# RULES OF THE ALA INTERNATIONAL RELATIONS ROUND TABLE

(Adopted by membership vote April 2024)

(Revised by ALA mandate April 2026)

These Rules shall at all times be consistent with the Bylaws of the American Library Association (hereafter ALA).

## Article I: Name and Formation

The name of this round table is the International Relations Round Table (hereafter referred to as the Round Table) with the approved acronym of IRRT. The Round Table is established as a sub-unit within the American Library Association by ALA Council in accordance with ALA Bylaws Article VII, Section 1, which empowers ALA Council to both establish and discontinue round tables under conditions as outlined within the bylaws. In establishing the IRRT as a round table within the ALA, the organization assigns a professional staff liaison to the Round Table whose role is to help officers and members carry out the work of the Round Table.

## Article II: Purpose

The purpose of this Round Table is to promote interest in library issues and librarianship worldwide, help coordinate international activities within the ALA, serve as a liaison between the ALA International Relations Committee and those members of the Association interested in international relations, develop programs and activities which further the international objectives of ALA, and to provide hospitality and information to visitors from abroad.

## Article III: Membership and Dues

### Section 1. Membership

Any ALA member, as defined by the ALA Bylaws, may elect membership in the Round Table upon payment of the Round Table dues required for membership. IRRT members have the right to vote and are eligible to hold office. Membership categories for the Round Table shall conform to categories as defined in the ALA Bylaws. All international members of the ALA shall have automatic, no-cost, and immediate IRRT membership as a part of ALA membership. No person or organization may join the Round Table without an active ALA membership.

### Section 2: Dues

The Round Table shall collect annual dues as determined by ALA Council and ALA Executive Board. Non-international-member dues are subject to change and can be found online. All international members of the ALA shall have automatic, no-cost, and immediate IRRT membership as a part of ALA membership.

### Section 3: Fees

The Round Table, by vote of members, can impose additional fees to raise funds for programs and activities. The Round Table shall not incur expenses on behalf of ALA except as authorized by ALA Bylaws.

## Article IV: Governing Body

The governing body of the Round Table shall be the IRRT Executive Committee. The Executive Committee has authority over the affairs of the Round Table, including during the periods between the midwinter meetings and the annual conferences.

### Section 1. Meetings

The Executive Committee shall meet during the annual conference and midwinter meetings of ALA. Additional meetings may be held as needed. Meetings may be held either face-to-face or through virtual conferencing.

### Section 2. Quorum

A majority of members (50% plus one) constitutes a quorum at any meeting of the Executive Committee.

### Section 3. Composition

a) The Executive Committee shall consist of the chair, vice-chair/chair-elect, immediate past chair, secretary, treasurer, and IRRT ALA councilor. The ALA International Relations Office staff liaison and the chair of the Publications and Communications Steering Committee are ex-officio, non-voting members of the Executive Committee.
b) The names and affiliations of each Executive Committee member shall be published annually on the IRRT webpage.

### Section 4. Terms of Office

a) The chair, vice-chair/chair-elect and immediate past chair shall each serve one-year terms. The secretary and treasurer serve two-year terms. No member may serve more than two consecutive terms in the same role. The IRRT ALA councilor serves a three-year term.

b) In the event a chair is unable to complete their term, the vice-chair/chair-elect will assume the duties of the chair, as well as retain the office of chair-elect. If any other of the officers —vice chair/chair-elect, secretary, treasurer— is unable to complete the term of office, the chair, with the approval of the remaining officers, shall appoint an individual to complete the term of office. After such an individual has completed the partial term, they may be elected for the normal term of office according to the rules for election. If the IRRT ALA councilor resigns before completing their term, an IRRT ALA councilor can be appointed for only one year or until the next election held by Round Table. The IRRT ALA councilor elected in that election serves a full three-year term. IRRT must accredit its interim councilor with the secretary of ALA Council in advance of the next Council meeting.

### Section 5. Votes

Votes of the Executive Committee may be taken in accordance with the procedures established for the ALA Executive Board as outlined in the ALA Bylaws.

## Article V: Committees and Interest Groups

### Section 1. Standing Committees

a) Standing committees may be authorized or discontinued by a vote of the IRRT Executive Committee. Chairs of most standing committees shall be appointed by the IRRT vice-chair/chair-elect for two years each and may be reappointed to one additional two-year term. Chairs of the Nominating Committee are appointed for one-year terms. Members of the Nominating Committee are not eligible for a consecutive term.
b) A list of the standing committees and definition of the chair and committee duties shall be included in the IRRT Officer's Manual and on the Round Table website. All standing committees shall review their charge every two years or as needed and make recommendations for changes to the IRRT Executive Committee for approval and subsequent inclusion in the IRRT Officer's Manual.

### Section 2. Ad Hoc Committees

Ad hoc committees for the performance of a particular assignment may be authorized by the IRRT chair, by the Executive Committee or by the membership. No ad hoc committee may be continued for more than two years, without reauthorization.

### Section 3. Interest Groups

Interest Groups may be authorized or discontinued by a vote of the IRRT Executive Committee. All interest groups shall petition the IRRT Executive Committee every three years to continue as an interest group. If an interest group's petition is not resubmitted, the IRRT Executive Committee may recommend that the interest group be dissolved.

### Section 4. Reports

Each committee shall submit a written report to the Executive Committee at the midwinter meeting and the annual conference.

## Article VI: Liaison Appointments

Liaison appointments to other ALA entities are made by the IRRT vice-chair/chair-elect for one-year terms and may be reappointed to a second one-year term.

## Article VII: Membership Meetings

### Section 1. Annual Meeting

The regular membership meeting of the Round Table shall be held at the time and place of the annual conference of ALA when needed. Meetings may be held either face-to-face or through virtual conferencing.

### Section 2. Special Meetings

Special membership meetings may be called by the Executive Committee and shall be called upon the petition of twenty IRRT members. Notice of any special meeting, together with a statement of the business to be transacted, shall be distributed to each member at least thirty days before such a meeting. No business other than that stated in such notices may be transacted. Meetings may be held either face-to-face or through virtual conferencing.

### Section 3. Quorum

Twenty members constitute a quorum at any membership meeting of the Round Table.

## Article VIII: Nominations and Elections

### Section 1. Nominating Committee

Prior to end of the ALA annual conference, the outgoing vice-chair/chair-elect, with the approval of the IRRT Executive Committee, shall appoint a Nominating

Committee for a term that begins with the adjournment of the annual conference and expires with the Committee's final report at the following midwinter meeting.

### Section 2. Nominations

The Nominating Committee shall present a slate of candidates for the offices of chair, vice-chair/chair-elect, secretary, treasurer, and the IRRT ALA councilor. No candidate may be presented who is not a member of the Round Table at the time of nomination. The nominations shall be reported to the membership in the next issue of International Leads. Further nominations of IRRT members may be made in writing to the IRRT chair by any five members within one week of the final report of the Nominating Committee at the midwinter meeting.

### Section 3. Elections

Elections shall be conducted as part of the regular ALA electoral process. In case of a tie, the election shall be decided by lot. The vice-chair/chair-elect shall be elected each year. The secretary and treasurer shall be elected one each year, thereby staggering their terms. The IRRT ALA councilor shall be elected every third year.

## Article IX: Finances

### Section 1. Fiscal Year

The fiscal year of the Round Table shall conform to the fiscal year of the ALA.

### Section 2. Funding Requests, Allocations, and Disbursement

Funds of the Round Table shall be held and disbursed in accordance with Bylaws of the ALA. Elected and appointed officers may request funds as necessary to implement approved programs of the Round Table. The Executive Committee shall allocate funds to each committee based upon requests submitted and funds available.

### Section 3. Financial Report to Membership

The treasurer shall monitor all Round Table finances and prepare an annual financial report for distribution to the IRRT membership.

## Article X: Parliamentary Authority

a) “Robert’s Rules of Order” in the latest edition, shall govern the Round Table in all cases to which it can be applied and in which it is not inconsistent with ALA’s governing documents or special rules of the Association.

b) No decisions or instruction made by a chair can conflict with a decision or instruction made by vote of the Round Table membership or the Executive Committee.

## Article XI: Amendments and Review of Round Table Rules

Amendments to Rules of the Round Table must follow ALA's rules and requirements for amending round table rules.

### Section 1. Proposals

Amendments to these Rules may be proposed in writing by the Executive Committee, an ad hoc committee appointed for the purpose, or any five members of the Round Table. Proposals originating with groups of members shall be filed with the secretary/treasurer at least three months before the next Executive Committee meeting.

### Section 2. Notice

A copy of any proposed amendment and the recommendation of the Executive Committee shall be distributed to each member at least thirty days before it is to be voted upon, unless the proposal was reported at a preceding annual membership meeting.

### Section 3. Vote

Round Table Rules amendment proposals may appear on the annual ALA election ballot and be voted upon by the IRRT membership or may be passed by two-thirds of the members present and voting at an annual membership meeting. In the case of a referendum distributed to members by election ballot, two thirds of the votes cast shall carry a proposed amendment.

## Article XII: Previous Notice

Publication of notices in an issue of International Leads, American Libraries, or through online listserv distribution appearing within the required period of time fulfills the requirements of a notice to members.

## Article XIII: General Provisions

Wherever these Rules make no specific provisions, the organization of, and procedures in, the Round Table shall correspond to those set forth in the Bylaws of ALA and shall be decided by the parliamentary authority adopted by ALA.