APPENDIX: PROCEDURES OF THE COMMITTEE ON EAST ASIAN LIBRARIES ASSOCIATION FOR ASIAN STUDIES, INC.

(Revised in accordance with discussions in the Executive Group Meeting held in Washington, D. C., on March 19, 1980, and in the CEAL Plenary Session held on March 20)

ARTICLE I - NAME

The name of the Committee shall be Committee on East Asian Libraries (CEAL), Association for Asian Studies, Inc.

ARTICLE II - OBJECTIVES

The objectives of the Committee shall be: (a) to serve as a faculty-librarians' forum for the discussion of East Asian library problems of common concern; (b) to formulate programs for the development of East Asian library resources, bibliographic controls, and access; and (c) to improve inter-library and international cooperation in East Asian library development and services.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be open only to members of the Association for Asian Studies, Inc.

Section 2. A member of the AAS may become a CEAL member by subscribing to the CEAL Bulletin. However, a subscriber shall have the option of not becoming a member of CEAL if he/she so desires.

Section 3. A subscriber who has elected to join CEAL shall be considered a CEAL member in good standing and with voting rights.

Section 4. Only members in good standing and with voting rights are eligible to hold elected offices.

ARTICLE IV - ORGANIZATION

Section 1. Committee

(a) The Committee shall meet once a year during the annual meeting of the Association for Asian Studies in order to receive reports from Subcommittees, to consider recommendations from and to make proposals to the Executive Group, and to discuss other business of concern to East Asian libraries.

(b) The Committee's officers shall be the Chairperson, members of the Executive Group, and Chairpersons of Subcommittees, all of whom, except faculty appointments on the Executive Group (see below), shall be nominated and elected by procedures specified in Articles V and VI below.

(c) With the exception of Subcommittee Chairpersons who may stand for re-election if nominated, officers shall serve for a term of not more than three years. All officers may serve, however, if nominated and elected, in a different capacity for another three-year term from the date of election.

Section 2. Executive Group

(a) The Executive Group shall consist of: a Chairperson; six librarian members, one-third of whom shall be replaced each year; one faculty member each to be nominated by the China and Inner Asia Council, the Northeast Asia Council, and the Board of Directors of the Association for Asian Studies, Inc. All faculty appointees shall serve as members of the Executive Group without vote for terms not exceeding three years.

(b) The function of the Executive Group shall be to deliberate and adopt policies on behalf of the Committee, appropriate to the achievement of the Committee's objectives.

(c) The Chairperson of the Committee shall serve concurrently as Chairperson of the Executive Group.

(d) No Chairperson or member of the Executive Group may succeed himself/herself, but he/she may be re-nominated after a period of three years out of office.

(e) The immediately retired Chairperson shall serve ex officio in the Executive Group for one year.

Section 3. Subcommittees

(a) The Chairperson may, with the approval of the Executive Group, establish Standing Subcommittees for permanent projects and other ad hoc task forces for temporary assignments. Chairpersons of all Subcommittees shall be nominated and elected by members in good standing and with voting rights according to procedures specified in Articles V and VI below. Chairpersons of ad hoc task forces shall be appointed by the Committee Chairperson with the approval of the Executive Group.

(b) The Subcommittees and ad hoc task forces shall investigate specific areas of concern as assigned and present findings and recommendations to the Executive Group for consideration and action, and assume responsibility for the performance of specified functions or services.

(c) Members of the Subcommittees and ad hoc task forces shall be appointed by the Chairperson of each Subcommittee and task force with the approval of the Executive Group. All Subcommittee members, except the Chairperson, shall normally serve for a term of three years with the possibility of reappointment; members of task forces established for temporary projects may be appointed only for the duration of the project. Subcommittee and task force members may include as advisors those who are not members of the Association for Asian Studies, or of the Committee on East Asian Libraries, but whose professional knowledge and expertise are judged to be essential to the proper functioning of the Subcommittee(s) or task force(s) in question. The Chairperson of the Executive Group shall serve as an ex officio member on all Subcommittees and task forces.

(d) The organization and procedures of each Subcommittee and task force shall be determined by the nature of its assignment. The Subcommittee

or task force Chairperson shall submit to the Executive Group for its approval a statement of functions, a plan for organization, and a set of procedures to be followed by his/her Subcommittee or task force.

(e) The Committee shall provide assistance to all Subcommittees and task forces in facilitating their work, including fund-raising and other assistance necessary to the effective performance and successful completion of their assignment.

ARTICLE V - NOMINATIONS

Section 1. The Executive Group may constitute itself as the Nominating Committee or may appoint such a committee, and shall invite nominations from the membership.

Section 2. The Nominating Committee shall prepare a list of nominees to include one or more persons for the office of Chairperson triennially, for each of the vacancies to be filled on the Executive Group annually, and for the office(s) of Subcommittee Chairperson(s) triennially or whenever the circumstances may dictate.

Section 3. In drawing up the list of nominees for the elected offices, the Nominating Committee shall give due consideration to the geographical areas, research interests, and sizes of East Asian collections represented in CEAL in order to insure a broad and balanced representation.

ARTICLE VI - ELECTIONS

Section 1. The final list of nominees shall be distributed by the Chairperson to all members in good standing and with voting rights no fewer than 30 days before the next Annual Meeting. The document received by each member entitled to vote shall be in the form of a ballot, to be marked and returned within one week of receipt.

Section 2. The document shall be so prepared that it is secret and yet will enable the Chairperson to prevent irregularities. There shall be provided a space on the ballot for write-in candidates. The votes shall be counted by the Executive Group and the results announced at the Annual Meeting.

ARTICLE VII - AMENDMENTS

Section 1. Amendments to the Procedures may be proposed: (a) by the Executive Group; or (b) by means of a petition signed by ten percent of the membership in good standing and with voting rights.

Section 2. Amendments shall be effective immediately upon adoption unless the Amendment itself provides otherwise, and shall be published in the CEAL Bulletin.

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For your information the following resolution was passed by the Executive Group on March 19, 1980 regarding the implementation of the new Procedures:

> WHEREAS elections called for in the revised CEAL Procedures require an accurate and up-to-date membership roster, and
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> WHEREAS there exists no such roster of CEAL membership at the present time,
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> The Executive Group resolves, therefore, that the implementation of the Procedures be postponed until such a time as an accurate and up-to-date membership roster is at hand.