

## Multicultural Information Round Table Handbook

The Multicultural Information Round Table (MCIRT) of the Alabama Library Association was established in 2010 to give a platform to issues and challenging attitudes about diversity and inclusion in various types of libraries within the state of Alabama. MCIRT is committed to fostering a learning environment to encourage the awareness of diversity as well as value the differences that contribute to the library profession.

### Article I. MISSION AND MEMBERSHIP

#### **Section 1.** Mission

The mission of the Multicultural Information Round Table is to promote the appreciation for and understanding of the value of diversity and inclusion. It provides a forum for exchanging information concerning race, ethnicity, gender, sexual orientation, physical ability, age and more with the goal of informing and creating awareness on the varied aspects of diversity.

#### **Section 2.** Membership

Any member of the Alabama Library Association may become a member of the Multicultural Information Round Table. The Round Table members are librarians, paraprofessionals, and library science students who are all interested in supporting the Round Table's mission of promoting diversity and inclusion in the library profession.

As a member of the Multicultural Information Round Table, dues shall be paid on an annual basis according to the fiscal year established by the Alabama Library Association Executive Council. Members in good standing have the following benefits:

- Eligible to vote in the Alabama Library Association's general election and, specifically, eligible to vote for MCIRT officers
- Encouraged to attend the annual business meeting during the Alabama Library Association's annual convention

## Article II. OFFICERS/EXECUTIVE COMMITTEE/ELECTIONS AND APPOINTMENTS

### **Section 1.** Officers

#### **Subsection 1. Elected Officers**

The elected officers of the Round Table are Moderator, Moderator-Elect, Immediate Past-Moderator, and Secretary-Treasurer.

#### **Subsection 2. Terms of Office**

##### **a. Moderator**

This is a three-year commitment: one year as Moderator-Elect, followed by one year as Moderator, and followed by one year as Immediate Past-Moderator.

The Moderator's term in office begins at the adjournment of the MCIRT business meeting held at the Alabama Library Association annual convention and concludes at the adjournment of the MCIRT business meeting held at the following year's Alabama Library Association annual convention. The terms of the Moderator-Elect and the Immediate Past-Moderator will follow the same schedule.

*Exception:* In the event no successor has been voted into office as Moderator-Elect, the Moderator will continue to serve as Moderator until the adjournment of the annual convention MCIRT business meeting at which his/her successor has either been voted into office during the next ALLA election cycle OR has been appointed by the incoming ALLA President if an appointment is necessary due to a lack of nominees during the most recent ALLA election. The terms of office for Moderator-Elect and Immediate Past-Moderator.

*Exception:* In the event the office of Moderator becomes vacant during the Moderator's year in office, the Moderator-Elect shall assume the office of Moderator.

##### **b. Secretary-Treasurer**

This is a two-year commitment. The Secretary-Treasurer's term in office begins at the adjournment of the MCIRT business meeting held at the Alabama Library Association annual convention and concludes at the adjournment of the MCIRT business meeting held at the Alabama Library Association annual convention *two years later*.

*Exception:* In the event no successor has been voted into office as Secretary-Treasurer, the Moderator shall appoint a Round Table member in good standing (including the Secretary-Treasurer whose two-year term has just expired if he/she is willing to accept the appointment) to this position with the approval of the incoming ALLA President.

### **Subsection 3. Termination or Resignation of Office**

If necessary, any elected officer may have his/her term in office terminated by a majority vote of the Executive Committee (see MCIRT Bylaws Article IV, Section 5). In the event the officer being terminated is the Secretary-Treasurer or the Moderator-Elect or the Immediate Past-Moderator; the Moderator, under the direction of the Executive Committee, will notify the officer being terminated in writing. In the event the officer being terminated is the Moderator; the Moderator-Elect, under the direction of the Executive Committee will notify the Moderator in writing.

If an officer finds it necessary to resign his/her office, he/she will notify the Moderator in writing. The same provisions apply to officers appointed as Chair of any of the standing committees listed below.

### **Subsection 4. Executive Committee**

#### **a. Charge of Committee**

The Executive Committee of the Multicultural Information Round Table conducts business of the Round Table and is charged with keeping the membership informed of its official actions.

#### **b. Members**

The Executive Committee is composed of the following elected officers: Moderator, Moderator-Elect, Immediate Past-Moderator, and Secretary Treasurer plus those appointed as Chair of the following Standing Committees: Nominating, Convention Program, Workshop Planning, Membership, By-Laws, and Public Relations. See Article III Committees and Task Forces, below.

#### **c. Meetings**

The Executive Committee normally has quarterly meetings plus any additional meetings as needed. Meetings may be held in-person, via e-mail, telephone, or virtually.

#### **d. Responsibilities**

The Executive Committee manages the business affairs of the Round Table such as approving appointments made between elections to fill vacancies except Moderator and Secretary-Treasurer which need to be approved by the ALLA President. See, also, Duties of Officers, below for individual responsibilities.

### **Subsection 5. Duties of Officers**

#### **a. Moderator**

As the chief executive of the Round Table, the Moderator directs and coordinates the business of the Round Table. The Moderator organizes quarterly meetings of the MCIRT Executive Committee and other meetings as needed by notifying Executive Committee members in advance, setting the agenda, and, if necessary makes arrangements for virtual meetings or meetings by e-mail when not meeting in person. The Moderator submits an operating budget to the ALLA Treasurer prior to the first quarterly meeting of the ALLA

Executive Council and is responsible for submitting quarterly reports, etc. to the ALLA Executive Council and attending quarterly meetings of the Executive Council. The Moderator organizes and presides over the annual business meeting held at the conclusion of the MCIRT program held at the annual ALLA convention.

**b. Moderator-Elect**

The Moderator-Elect assists the Moderator as needed including substituting for the Moderator in case of temporary absence, resignation, or termination in office. The Moderator-Elect, working with the Convention Program Committee, will be responsible for the program to be held at the MCIRT meeting at the annual ALLA convention.

**c. Immediate Past-Moderator**

The primary responsibility of the Immediate Past-Moderator will be to recruit nominees for MCRT office for the next ALLA election cycle: ideally, two nominees each for Moderator-Elect and two for Secretary-Treasurer (every other year since this is a two-year position).

**d. Secretary-Treasurer**

The Secretary-Treasurer takes minutes at quarterly and called meetings of the Executive Committee and provides a copy of these minutes to the Moderator shortly after a meeting has taken place. The Secretary-Treasurer also keeps a record of financial transactions (expenditures and revenues) of the Round Table if any take place, for example, in connection to organizing a non-convention workshop.

## **Article III. COMMITTEES AND TASK FORCES**

### **Section 1. Committee Appointments**

MCIRT members in good standing are eligible for appointment to serve as Committee Chairs and Committee members of the Standing Committees listed below. Chairs and Committee Members are appointed by the Moderator with the approval of the Executive Committee (see Article II Officers Section 4 Executive Committee, above). Chairs of Standing Committees serve as members of the MCIRT Executive Committee and report on Committee business at quarterly and called meetings as needed. Committees hold their own meetings as often as needed to conduct business and work on projects, etc.

### **Section 2. Standing Committees**

**a. Nominating Committee**

Identifies nominees for the following elected offices: Moderator-Elect and Secretary-Treasurer. Ideally, two nominees per office. After confirming that nominees are available and interested, the slate of nominees is presented to the MCIRT Executive Committee for approval and, once approved, the MCIRT Moderator submits a Nominee Biographical Information Form (<http://www.allanet.org/?page=44>) to the ALLA Nominating Committee Chair/Immediate Past-President by the deadline established by that officer.

**b. Convention Program Committee**

Investigates possible programs and speakers for the next ALLA annual convention. Provides detailed information including potential speaker(s) contact information for the MCIRT Executive Committee to consider.

**c. Workshop Planning Committee**

When feasible, plans and organizes a workshop to be held separately from the annual convention program. Provides detailed information including potential speaker(s) contact information for the MCIRT Executive Committee to consider.

**d. Membership Committee**

Discusses and formulates strategies for recruitment and retention of members. Presents ideas to the MCIRT Executive Committee. This Committee may want to work together with the Public Relations Committee on some projects or ideas.

**e. By-Laws Committee**

Reviews existing MCIRT By-Laws to determine if any changes or additions need to be made. Provides written recommendations as needed for the MCIRT Executive Committee to consider. If the Executive Committee votes in favor of a change or addition, the Moderator will provide a written recommendation with the suggested change(s) or addition(s) to the ALLA Bylaws Committee Chair to review. If approved by the ALLA Bylaws Committee, the MCIRT Moderator will then present the new or revised MCIRT Bylaw(s) to the ALLA Executive Council for approval. If approved, the new or revised bylaw(s) will then be presented to the MCIRT membership for approval. This can be done either in-person at the annual MCIRT business meeting held at the end of the MCIRT convention program or by e-mail at least 30 days PRIOR to the annual business meeting.

**f. Public Relations Committee**

Discusses and formulates ideas for promoting the MCIRT to the ALLA membership. This Committee may want to work together with the Membership Committee on some projects or ideas.

**Section 3. Ad Hoc Committees**

These committees are appointed by the Moderator to carry out a specific task. When the task or project is complete, the committee ceases to exist. When the appointment of an *ad hoc* committee is made, the committee's charge, membership, and approximate duration are provided by the Moderator with assistance from the Executive Committee as needed.

**Article IV. MEETINGS AND WORKSHOPS**

**Section 1. Annual Business Meeting**

The annual business meeting shall be held during the annual convention of the Alabama Library Association; the convention is held during each year in April.

**Section 2.** Special Meetings

- a. Special meetings may be called by the Moderator or the Moderator-Elect.
- b. Notices of special meetings shall be mailed or emailed at least 30 days before each meeting.

**Section 3.** Workshops

Workshops may be feasible outside the annual convention of the Alabama Library Association each year. Workshops may be held in any format including in-person or via webinars.

**Or**

When feasible, workshops may be held separately from the annual convention of the Alabama Library Association held in April of each year. Workshops can be in-person at a physical location or virtual. The Workshop Planning Committee of the Multicultural Information Round Table is responsible for the planning and organization of potential workshops.