.

**c. Membership Committee.** The Chair shall appoint a chair of the committee and at least two other members to serve on this Committee. The Committee keeps track of the membership, sends letters to new, renewing, and dropped members and keeps statistics on the membership of the Section, making reports to the Executive Committee.

**d. Publications and Research Committee.** The Chair shall appoint a chair of the committee and at least three other members to serve on this committee. The Committee produces the AFAS newsletter, a section brochure, maintains and updates the content of the AFAS web page and social networking applications; submits program description for *College and Research Libraries News*; identifies needed research, encourages collaboration in research, facilitates the acquisition of skills related to research and publishing, and promotes an awareness of existing and ongoing research related or applicable to African American Studies librarianship and resource; oversees ongoing work on the core list of books for African American Studies

### **Ad Hoc Committees**

The Section Chair may appoint ad hoc (established for short term projects) committees. Ad hoc committees shall expire at the end of the term of the chair that appointed them unless their term is extended by vote of the Executive Committee. If the charge of an ad hoc committee becomes a matter requiring continuity, it may become a standing committee by action of the Executive Committee. The Chair may appoint committee chairs or request the committees to elect their chairs.

**Vacancies.** The Vice-chair/Chair Elect shall appoint committee members to fill vacancies on standing and ad hoc committees.

### **I. Nominations and Elections**

To be nominated, elected, and continue to serve on a Section's Executive Committee, a person must be a current member of the Section (with ALA, ACRL, and section dues—if applicable—paid).

**Nominations.** All nominees must be members of the section and must consent to their candidacy in writing.

Nominations, complete with consent candidacy statements, put forth by the Nominating Committee, shall be filed with the executive director of ACRL and with the secretary of AFAS within the deadline specified by ACRL.

**Additional Nominees.** In addition to nominees proposed by the Nominating Committee, nominations for any office may be made by petition and signed by a minimum of twenty-five (25) members of the Section shall be accepted and placed on the ballot if they are filed with the Executive Director within the deadline specified by ACRL.

To assist the membership of the Section in making informed choices, each candidate shall be asked to provide a brief statement of personal objectives for the Section in time for the statement to be published prior to balloting.

**Elections.** Elections shall be conducted in accordance with the procedures and deadlines established by ALA/ACRL.

### **J. Vacancies**

**Chair.** In case of a vacancy in the office of Chair, the Vice-chair/chair Elect shall serve as Chair for the remainder of the uncompleted term, and shall continue to serve in that office for the term for which he or she was originally elected to serve as Chair.

**Vice Chair/Chair Elect.** In case of a vacancy in the office of Vice Chair/Chair Elect, the position shall remain vacant until the next general election. Vacancies in this office shall be filled by election only.

**Multiple Vacancies.** If vacancies occur in the offices of Chair and Vice-Chair/Chair Elect within the same term, the Executive Committee shall elect a member of the Executive Committee to serve as Chair for the remainder of the term. A Chair and Vice-Chair/Chair Elect will be elected during the next regular election.

**Secretary.** In case of a vacancy in the office of Secretary, the Chair shall appoint a replacement.

**Member-at-Large.** In case of a vacancy, the Chair shall appoint a replacement

#### **K. Amendments to Governance Procedures**

These Operating Procedures may be amended by a proposal from the Executive Committee, the Constitution and Bylaws Committee, by a standing committee, or by petition of a minimum of ten members of the section as long they are not in conflict with ALA/ACRL bylaws, policies, and procedures. Changes to these governance procedures do not require, and should not include, a ballot vote by the membership. Proposals should be submitted to the Chair. The Chair shall schedule a vote on any proposals by the Executive Committee no later than six months after the proposal (s) is (are) received. If the amendment (s) is (are) approved by a majority of the Executive Committee, a current copy shall be provided to the Executive Director per ACRL Bylaws, Article XV, Section 3.

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