



CJCLS Manual

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History of College and Junior College Libraries Section

The Community and Junior College Libraries Section was established in 1937. The full history of ACRL and its sections is available at <http://www.ala.org/acrl/aboutacrl/history/history>.

Community and Junior College Libraries Section and ACRL

The Chair of CJCLS is required to submit an annual report to the ACRL Board on Section activities. Also, all publications of the Section must be approved by the ACRL Publications excluding the CJCLS newsletter which gets sent to ACRL staff for dissemination.

Each section receives a base allocation of \$1,000.00 with an additional \$0.75 per section member over 400 (as of August 31). Annual budget memos confirming the basic service allocation are delivered in October. The CJCLS Chair approves all basic service expenses.

Sections may spend Basic Services funds on any items or activities that support the advancement of ACRL's core purpose, to lead academic and research librarians and libraries in advancing learning and scholarship with the following two exceptions: 1) Basic services funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences and 2) Basic services funds may not be used to purchase goods or services prohibited by ALA and ACRL policy. Sections may use Basic Services funds to support their program(s) at the Annual Conference.

The activities and procedures of the Community & Junior College Libraries Section are governed by the governance procedures of the Section. These governance procedures must be in accord with the Bylaws of ACRL and the Rule and Procedures established by the Association. The complete governance procedures of the Community & Junior College Libraries Section appear in a subsequent section of this manual.

Governance Procedures of the ACRL Community and Junior College Library Section

A. Name

The name of the organization shall be the Community and Junior College Library Section (CJCLS) of the Association of College and Research Libraries, 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 purpose of the Community and Junior College Libraries Section (CJCLS) is to contribute to library service and librarianship through those activities which relate to libraries and learning resources centers and services, and which support the educational programs in community and junior colleges and equivalent institutions.

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.

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,

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 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.

The annual meeting of the Section shall be held at the time and place of the annual conference of ALA. A quorum shall consist of 15 members.

Special meetings may be called by the chair of the Section. A quorum shall consist of 15 members.

Section business may also be transacted by a mail ballot to all members. A quorum shall consist of those members voting.

F. Officers

Each Section will have a vice-chair/chair-elect and a chair to ensure succession. The officers of this section shall be the chair, vice-chair/chair-elect, secretary, and the immediate past chair. The vice-chair shall serve successively as vice-chair, chair, and past chair.

Duties of the Officers

The duties of officers shall be those specified in the Governance Procedures, the Section's handbook, and as prescribed by ACRL Bylaws, policies, and procedures for Section officers.

The chair shall

- preside at all meetings of the Section,
- act as chief administrative officer of the Section,
- make appointments to all ad hoc committees and fill committee vacancies as needed
- serve ex-officio on all Section committees except the Nominations Committee,
- perform other duties as required by the position,
- serve ex officio ACRL Academic Research Librarian of the Year Award Committee,
- take responsibility for collection all CJCLS meeting requests for ALA conferences,
- serve on the ALA Emerging Leaders Working Group.

The vice-chair shall

- preside in the absence of the chair,
- make appointments effective in the year she/he will serve as chair,
- perform other duties as required by the position.

The secretary shall

- preside in the absence of the chair, vice-chair, and immediate past-chair (in such case appointing a secretary pro tem),
- take and distribute minutes for all Executive Committee meetings, the Section's annual meeting, and any special meetings.

The immediate past-chair shall

- preside in the absence of the chair and vice-chair,
- be responsible to reviewing and updating CJCLS section manual.

G. Executive Committee

The Section 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 Executive Committee shall consist of the chair, vice-chair/chair-elect, secretary, immediate past chair, archivist/historian, editor of the Section newsletter, parliamentarian/editor of the Section handbook, webmaster, the American Association of Community Colleges (AACC) Liaison, the National Council for Learning Resources (NCLR) Liaison, the Student Learning and Information Literacy Committee (SLILC) Liaison, and the chairs of the standing and ad hoc committees of the Section. All are voting members.

The Executive Committee has responsibility for the business of the Section with its actions being subject to review by the members at the following membership meeting.

As administrative officer of the Section, the chair may act for the Committee between meetings on which require action before the next Committee meeting and cannot reasonably or in a timely manner be decided upon through correspondence with the Committee, or which have been specifically delegated to the chair by the Committee, except that filling vacancies in the positions of chair, vice-chair/chair-elect, or secretary may not be delegated but must be done by the Executive Committee.

The chair's actions shall be reported to the Committee no later than its next meeting. Where these actions are exceptional, the chair shall notify all Committee members as quickly as possible.

If the chair is unavailable to take action as indicated in (a), the vice-chair, immediate past-chair, and secretary shall act in like manner in the order listed.

A quorum at an Executive Committee meeting shall consist of a simple majority of the voting members of the Committee including at least one officer.

H. Standing and Ad Hoc Committees

Standing committees shall be established and discontinued by approval of Executive Committee. The motion to establish shall include the name and function of the committee.

Ad hoc committees shall be established and discontinued by vote of the Executive Committee. Ad hoc committees stand until completion of their duties and shall be reviewed by the Executive Committee each year.

Members of standing committees will ordinarily be appointed for two-year terms with the exception of the nominations committee whose members shall have one-year terms. Members of

all other committees may be appointed to one-year terms to meet special circumstances. Members may be appointed for additional terms, but in no case shall serve for more than four consecutive years. Approximately one-half of the committee members should be appointed each year.

Committees carry out their business by meeting at the ALA annual conferences and midwinter meetings and may also do work by telephone or email.

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

A nominating committee of not less than three members shall be appointed by the vice-chair/chair-elect to nominate candidates for Section officers and ACRL Board of Directors. Neither the chair nor vice-chair/chair-elect may be members of this committee.

The Committee will present the names of at least two candidates for each position to be filled. All candidates must be members of the Section and give written consent.

Additional nominations, supported by signatures of five (5) Section members, accompanied by the candidate's written consent, may be made by filing such nominations in accordance with ACRL and ALA bylaws, policies, and procedures. Written notification shall be made to the Section Chair.

Elections

Elections shall be by mail ballot as part of the ALA election process.

Mail and Electronic Votes

Membership. Mail votes of the membership of the Section may be authorized between meetings by the Executive Committee, provided all members are canvassed simultaneously. Such mail votes shall be conducted under the same requirements as votes at meetings.

Executive Committee. Mail or electronic votes of the Executive Committee may be taken provided they are authorized by the officers of the Section and all voting Committee members are canvassed

Committees and ad hoc committees. Mail or electronic votes of duly constituted committees may be taken by the chair of such committees.

J. Vacancies

In case of a vacancy in the office of chair, the vice-chair shall succeed and serve until the expiration of the year for which that person was elected.

If the office of vice-chair/chair-elect becomes vacant

- The Executive Committee shall appoint a vice-chair/chair elect to begin service immediately and to serve for the remainder of the term.
- At the next regular election, the candidate getting the most votes for vice- chair/chair-elect shall become chair for the next term and the candidate with the second number of votes shall become vice-chair/chair-elect. A tie shall be broken by lot as per ACRL procedures.

If both the offices of vice-chair/chair-elect and chair become vacant during the same office term (so that there is not an elected vice-chair to fill the chair's position), both positions shall be appointed by the Executive Committee to finish out the remainder of the terms. These vacancies may be filled at a regularly scheduled Executive Committee meeting, a special meeting, or through correspondence which includes all members of the Executive Committee. If an appointment takes place between Committee meetings, all members of the Committee shall be contacted through the most expeditious form of correspondence by the chair. The vote shall be taken by a stated deadline, and a majority of those voting carries by simple majority.

A vacancy in the office of secretary will be filled by an appointment made by the Executive Committee.

A Section vacancy on the ACRL Board of Directors shall be filled by an interim appointment and a new election in accordance with ACRL bylaws, policies, and procedures.

K. Amendments to Governance Procedures

These Operating Procedures may be amended by the Executive Committee, as long they are not in conflict with ALA/ACRL bylaws, policies, and procedures, and any approved changes shall be distributed and voted upon as prescribed above. The governance procedures shall supersede previous bylaws or governance procedures and will be effective immediately upon adoption. Changes to these governance procedures do not require, and should not include, a ballot vote by the membership. Sections may determine their approval process (e.g., responsibility of the Executive Committee, vote at face-to-face Section membership meeting, etc.). A current copy shall be provided to the Executive Director per ACRL Bylaws, Article XV, Section 3.

Committees of the Community and Junior College Libraries Section

Executive Committee

Serves to share common areas of interest to enhance library services and librarianship in libraries and learning resource centers in two-year institutions and to support the educational programs of these institutions.

Awards Committee

To recognize outstanding instructional programming and leadership among our colleagues by choosing the recipients of awards sponsored by CJCLS. The committee will proactively research possible nominees for these awards and solicit nominations widely from membership and convey their decisions to the Executive Committee. The committee will periodically review the selection criteria for honorees; coordinate publicity related to individual awards and award recipients according to ALA/ACRL award procedures; update information about award winners on the Section Web site; and update the internal documents that guide the committee. The Committee also coordinates CJCLS awards events at the annual conference. Award nominations are solicited from August to December. The award announcement is facilitated by ACRL staff and made public in January-February each year.

Communications Committee

To facilitate the sharing of ideas, best practices and news from ACRL/ALA units and relevant outside agencies to CJCLS members; assess the many communication options available and maintain a formal communication plan to disseminate information among CJCLS members. Membership on this committee includes the Section's Webmaster and Newsletter Editor.

Conference Program Planning Committee

To identify appropriate topics for conference programs and plan program activities, locations, and participants for the ALA Annual Conference. To coordinate program sponsorship with other ALA units as appropriate. The Committee may also coordinate timely topical discussions of interest to community and junior college librarians for annual conference and/or Midwinter meetings. The online proposal form opens in May each year. Proposals are due in September for programs that take place at the next Annual Conference

Library Technical Assistance Education Committee

To explore, collect and disseminate information on Library Technical Assistant Training Programs; to provide channels of communications for sharing information on these programs; to explore establishing liaisons with Library Technical Assistant organizations; to investigate developing guidelines and standards for Library Technical Assistant Programs; to encourage publication of textbooks and other training materials.

Membership Committee

To promote personal membership of the Section and to encourage participation in the Section and ACRL. To propose strategies for recruitment, orientation and retention of members to CJCLS and ACRL. To utilize ACRL reports to welcome new members and to make contact with dropped members. To provide reports to the Executive Committee identifying membership trends and needs, and to maintain membership statistics for ACRL use.

Section Membership Committee chair(s) are automatically members of the ACRL Section Membership Committee, which is a division-level committee. Every month, section membership reports are posted to the ACRL Section Membership Committee's space in ALA Connect, where each of your section Membership Committee chairs have access to the information.

Nomination Committee

To nominate candidates for elective positions.

Task Forces

Open Education Resources (OER) Task Force

To enable CJCLS to help identify and support best practices related to OER textbook adoption, implementation, and creation; develop an online resource dedicated to Community Colleges involved with OER initiatives; provide a forum where participating libraries will be able to connect; work with and support already established groups involved with OER initiatives; provide CJCLS / ACRL / ALA with appropriate information and reporting as it relates the profession and the organization as whole; increase the awareness of the involvement of Community College Libraries with OER initiatives, lowering the cost of education, and student success within the library profession and education community.

Scholarly Research Task Force

To encourage and promote scholarly research conducted by community college librarians. To increase representation of community colleges within academic library scholarship, including institutional, library and student experiences and practices. To record and monitor submission and acceptance statistics of community college librarian proposals to ALA and ACRL national conferences. Membership on this committee will include the section's vice-chair/chair-elect.

Community College Engagement Implementation Task Force

To work through recommendations of the Community College Engagement Task Force to:

- determine which recommendations ACRL has addressed and which it has yet to address,
- determine what recommendations CJCLS has addressed and which it has yet to address,
- determine which CJCLS committee should be responsible for following up on a specific recommendation,
- suggest specific actions for CJCLS committees, based on the recommendations, including the Executive Committee, to undertake, and

- develop a checklist for the CJCLS Executive Committee to track progress toward satisfying the recommendations.

The task force will work with the Executive Committee and the CJCLS committees over the course of an approximate 18-month lifespan and deliver a final report to the Executive Committee at Annual 2020.

Timeline for CJCLS Chair and Vice-Chair

A timeline to help CJCLS Chair and Vice-Chair manage the Community & Junior College Libraries Section is available in Appendix I.

Checklist for New CJCLS Committee Chairs and New Task Force Chairs

ACRL Procedures

A key resource for all ACRL leaders is [ACRL's Guide to Policies and Procedures](#). Make certain you review it carefully. Particularly useful sections are:

- ACRL Foundation Documents including the Strategic Plan, ACRL Bylaws
- Communities of Practice (includes responsibilities and calendars for section officers)
- Budget and Finance
- Meetings
- Publications

Committee chairs should be familiar with the *CJCLS Manual for Officers and Committee Members*, which includes guidelines and the policies of CJCLS.

Other CJCLS publications that may be helpful are the CJCLS Executive Committee and Committee Chair Roster and copies of the *CJCLS Newsletter*.

CJCLS Committee and Task Force Procedures

If you are new to your Committee, it is a good idea to meet with the past chair. This meeting should provide information on the formal work of the committee by reviewing the past minutes. A meeting with the previous chair can also help you learn the Committee atmosphere and traditions.

Names and Numbers to Know

ACRL OFFICE	Position	Contact
Megan Griffin	ACRL Senior Program Officer and Staff Liaison to CJCLS	mgriffin@ala.org

Elois Sharpe	Program Coordinator, onsite and virtual meeting	esharpe@ala.org
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Web: <http://www.ala.org/acrl/>

Midwinter Responsibilities

Generally, committees meet virtually but they are welcome to meet how/when they want to. All committees are required to have a virtual Midwinter meeting and a virtual Annual meeting.

- Attend Virtual Orientation conducted by Section Leadership (Chair or Past Chair) in July/August.
- Contact chair-elect and meet to strategize and review the work of the committee during the previous year.
- Contact new committee members with a welcome message and get their preferred contact information.
- [Provide roster](#) and committee's past year minutes to incoming and current committee members. Review CJCLS website for committee membership accuracy.
- Attend CJCLS Executive Committee meetings at ALA Annual (in-person or virtually), Midwinter (virtually), and the monthly or quarterly virtual meetings.
- Determine committee direction and agenda based on committee charge.
- Write agendas for each committee meeting, post them to ALA Connect 10 days before the scheduled meeting and send a copy of the agenda to the ACRL staff liaison. ACRL staff liaison are part of ALA Connect CJCLS Executive Committee list.
- Keep written minutes or assign committee member to act as secretary. Post the minutes to ALA Connect and share them with the ACRL staff liaison: Megan Griffin (mgriffin@ala.org)
- Ensure each committee member is assigned work; let no one go "task-less," even members not in attendance.
- Follow-up with committee members who do not regularly attend committee meetings.
- Work with the CJCLS section's Vice-Chair to determine committee appointments and reappointments.
- Inform Past-Chair of any changes that need to be made to CJCLS Section Manual.

- Write or E-mail Thank-You notes to committee members at the end of the term.
- Pass on archival committee files to incoming Committee Chair-elect. At end of term, arrange to discuss the work and direction of the committee with incoming Committee Chair-elect.

Checklist for Running a Committee Meeting

Post an agenda and related reading materials and assignments via ALA Connect 10 days prior to the meeting.

Getting started

- Verify attendance (name, institutional address, e-mail address, check mark for committee members, asterisk for visitors who would like to be committee members).
- Ask one member to take minutes if there is no secretary.
- Start on time!
- Introduce all members and visitors.
- Read and/or approve minutes of last meeting.
- Make **announcements** (time and place of related meetings, etc.)
- Review committee charge; relate committee purpose to other ACRL organization and other ACRL committees.
- Begin discussion of agenda item(s). Reports from committee members with assignments should be included. Committee members should be given copies of any documents to be reviewed. Keep the discussion focused and the group on-task. As needed, establish time constraints for agenda items.
- Summarize the discussion, set action items and make individual assignments with deadlines for correspondence and other reports; develop preliminary agenda for the next meeting.
- Set date and time of next meeting. Close the meeting.

After the meeting

- Post minutes on ALA Connect no later than one month after the meeting.
- When sharing minutes with committee, highlight action items.

Budget

- Committee chairs will be asked to submit budget requirements to the vice-chair/chair-elect or vice-president/president-elect before the December deadline. It is up to the committee chair to anticipate the budget needs of the committee. The ALA fiscal year runs September 1 to August 31 each year, with all reimbursement requests due August 15.

Reimbursements

- Requests made for payment or reimbursement must have the approval of the chair of the chapter/committee/section (committee) to whom the claim is to be charged. ACRL provides instructions and [official forms](#) for payment or reimbursement requests.

Meeting Time Slots

- **Section Chairs** are usually responsible for selecting meeting arrangements for Midwinter and annual for all section committees. The section committee chairs will not have this particular responsibility, but they should be consulted at the Midwinter and annual conference regarding the length and number of meetings required.
- Chairs will automatically receive conference arrangement emails. It is important to submit requests by the set **deadline**. Scheduling instructions are included in the email.
- Room assignments are sent to the section chairs in advance of the conferences. They, in turn, should notify committee chairs and the web manager of the section. Room locations are also printed in the Conference Program available at registration.
- If a committee decides to meet virtually at Midwinter, in lieu of in person, it is up to the chair to organize the platform and time for the meeting. Virtual meetings should be advertised to ALA Connect CJCLS at least two weeks in advance to adhere to the open meeting policy.

Additional Information

- Working with ACRL – [Section Resources](#)

Working with ACRL

ACRL has a number of tools to help you better understand the workings of the Association and guide you through the process of working with ACRL. Complete information at <http://www.ala.org/acrl/resources>

- [Key dates and deadlines 2019-2020](#)

CJCLS Documentation Process for ALA Connect Posts

CJCLS Executive Committee has developed guidelines on how we keep our materials on ALA Connect which will make it easier for the membership to quickly locate the proceedings, section information, and documents that are needed to facilitate any committee's business. A new Chair should be able to locate all the items for his/her committee quickly.

What should be posted?

Materials that are posted to ALA Connect should be official materials related to the work of the section or committee. This includes:

- Agendas
- Minutes
- Reports

- Data

If you are not sure if the item should be posted, please contact the section secretary. Please make sure all posted documents are dated and have page numbers.

When and where should things be posted?

Agendas

At least **10 days** before the meeting:

Submit an announcement of the meeting and the agenda to Megan Griffin
(mgriffin@ala.org)

Post an announcement of the meeting and the agenda in ALA Connect in the following places:

1. My ACRL Committees > ACRL CJCLS Executive Committee (College & Junior College Libraries Section)
2. ACRL Sections > ACRL CJCLS (College & Junior College Libraries Section)

All announcements and agendas should also be posted to the ALA Connect ACRL CJCLS and CJCLS Executive Committee Libraries.

Minutes

Within **30 days**:

Meeting minutes must be submitted to Megan Griffin (mgriffin@ala.org).

The meeting minutes should be posted on ALA Connect in the following places:

1. My ACRL Committees > ACRL CJCLS Executive Committee (College & Junior College Libraries Section)
2. ACRL Sections > ACRL CJCLS (College & Junior College Libraries Section)

Please send the minutes within one month of your meeting, even though they may not be approved until your next meeting. “Reports of meetings should convey a summary of the discussion of each item considered by the unit and any decisions made” (ACRL’s Guide to Policies and Procedures 8.1.2). Minutes should be attached as a file. By doing this, corrections can be made BUT such changes should either be highlighted or tracked via Word’s “Track Changes” feature.

CJCLS Publications and Archives

CJCLS Newsletter

The CJCLS Newsletter the biannual publication of the section. Newsletter published spring and fall.

CJCLS-L

The official listserv for CJCLS is cjcls-l@lists.ala.org

ALA Connect Community ACRL CJCLS
The official CJCLS section members connection.

Twitter
ACRL_CJCLS

Past CJCLS Officers

Year	Chair	Secretary
1975	Jo Ellen Glagg	Stanley N. Ruckman
1976	J. Daniel Vann, III	Kathryn King Lundgren
1977	Imogene Book	William I. Bunnell
1978	James O. Wallace	Mary Craven Smith
1979	Barbara Collinsworth	Ruth J. Person
1980	Marcia J. Myers	Harvey Varnet
1981	Joseph F. Lindenfeld	Damaris Ann Schmitt
1982	Ambrose Easterly	Peggy Mills
1983	Elinor Ebeling	Mildred Kirsner
1984	James F. McCoy	Illona G. Franck
1985	Mary Ellen Mortola	Joan Hood
1986	Eileen Dubin	Shirley A. Lowman
1987	Shirley A. Lowman	Madison Mosely
1988	W. Lee Hisle	Marilyn M. McDonald
1989	Marilyn M. McDonald	Camila A. Alire
1990	Paul E. Dumont	Susan M. Maltese
1991	Derrie B. Roark	Lenora C. Lockett
1992	Margaret A. Holleman	Susan Anderson
1993	Susan M. Maltese	Rita W. Jones
1994	Gretchen H. Neill	Wanda K. Johnston
1995	Douglas K. Lehman	Mary Dolven
1996	Wanda K. Johnston	Steven H. Hagstrom
1997	Cary L. Sowell	Theresa S. Byrd
1998	Theresa S. Byrd(resigned)	Cynthia Steinhoff
1999	Kathryn Chilson O’Gorman (replaced Theresa as Chair)	Janet S. Key
1999	Gregg T. Atkins(appointed as Chair)	
2000	David S. Voros	Linda S. Winters
2001	Cynthia K. Steinhoff	Marianne C. Rough
2002	Marianne C. Rough	Christine Godin
2003	Mary M. Carr	Lora Mirza
2004	Christine C. Godin	Ann Campion Riley
2005	Ellen D. Sutton	Mary Ann Sheble
2007-2008	Kenley Neufeld	Elizabeth M. Burns

2008-2009	Lora Mirza	Ann Coder
2009-2010	Mary Ann Sheble	Nan Schichtel
2009-2010	David Wright	Elinor Appel
2010-2011	?????	Carl A. Antonucci
2011-2012	Nan Schichtel	Lisa Craig-Young
2012-2013	Ann Coder	Linda McCann
2013-2014	Jose Aguinaga	???? 2013
2014-2015	Theresa C. Stanley	Anders Selhorst
2015-2016	Elizabeth Bowman	???? 2015
2016-2017	Michael J. Miller	Julia Mielish
2017-2018	Jackie Bryant	???? 2017
2018-2019	Peter Hepburn	Linda Miles
2019-2020	Sandra C. McCarthy	Linda Miles

APPENDIX I – Timeline for CJCLS Chair and Vice-Chair

Job duties and deadlines ~ Chair and Vice-Chair ~ ACRL CJCLS Starting with Annual bold items are ongoing			
Date	Task	Responsibility	Notes
June/July @ Annual	Attend Leadership Council meeting (networking is held before) Friday before conference	Chair, Vice-Chair, Past Chair	ACRL will contact for RSVP via email
June/July (@ Annual)	Conduct Exec Committee meeting	Chair	
June/July (@ Annual)	Conduct/Attend All-Committee meeting	Chair	
June/July (@ Annual)	Attend Awards dinner	Chair, Vice Chair	
July XX	Annual Conference Meeting All committee meetings at the ALA Annual Conference should post their meeting notes/minutes (drafts are acceptable) by July XX as public posts in their ALA Connect community and email them to mgriffin@ala.org for the historical files.	Secretary	ACRL Liaison will remind via email; chair should send secretary reminder
July – August	Review CJCLS Handbook	Chair/Vice Chair	will need to consult past Chairs
July XX	Plan for Excellence Implementation Reports: Due In May, staff will send the link for CoPA units to report the activities, programs, and initiatives that your unit carried out in support of the ACRL Plan for Excellence from July each year through June following year. Section chairs should plan to submit for their section, and interest group conveners should submit for their interest group.	Chair/Vice Chair	ALA ACRL will send out email.
July, beginning	Follow up with ACRL regarding any funding movement or other decisions	Chair	contact person at

	made at annual exec committee		ACRL should be Megan
August (or date set by ACRL Elois Sharpe Program Coordinator)	<p>Follow up with membership about activities at annual</p> <p>ALA Midwinter Preparation for Meeting Requests.</p> <ul style="list-style-type: none"> • Determine if CJCSL Executive Committee is meeting at Midwinter • If CJCSL Executive Committee at Midwinter review time slots • Submit Midwinter meeting schedule spreadsheet • If CJCLS Executive Committee only meets virtually, inform Program Coordinator 	Chair	
September/October	<p>Plan mid-winter Exec Committee meeting</p> <p>Submit ALA Program Proposal for ALA Annual Conference</p> <p>Section meeting at ALA Annual Conference room request process will begin late September</p>	Chair	ACRL liaison will contact deadlines via e-mail
October	If CJCLS Executive Committee is meeting at Midwinter and is hosting a Special Event such as a dinner, happy hour.... Submit information to Megan Griffin, ACRL Senior Program Officer.	Chair	
November	<p>E-mail CJCLS listserv to ask for volunteers for nominating and program committees</p> <p>Section Special Events at ALA Annual Conference - Online Scheduler</p>	Vice Chair	ACRL liaison will

	Sections can host a “Hot Topics” session		
December	<p>Call to volunteer for the following year’s term will be published in the December issue of C&RL News, officially starting the new volunteer/appointmentseason.</p> <p><u>Volunteer</u></p> <p>Each section committee accepting appointments listed on the volunteer form at http://www.ala.org/acrl/membership/volunteer/volunteer. This standardized form is a simple and consistent way for ACRL members to volunteer for multiple committees, across the division and seventeen sections. After confirming that the correct committees are listed for your section, please feel free to forward the link out to your lists.</p>	ACRL	ACRL will provide information about call for volunteer time frame. Usually early December to mid-February
December 15 - February 15	Volunteers are actively recruited through February 15. To ensure everyone has a chance to volunteer, most section appointments will not be made until after this date	Vice Chair	Post to ALA Connect CJCLS Community
December	Post agenda to ALA Connect 1 month before midwinter meeting	Secretary	Chair should remind secretary
January	<p>Nominating Chair and Program Planning Chair in place by January</p> <p>Continue to post The Call for Volunteers to current committee members if interested in continuing to serve on their committee as wells as to all CJCLS members in ALA Connect CJCLS.</p>	Vice Chair	
January	Midwinter meeting (unless virtual at an	Chair	

	approved time)		
January	attend Midwinter Leadership Council meeting (networking is held before) Friday before conference	Chair, Vice-Chair, Past Chair	ACRL will contact to RSVP via email
February	Receive membership list from ACRL	Vice Chair and Chair	
February 1	Have your new year Nominating Committee appointed (Two-year term)	Vice Chair	
February	Update errors in emails	Membership Chair	
February 17	Committee member appointments can be finalized after the February 15 volunteer deadline for start dates of July 1 February 17 : ACRL staff send volunteer details to section vice-chairs.	Vice Chair	This always in February and the exact date will change from year to year
February	Confirm Annual meeting times	Chair	ACRL liaison will contact via email
February	Submit Midwinter minutes and agenda to Megan Griffin	Secretary	ACRL will send out email; just email secretary to remind
February	Submit Awards winner to Megan so they can coordinate the Awards Dinner at Annual	Chair submits name to Megan	ACRL liaison will contact via email

May	Complete and submit Plan for Excellence report. Instructions available each May and due in July.	Chair and Vice-chair	ACRL will email form
June	Documents for consideration at the ALA Annual Conference: Due Friday, June X, XXXX To submit a document (e.g., petition to establish a new ACRL unit, funding request, resolution, task force report, etc.) for ACRL Board consideration, follow the steps below.		
June	All committee meetings at the ALA Annual Conference should post their agendas (drafts are acceptable) by June XX as public posts in their ALA Connect community and email them to mgriffin@ala.org for the historical files. Note: If a committee is not meeting, an agenda is not needed.		
Two year appointment	2 year appointment as a Member of the ACRL Excellence in Academic Libraries Awards Committee.	Vice Chair?	
As needed	Appoint liaisons to various groups (AACC, NCLR, SLILC, etc)	Chair	ALA will assist with procedure (have to announce, possibly hold elections, confirm appointment , let ALA know)