Children's Literature Association

Policies and Procedures

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Position of President,
Children's Literature Association

Purpose:

"B.1. The President shall serve a term of one year, with elections held annually. The President shall supervise the operations of the Association and perform duties as outlined in the Association's Policies and Procedures Manual." [Bylaws, ChLA Constitution]

The President is a voting member of the Executive Board and the chair of the Executive Committee.

Term:

Elected for a term of one (1) year, with elections held annually.

Benefits:

- The President receives complimentary lodging during the conference for up to five (5) nights.
- Complimentary conference registration. President is responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. Generally, the President acts as chief executive officer and makes executive decisions for the Association. The President maintains regular and frequent contact with the ChLA Business Office and with members of the Board and is responsive to all members and officers who call or write with concerns relevant to the Association.

2. With the help of the Association Manager, the President sets the agendas of and presides at Board and general membership meetings, beginning with the "new" Board meeting following acceptance of the office at the general membership meeting.

3. With the help of the Association Manager, the Vice President, the Treasurer, and the conference chair, the President oversees the annual conference process, including reviewing contracts.

4. The President is responsible for writing letters in a timely manner to the recipients of those ChLA awards presented at the annual banquet, inviting them to attend the banquet (cost of banquet and registration fee to be covered by ChLA).

5. Following the conference, the President writes letters of appreciation to those people involved in the planning of the conference, after consulting with the conference chair and the association Manager.

6. The President shall decide by August 15 annually if there will be a mid-year (fall) meeting, depending on the urgency and scope of the concerns of the Association. Scheduling of a mid-year meeting (usually a teleconference) is done by the Association Manager at the request of and in consultation with the President.

7. The President prepares updates on the status of the Association and other informational letters to be mailed or sent electronically by the Association Manager to the general membership semiannually and to the Board as needed.

8. The President prepares a President's Message for the quarterly *ChLA Newsletter* (at the request of the newsletter editors). The President also reviews and provides final approval of the newsletter prior to publication.

9. The President reviews minutes of meetings, treasurer's reports, and other documents as necessary for accuracy before distribution.

10. As necessary, the President negotiates contracts with publishers, with advice from the journal editor (if applicable), ChLA Treasurer, Association Manager, and other ChLA officers.

11. The President is listed as a signatory on the ChLA bank accounts and has authorized access to the accounts. The President is able to countersign checks in the absence of the Treasurer.

12. Every 7 years, the President is responsible for responding to the Modern Language Association's allied member organization review (last completed in 2007).

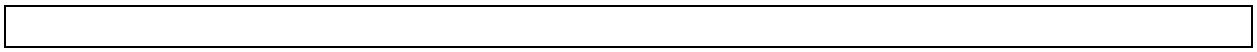
13. Inquiries regarding the Association are made on a continuing basis, and it is the duty of the President to respond to any requests forwarded by the ChLA Business Office and/or refer them to the person in the Association who can better respond.

14. Each outgoing President shall forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

General Timeline of Presidential Tasks	
These are in addition to ongoing, as-needed correspondence with Association Manager, Board members, Executive Committee members, and committee chairs, and responses to requests for information sent to the ChLA Business Office, and other items needing Presidential action or response.	
June (at the conference)	Plan the agenda for and conduct the New Board meeting (typically held at lunch on Saturday). Work with the outgoing President on matters that will need attention in the forthcoming year.

Post-Conference	Write thank-you letter(s) to conference host(s). Follow up on business from the Board meetings as necessary. If requested, provide President's message for post conference newsletter. Review and approve post conference newsletter.
Mid-August-early September	Confirm dates for the fall teleconference. Prepare President's Message for the fall *Newsletter.*
Late Sept.-mid October	Working with the Manager, plan agenda for fall teleconference (most of the agenda will depend on the fall committee report items, plus, next year's budget approval).
Late Oct. /early November	Conduct annual fall teleconference with the Board. Follow up on business conducted during the teleconference.
October/November	Write President's Message for the quarterly newsletter issue, if requested by the newsletter editors. Review and approve the newsletter. Working with the Vice President, appoint needed committee chairs and members for appointed committees whose terms will expire in June.
November-January	Work with the Vice President and Nominations and Elections Committee as necessary to develop an election slate.
January	Work with Association Manager to write cover letter to accompany elections ballot. Write President's Message for the quarterly newsletter issue, if requested by the newsletter editors.

	Review and approve quarterly newsletter.
Mid-April	Write President's Message for the quarterly newsletter. Review and approve quarterly newsletter.
May	Plan agendas for the full-day (Wednesday) Board meeting (the agenda is largely based on spring committee reports) and the general membership business meeting (GMM) at the conference. Work with the ChLA Association Manager to put together Board packets for the Wednesday meeting. Write a brief Presidential Address to end the General Membership Meeting. Confer with conference host to determine who will conduct the Awards ceremony at the banquet (either the conference host or the President does this). Arrange for appropriate thank-you gifts for conference host(s).
June (at the conference)	Conduct the Wednesday full-day Board meeting and the General Membership meeting. Present brief Presidential Address at the end of the general membership business meeting. Meet with committee chairs or others as necessary to work through Association business. Welcome new members at the New Members part of the Welcome Reception on Thursday. If agreed on with conference host, conduct the Awards ceremony at the banquet.
Ongoing Presidential Tasks	
The President confers with the Association Manager on a regular (weekly) basis to keep up with the business of the Association as it develops.	
The President sends regular (as necessary) updates to the Board regarding the work of the Association, which the Association Manager reviews and then sends via email to the Board on the President's behalf.	
The President develops email messages to the Board regarding action items during the year, which the Association Manager sends via email to the Board on the President's behalf and tracks responses to then be recorded by the Secretary.	
As needed, the President corresponds with Association committee chairs and members, and responds to requests submitted to the Business Office.	



Position of Vice President/ President-elect, Children's Literature Association

Purpose:

"B.1. The Vice President/President-elect shall serve a term of one year, with elections held annually. The Vice President/President-elect shall perform duties as outlined in the Association's Policies and Procedures Manual." [Bylaws, ChLA Constitution]

The Vice President/President-elect is a voting member of the Executive Board and a member of the Executive Committee.

Term:

Elected for a term of one (1) year, with elections held annually.

Benefits:

- Complimentary conference registration. Vice President/President-Elect is responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. Serve as an advisor to the President.

2. Act in absentia for the President in the event the President is incapacitated for a length of time.

3. Chair the Nominations and Elections Committee (see Nominations and Elections Committee page).

4. Oversee the duties of the Carol Gay Award (see Carol Gay Award).

5. Act as a signatory on the ChLA bank accounts, if necessary. The Vice President has authorized access to the accounts. The Vice President is able to countersign checks in the absence of the Treasurer and President.

6. Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to ChLA Business Office for archiving.

Position of Past President,
Children's Literature Association

Purpose:

V.1: "The immediate Past President shall be a non-voting member of the Executive Board in an advisory capacity for one year after his or her term as President expires. [Articles, ChLA Constitution]

The Past President is a member of the Executive Committee.

Term:

One year immediately following their term as President expires.

Benefits:

- Complimentary conference registration. The Past President is responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. Provide advice and counsel to the current President and Executive Committee.

2. Participate in an advisory capacity during the meetings of the Executive Board (including the fall teleconference, if scheduled).

3. Serve as chair for the Graduate Student Essay competitions (see Graduate Student Essay Awards).

4. Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to ChLA Business Office for archiving.

5. Serves as a member of the Nominations and Elections Committee.

Position of Secretary,
Children's Literature Association

Purpose:

"B.2. The Secretary shall serve a term of two years, with elections held biannually. The Secretary shall act as recording secretary at the Association's annual membership business meeting and at meetings of the Executive Board and shall perform other duties as outlined in the Association's Policies and Procedures Manual." [Bylaws, ChLA Constitution]

The Secretary is a voting member of the Executive Board and a member of the Executive Committee.

Term:

Elected for a term of two (2) years, with elections held biannually.

Benefits:

- Complimentary conference registration. The Secretary is responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. The Secretary is responsible for taking minutes at the annual Board meeting, the general membership meeting at the conference, and the mid-year Board meeting, if one is scheduled by the President, and for keeping records of email discussions and voting done by the Board between meetings.

2. To ensure accurate minutes, the Secretary may request help from the conference organizers and the Association Manager in acquiring and setting up effective recording equipment for the Board meetings.

3. Prior to the annual conference, the Secretary contacts the Association Manager and arranges for duplication of copies of the minutes of the previous year's general membership meeting to be available for distribution at the current year's general membership business meeting for membership approval.

4. Minutes shall be sent out as soon as possible (but not later than six weeks from the end of the Board meetings) to the members of the Board and the ChLA Business Office for use in planning the year's committee work. The Secretary should first send drafts of the minutes to the President and the Association Manager for review, and then should arrange for distribution to the Board with the Association Manager.

5. Minutes of the Board meetings sent to the Board for review are called for approval at the next

meeting of the Executive Board. Minutes of the General Membership Meeting (GMM) are posted to the ChLA website with notification sent via e-mail to all members no later than six weeks following the annual conference. A reminder to review the online posted GMM minutes is sent via e-mail to all members in May, copies are made available at the following year's GMM and the minutes are called for approval during the meeting. . Corrections may be submitted on a separate sheet.

6. Following approval of minutes, the Secretary arranges to have a copy placed in the archives. In addition, the Secretary arranges to have a copy of Board reports and other relevant materials placed in the archives. The Association Manager may be asked for help in gathering these materials.

7. Each outgoing Secretary shall forward relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Position of Treasurer,
Children's Literature Association

Purpose:

"B.3. The Treasurer shall serve a term of three years, with elections held every three years. The Treasurer shall be responsible for the financial operations of the Association, as described in the Association's Policies and Procedures Manual." [Bylaws, ChLA Constitution]

The Treasurer is as a voting member of the Executive Board and a member of the Executive Committee. He or she undertakes action as necessary regarding financial matters of ChLA as authorized by the Board.

Term:

Elected for a term of three (3) years, with elections held every three years.

Benefits:

- Complimentary conference registration. The Treasurer is responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. The Treasurer approves bills for payment submitted by the Association Manager, signs and mails the checks or provides consent to make electronic payments, and approves a monthly "Cash Disbursements" listing to be retained by the ChLA Business Office, along with the supporting documentation provided with the bills.

2. The Treasurer reviews and approves the Balance Sheet, Income Statement, and Bank Account Reconciliations quarterly.

3. With the Association Manager and Staff Accountant, the Treasurer prepares a preliminary budget assumptions list and budget prior ideally for presentation to the Board at the fall teleconference but no later than the beginning of the next fiscal year (calendar year) for review. The budget should be sent first to the Executive Committee for discussion and possible revisions before it is disseminated to the Board. Then the revised budget should be sent to the Board prior to the fall teleconference meeting for approval. Adjustments may be necessary during the year such as at the annual meeting or by mail or electronic mail ballot.

4. The Treasurer presents the following items for Board review at the annual Board meeting: a report on the current financial position of the Association, CPA's year-end report for the previous fiscal year and IRS 990 tax filing for the previous fiscal year.

5. The Treasurer, in consultation with the ChLA President, Association Manager, and other ChLA officers and journal editors as necessary, negotiates or reviews the contracts for the publications of the Association and any contracts for ChLA conferences as needed.

6. The Treasurer assures that financial statements and materials for annual review by a certified public accountant are prepared by the Staff Account in consultation with the Association Manager.

7. The Treasurer reviews, signs, and directs the Association Manager to advise the Staff Accountant and/or CPA to mail or electronically file form 990 to the IRS by May 15 annually (or by August 15 if an extension is filed).

8. The Treasurer has authorized access to the Association's bank accounts and investments (held as certificates of deposit when interest rates are advantageous) and countersigns all checks. The President, Vice President and Association Manager also should be listed as signatories on the bank accounts and have authorized access to the accounts. The President and Vice President are able to countersign checks in the absence of the Treasurer.

9. Each outgoing Treasurer shall forward relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Executive Committee,
Children's Literature Association

Purpose:

D.1: "Between scheduled meetings of the Executive Board, an Executive Governing Authority consisting of the elected officers assisted by the Association Manager shall be empowered to make decisions on the basis of telephone or electronic mail consultation confirmed by majority written vote of the officers, with two exceptions: when financial decisions violate the investment criteria outlined in the Association's Policies and Procedures Manual; and when unbudgeted disbursements of amounts over $1,000 are contemplated." [Bylaws, ChLA Constitution]

Committee Composition:

- President
- Vice President / President-elect
- Past President
- Secretary
- Treasurer

Benefits:

- Complimentary conference registration. Executive Committee members are responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. Serve as the President's first-level advisors.

2. Consult with the President on procedural matters, as necessary.

3. Provide advice about policy matters, as necessary.

4. Assist the President in whatever ways she or he requires.

5. Attend meetings of the Executive Committee as needed.

Position of Executive Board Member,
Children's Literature Association

Purpose:

"C.1. Three Executive Board members shall be elected each year for terms of three years, with terms to expire sequentially to provide continuity. In addition to attendance at meetings of the Executive Board, duties of Board members shall be as defined in the Association's Policies and Procedures Manual." [Bylaws, ChLA Constitution]

Committee Composition:

Elected for a term of three (3) years, with terms to expire sequentially to provide continuity.

Benefits:

- Complimentary conference registration. Executive Board Members are responsible for the cost of ticketed events such as the awards banquet.

Duties:

1. Executive Board members oversee the work of the Association. As a body, they approve appointment of chairs of all ChLA standing (elected) committees and of all members and chairs of operating (appointed) committees. They may create new operating committees and dissolve existing operating committees to further the work of the Association.

2. Executive Board members monitor the financial workings of ChLA. They determine membership dues annually. They may confer honorary life memberships. They consider and approve appropriate fund-raising ventures and recommend new initiatives to further the mission of ChLA.

3. Executive Board members work, in consultation with the Publications Advisory Board where appropriate, to oversee the publishing endeavors of ChLA, including the journals and books or other works published by the Association itself, with contracted publishing partnerships (currently JHUP and the University Press of Mississippi), or with other publishers. (See the ChLA Publications Manual for details.)

4. At the request of the President, a member of the Executive Board may undertake special projects and/or assume a specific area of responsibility to enhance the work of ChLA. Examples of such responsibilities include acting as a liaison with those planning conferences, serving on an operating committee, and coordinating the provision of ChLA sessions at the annual MLA conference.

5. Board members are required to attend the Board meetings at the annual conference, to participate in the fall and spring teleconferences, as well as email discussions, and to vote on activities of the Association. The Executive Board shall have the power to ask a Board member who has missed two consecutive meetings to resign from the office.

Position of Association Manager,
ChLA Business Office

Purpose:

I.1. “The Executive Board shall contract for an Association Manager, who shall establish a central office and supervise the day-to-day affairs of the Association as outlined in the Association's Policies and Procedures Manual.” [ChLA Bylaws]

Current Practice:

The Association Manager is the Association's highest-ranking non-volunteer official and shall be directly responsible to the Board for executing the duties and responsibilities of the position in a manner which promotes the Association's policies, goals, and objectives as established by the Board. The Association Manager will provide office and storage space for the Association and have authority and responsibility for the management of the Association's records and accounts, the implementation of the Association's policies, and the administration of the Association's programs, services and activities. The Manager is an independent contractor, providing services as designated and contracted by the Executive Board of the Children’s Literature Association. The specific services are outlined below. Additional services may be performed as mutually agreed upon by the Administrator in consultation with the Association President.

The Association Manager (ChLA Business Office) of the ChLA is responsible for providing support and management services to the Association. The following is a listing of services provided:

Office Management:

1. Serve as a central address for receipt of mail and as an organization point for ChLA mailings.

2. Provide office space, equipment, and telephone services (including fax and email capabilities) with a white page listing in the name of the Association.

3. File maintenance, including correspondence, Board and committee reports, IRS documents, and all appropriate records.

4. Provide duplicating/printing and clerical support for official Association correspondence.

5. Disseminate publicity regarding the Association and its activities to appropriate media.

6. Work with Johns Hopkins University Press to update yearly membership forms as appropriate.

7. Prepare membership - solicitation mailings to target groups identified by the Membership Committee, the Communications Committee, and/or the Executive Board.

8. Update website content and contact information as needed on the ChLA website. Prepare email correspondence for the annual conference, and other purposes as directed by the President.

9. Routinely correspond with the officers of the Association to review and assess ongoing activities.

10. Routinely correspond with committee chairs to assist and ensure the work of each committee is completed within the timeline noted in the Association's Policies and Procedures Manual.

11. Receive annual award nominations and applications, record submissions, and send to committees for evaluation.

12. Prepare award certificates and special recognitions for annual conference banquet.

13. In consultation with the Secretary, assist with preparing Board meeting minutes.

14. As directed by the Board, schedule annual fall teleconference, solicit reports, prepare materials and send to Board for review.

15. Assist ChLA President with establishing meeting agendas.

16. Review, update, and maintain the Association's Policies and Procedures Manual.

17. Upon receipt of the *ChLA Newsletter* (biannually), provide proofreading, have newsletter printed, and provide necessary preparation for bulk mailing.

18. Prepare annual election materials and electronic nomination form and ballot based on recommendations from the Nominations and Elections Committee and in consultation with the committee chair.

19. Provide storage for ChLA documents according to the Retention Policy and coordinate materials to be sent to the archives at de Grummond Library.

20. Monitor membership activity and provide an annual report to the Executive Board.

Financial Management:

1. Maintain all financial records in accordance with generally accepted accounting principles.

2. Process and deposit revenue.

3. Prepare invoices as required.

4. Verify accounts payable and prepare and mail payments to ChLA Treasurer for review, signing, and mailing of payments as due.

5. In consultation with the Treasurer, invest the funds of the Association.

6. Maintain financial records in preparation for an external review by a certified public accountant annually.

7. Working with the Treasurer, maintain and file in a timely manner and under supervision of a CPA, all appropriate tax returns for a 501 (c) 3 organization.

8. In conjunction with the Treasurer, prepare and monitor the Association operating budget.

9. Provide monthly financial statements to the President and Treasurer.

10. In conjunction with a CPA, provide an annual financial report to the Executive Board.

Publications Management:

1. Work in conjunction with The Johns Hopkins University Press (JHUP) and University Press of Mississippi (UPM) to assist in inventory control, marketing, membership solicitation, and sale of ChLA publications.

2. In consultation with the President, Treasurer, and journal editors, negotiates publication contracts for the *ChLA Quarterly* and *Children's Literature* with The Johns Hopkins University Press (JHUP) and Hollins University.

3. Respond to publication orders, mailing, and invoicing as appropriate.

4. Monitor publications costs/sales/inventory to assist the Publications Chair and Executive Board in planning.

5. Refer claims regarding non-receipt or damaged publications from members, and to nonmembers or subscription agencies placing orders to JHUP.

6. Provide storage for ChLA publications.

Conference Management:

1. Work with conference organizers to post and advertise conference CFP oand build online paper submission portal.

2. Work with the Paper Selection Committee to remove all identifying information from abstracts submitted for the conference and build paper review process.

3. Respond to routine inquiries regarding the conference.

4. Regularly communicate with the Conference Chair.

5. As requested by Conference Chair, negotiate venue and vendor contracts for the conference.

6. Assist chair with travel arrangements for speakers and invited guests.

7. In consultation with the chair, prepare a conference budget to be approved by the ChLA Treasurer.

6. Coordinate with JHUP to ensure that they receive, process, and maintain a database of registrations

7. Prepare checks for payment of conference expenses.

Website Management:

1. In conjunction with the President, oversee administration of the Association's website.

2. Receive notices for posting to the site, approve and update the website.

3. Work with the Communications Committee and current webmaster to review the site and request updates and addition of new content as needed.

ChLA Public Statement Procedures

The Children's Literature Association may consider taking a public stance on issues pertaining to its mission. The following procedure shall be followed:

1. Members may propose that the organization issue a statement via the online submission form.

2. The submissions received are reviewed by the Association Officers. The member will receive acknowledgement and an anticipated time for response. If the member feels the issue is urgent, they may ask in their rationale for an expedited review.

3. If immediate action is required, the Officers have the ability to issue a statement. The Executive Board is to be informed of the statement prior to distribution to the membership.

4. If immediate action is not required, the Executive Board will review the request and develop the statement following the ChLA electronic vote policy as appropriate.

5. If a statement is issued, it will be published on the ChLA Public Statements page of the website.

Electronic Voting Procedures

Electronic voting can be initiated by the President throughout the year, as needed. The following procedure shall be followed:

1. Board discussion, whether viva voice or electronic, should precede the sending of a motion for approval. If the discussion is electronic, typically a preliminary version of the motion will be circulated one to two weeks prior to the vote being taken.

2. After the discussion period, the motion will be rewritten to account for points raised during discussion, including amendments.

3. The motion will then be sent to all Board members for approval in the form in which it is written.

4. All electronic motions will be recorded by the Secretary either as appendices to the most recent minutes or as a separate document so that the motion will not be lost from the official record.

Conflict of Interest Policy

The purpose of the Conflict of Interest Policy is to protect the interests of the Children's Literature Association when there exists the possibility of a transaction or decision that might benefit the private interest of an officer, director, committee chair or committee member of the association.

In connection with any actual or perceived conflict of interest, an officer, director, committee chair or committee member of the association:

1. Must disclose any financial interest or personal connection which may, directly or indirectly, benefit the person in relation to a potential transaction or decision of the association;

2. May participate in discussions related to potential transactions or decisions, unless the Board or pertinent committee feels that his/her participation would unnecessarily influence the decision, in which case the 'interested' individual should remove him/herself from the discussion;

3. Must recuse him/herself from voting on any matter for which there exists a financial interest or personal connection including, but not limited to, grants, awards, publishing decisions, conference paper selection, and business partnerships with the association;

4. Should make the choice to voluntarily resign from the position in question if there arises a situation in which the member's "interest" is so extensive or pervasive that, in the view of the Board or committee, the individual's involvement in discussions, debates, or decision making will adversely affect the work of that governing body.

Minutes of Board or Committee meetings should reflect when a member discloses that he/she has a conflict of interest and the steps taken to manage the conflict of interest, such as that there was a discussion on the matter without the member present, that a vote was taken but the "interested" member abstained from voting, or that the member recused him/herself from participation in the entirety of the process.

If a situation arises in which this policy does not fully address a conflict of interest issue, the Executive Committee will make the final determination in addressing specific concerns on a case-by-case basis.

Anti-Harassment and Appropriate Conduct Policy

General Principles

The Children's Literature Association (ChLA) is committed to providing a friendly, welcoming environment in which all participants feel safe and are treated with respect. In order to create such an environment at our conferences, ancillary events, or official and unofficial social gatherings, on ChLA social media pages, other ChLA-sponsored online fora, or in connection with Association business, including the operation of the Association journals (hereafter referred to as "ChLA event"), participants are expected to maintain appropriate standards of behavior by refraining from conduct that may be harmful to themselves, other members and participants (including panelists, vendors, publishers, speakers, and volunteers), ChLA staff, and/or third parties. Harassment of any kind will not be tolerated.

Expected Behavior

ChLA expects participants in all our events, whether face-to-face or virtual, to:

- Exercise consideration and respect in speech and actions
- Refrain from demeaning, discriminatory, and/or harassing behavior and speech
- Report violations of this Anti-Harassment policy to a member of the ChLA Ethics Committee

Unacceptable Behavior

Conduct that ChLA considers inappropriate includes, but is not limited to:

- Offensive verbal or written comments related to race, color, ethnicity, national origin, age, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, or religion
- Inappropriate physical contact (including unwelcome touching or groping)
- Unwelcome sexual attention
- Deliberate intimidation, stalking, or following
- Unauthorized or unwanted photographing, recording or representation of likeness in any medium
- Sustained disruption of talks or other events
- Public sharing of others' private or sensitive information without explicit consent
- Real or implied threats of physical harm or professional or financial damage or harm

Harassment does not include respectful disagreement or reasonable and respectful critique made in good faith. ChLA firmly believes in the value of civil discourse and the free exploration of competing ideas and concepts, and that such civil discourse can coexist with a fundamental respect for the rights, dignity, and value of all persons.

ChLA encourages members and attendees to hold one another accountable to this policy, and to take the perspectives of others seriously when a disagreement arises.

Consequences of Unacceptable Behavior

This policy applies to both a single instance and patterns of harassment. Violation of this policy may result in appropriate action, such as immediate removal from the ChLA event in which harassment has occurred and exclusion from future ChLA events. Violation of this policy may result in police involvement, if deemed necessary. Reports of inappropriate conduct will be referred to ChLA's Ethics Committee (please see P&P manual, pp. 120-122).

Participants asked to stop engaging in inappropriate behavior by a ChLA officer or ME staff member are expected to comply immediately. If a participant continues to engage in unacceptable behavior, ChLA may take appropriate action, including immediate removal from the presentation/conference by a designated member of our Ethics Committee; expulsion from the conference with no refund of conference fees; exclusion from future ChLA events; and/or revoking membership.

If you are Subject to or Witness Unacceptable Behavior:

If you are being harassed, notice someone else is being harassed, or have other questions or concerns about standards of behavior at ChLA events, please contact a member of the Ethics Committee immediately.

If possible, provide the following information:

- Identifying information (e.g. name, affiliation, appearance) of the participant violating this policy.
- The behavior that is in violation
- The approximate time of the behavior (if different than the time the report is made)
- The circumstances surrounding the incident
- Other people involved or witnessing the incident

All reports will be held in strictest confidence within the guidelines established by the Ethics and Ombuds committee's charges as established in the Policies & Procedures Manual, pp. 118-122. Anyone can report harassment.

Required Contact Information

This Anti-Harassment Policy should be available on the association website, printed in the conference program, and prominently displayed at the conference registration desk.

All disseminated versions of the policy must include the following contact information:

- Phone and email address for ChLA: Phone: (630) 571-4520 | E-mail: info@childlitassn.org
- Phone number for hotel/venue security: Banquet house phones will connect guests to security.
- In guestrooms, there is an emergency button on the phone.
- Local law enforcement: 911 (emergency)
- Local sexual assault hotline:
- Local emergency and non-emergency medical clinic:
- Local taxi company:

Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Anti-Harassment and Appropriate Conduct Policy, you should notify the Ombuds Committee with a concise written description of your grievance.

Archives

The ChLA Archive is designed for the use of researchers interested in the history of the Children's Literature Association, including how the association has influenced the development of children's literature as an academic field in North America. Originally located at the English Department, Youngstown State University, the archive was relocated to the ChLA Business Office in 1990 upon the request of ChLA's first archivist, Thomas Gay. After soliciting and reviewing proposals from the special collections departments at five academic libraries, in 2009 the ChLA Board voted to rehouse the archive at the de Grummond Collection at the University of Southern Mississippi.

Timeline:
The documents outlined below should be sent to de Grummond no less frequently than every three (3) years.

The ChLA Archive to be held at the University of Southern Mississippi should contain all versions, past and current, of the following:

- Articles of Incorporation, Constitution, Bylaws, Amendments;
- two copies each of *Children's Literature* Annual, *ChLA Quarterly*, Proceedings (when published), and annual conference programs;
- Histories, including Carol Gay's *ChLA:1973-1983;*
- Annual Directories and/or Membership Lists;
- Annual Meeting Minutes and Reports;
- Board Minutes and Treasurer's Reports;
- Tax Information and Reports;
- Board Policy and Procedure Manuals, including any updates or revisions;
- Lists of President's and Board Members' Significant Correspondence;
- Ballots and Election Outcomes;
- Committee Reports;
- Lists of Awards and Recipients;
- Forms (e.g. Surveys, Membership and Publication Brochures)

Carol Gay Award

Award Description:

The Carol Gay Award, initiated in 1997 as an undergraduate essay award to honor one of ChLA's founding members, Carol Gay of Youngstown State University in Ohio, by her husband, Tom Gay, is presented to a college undergraduate for an outstanding paper which contributes to the field of children's literature. This award is to be considered annually and awarded as warranted.

Submission Period:

December 15 – February 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)
- 1-year complimentary ChLA membership
- Invitation to present his or her paper during a session of the annual conference
- Complimentary conference registration
- Complimentary banquet ticket
- Award certificate

Submission Guidelines:

1. The papers should be original and at least 2500 words, but not more than 4000 words, in length, including notes and works cited.
2. The papers should show evidence of scholarly research; i.e., there should be a bibliography with more than the primary works included.
3. The papers should conform to MLA style.
4. The paper need not have been written for a class but must be accompanied by a cover letter written by a current ChLA member.
5. Submitters should include their email address and that of the students so that all can be notified of the outcome as soon as possible. If the students do not have

email, the submitters should notify the students if they did not win.

6. A student may only be the recipient of the Carol Gay Award once during their time as an undergraduate student.

7. All nominated papers must be accompanied by a cover letter and submitted electronically on behalf of the student by a faculty member.

8. Only two submissions per faculty member will be accepted.

Committee Composition:

- ChLA Vice President
- Two (2) members (Selected by the Vice President)

Committee Responsibilities:

1. Evaluate submissions

2. Establish evaluation guidelines or system for committee to follow

3. The Vice President will send the names of the winner and any runner-up, should one or more be chosen, by **April 1** to the Association Manager.

4. The Vice President will work with the Association Manager to send congratulatory letters/emails to the winners and runner ups. If the Carol Gay Committee wishes, these letters may include specific comments regarding the content of the essay.

5. The Vice President should also write thank you letters to the judges to be included in their files.

6. The Vice President, as chair of the Carol Gay Award Committee, shall prepare a committee report in the spring for the Board on the activities of the committee.

7. Each outgoing Vice President, as chair of the Carol Gay Committee, shall forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Association Manager Responsibilities:

1. Inform Conference Chair and Newsletter Editors who the winners are.

2. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

3. Prepare award certificate

4. The Association Manager should make certain conference information is sent to the student and follow-up with the student to assist with helping them register for the conference.

Committee Sample Timeline	
Late December	Committee members secured
January	Establish criteria for evaluation
January – March	Evaluate submissions, determine winner and any honor(s)
April 1	Deadline for submitting winner(s) and any honor(s) to association manager
April	With association manager, chair writes award letters and rejections (all with qualitative feedback); all participants and submitters are notified of results via email

ChLA Graduate Student Essay Awards

Award Description:

Established by the ChLA Board in 2005 to parallel the Carol Gay Award for undergraduate essays, the Graduate Student Essay Awards recognize outstanding papers written on the graduate level in the field of children's literature. They are considered annually and awarded as warranted. In 2008, the ChLA Board approved giving two separate awards each year, one for an essay written at the master's level and one for an essay written at the doctoral level.

Submission Period:

December 15 – February 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)
- 1-year complimentary ChLA membership
- Invitation to present his or her paper during a session of the annual conference
- Complimentary conference registration
- Complimentary banquet ticket
- Award certificate

Submission Guidelines:

1. Submissions should demonstrate familiarity with previous scholarship and should contain original, distinctive ideas.
2. They should be at least 3000 words in length and should not exceed 7500 words, including notes and works cited.
3. They should conform to MLA style.
4. Work should not have been published at time of submission.

5. Nominations should be submitted electronically on behalf of the graduate student by a faculty member and must be accompanied by a cover letter from that faculty member. Only two submissions per year per faculty member will be accepted. The graduate level of the nominee should be noted in the cover letter so that the essay can be evaluated with the proper peer group. This award may only be won once by an individual student at each level (Master's, PhD); previous winners will not be eligible.

6. Names and contact information (street address and email address) for both the student and the sponsor should appear in the cover letter only. Submissions will be forwarded from the ChLA office to the members of the ChLA Graduate Student Essay Awards Committee and read blind (without the accompanying cover letter).

Committee Composition:

- ChLA Past President
- Three (3) to Four (4) members (Selected by the Past President)

Committee Responsibilities:

1. The Past President will send the names of the winners and any runners-up, should any be chosen, by **April 1** to the Association Manager.

2. The Past President, as the overseer of this award, shall prepare an end of the year report to the Board on the activities associated with this process.

3. Each outgoing Past President shall forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

4. The Past President will work with the Association Manager to send congratulatory letters/emails to the winners and runner ups. If the committee wishes, these letters may include specific comments regarding the content of the essay.

5. The Past President should write thank you letters to the judges to be included in their files.

Association Manager Responsibilities:

1. Inform Conference Chair and Newsletter Editors who the winners are.

2. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

3. Prepare award certificate

4. The Association Manager should make certain conference information is sent to the student and follow-up with the student to assist with helping them register for the conference.

ChLA Mentoring Award

Award Description:

The ChLA Mentoring Award recognizes excellence in mentoring taking place within the ChLA and extending beyond the boundaries of the mentor's own university. Awardees will have contributed in significant ways to enhancing others' scholarship and/or professional careers within the field of children's literature over a substantial period of time. Such mentorship may take place in a variety of contexts, including but not limited to organizational committee work, journal or other professional editing work, ChLA discussions of teaching and/or career-building, and informal contacts.

Submission Period:

December 15 – February 1

Award:

- Framed certificate presented at the annual banquet.
- Folder containing the letters written on their behalf.
- Complimentary conference registration

Submission Guidelines:

1. Nomination packets will be assembled by a nominator who has decided to spearhead this task and to solicit additional material from others who may be interested in furthering the nomination.
2. Packets should contain 3-5 letters and a cover sheet with the name and contact information of the nominee and the nominator. Packets should total no more than 10 pages in length, excluding cover sheet. At least two letters must come from people who have never been students or departmental colleagues of the nominee, and all nomination letters must come from current ChLA members.

Committee Composition:

- ChLA Past President
- Two (2) to Three (3) members drawn from the ranks of recent award winners.
- The chair of the awards committee may include in the nominations pool nominations submitted previously that did not result in an award or may invite nominators to resubmit updated materials.

Committee Responsibilities:

1. The Past President will send the names of the winners and any runners-up, should any be chosen, by **April 1** to the Association Manager.

2. The Past President, as the overseer of this award, shall prepare an end of the year report to the Board on the activities associated with this process.

3. Each outgoing Past President shall forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

4. The Past President will work with the Association Manager to send congratulatory letters/emails to the winners.

5. The Past President should write thank you letters to the judges to be included in their files.

Association Manager Responsibilities:

1. Draft letter to notify the winner by email.

2. Inform Conference Chair and Newsletter Editors who the winners are.

3. Prepare framed award to be presented at the annual banquet.

4. The Association Manager should make certain conference information is sent to the winner and assist them with registering for the conference.

Committee Sample Timeline	
February	After receiving word from Association Manager that she has received nomination packages, the Chair invites ChLA members to serve on the committee. Committee members should include two or three former recipients of Award.
February-March	Committee reviews the nomination packages and decides on winner(s) of the award.
March	Chair notifies Association Manager about the committee's decision and sends award notification letters to the nominee, copying the principal sponsor of the application. Chair also sends condolence letters to sponsors of unsuccessful nominations and thank you letters to committee members.

ChLA/MLA Liaison

Description:

The Children's Literature Division of the Modern Language Association has been sponsoring panel discussions about children's literature at the annual meeting of MLA since 1980. The Division itself sponsors up to three panels a year, the topics for which are chosen at the Division business meeting. As an allied organization with MLA, ChLA sponsors up to two additional panels at the annual MLA conference. Topics for these panels are solicited from the general membership of ChLA, and then are voted on by the ChLA Executive Board at the annual conference in June. All participants of the MLA sessions must be MLA members by April 1 prior to the MLA conference. In addition, participants of the up to two allied panels sponsored by ChLA must be ChLA members. ChLA membership must be obtained at least one month prior to the first day of the MLA conference.

The ChLA/MLA Liaison serves as a liaison to the Modern Language Association from ChLA. The Liaison is appointed by the ChLA President with the approval of the Board. If possible, the ChLA/MLA Liaison is also a member of the ChLA Executive Board.

Term:

The ChLA/MLA Liaison typically serves a term of three years, which is renewable.

MLA Liaison Responsibilities:

1. The specific charge of the ChLA/MLA Liaison is to coordinate the up to two children's literature sessions at the MLA conference each year sponsored by ChLA as an allied organization. In addition, the Liaison should keep track of the three MLA-sponsored sessions as well, in order to report on all sessions to the ChLA membership each year and to avoid duplication of session topics.

2. An additional duty of the ChLA/MLA Liaison is to assist the ChLA President and Association Manager with the MLA review of ChLA's status as an allied organization, which takes place every seven years (next review due in 2014).

3. The Liaison should submit an annual report to the ChLA Board each May on the activities associated with these duties. The report will be forwarded to the ChLA Executive Board.

4. The Liaison should forward all relevant files to his or her successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Timeline for managing the ChLA proposals for the MLA Conference	
May	Liaison issues a call for session topic proposals for the up to two annual ChLA-sponsored MLA conference sessions to the ChLA membership via appropriate venues such as the *ChLA Newsletter*, the ChLA website, ChLA listserv, announcement at the general membership meeting at the annual ChLA conference, and so forth. The call should be issued about 18 months in advance of the MLA conference in which the sessions will be included.
June	(during the ChLA conference) Liaison presents the proposals received to the ChLA Board for acceptance at the Saturday meeting of the Board. If there are more than two proposals submitted, the Board shall vote at that meeting on which proposals to accept. As soon as possible after the ChLA conference, the Liaison notifies those who have submitted session topic proposals as to whether their proposals were approved by the ChLA Board and provides information regarding deadlines and duties of session chairs to those whose topics were accepted. The Liaison should remember to get the following information for submission to MLA: title of panel session, chair of panel session, and chair's contact information.
July	The Liaison proofs the wording for the ChLA sessions in the program for the upcoming MLA conference for accuracy. The MLA office will send page proofs to the Liaison in the summer before the MLA conference in December.
Sept	Liaison makes sure information gets to the MLA conference hosts for inclusion in the conference schedule planning and advertising in a timely manner. Typically, the MLA office sends the Liaison a request for information regarding panel titles and names

	of chairs for the up to two ChLA-sponsored allied panels for the conference scheduled a year later (i.e., those chosen in June at the ChLA Board meeting); if this request has not arrived by September, the Liaison should contact the MLA office. The Liaison then forwards this request on to the panel chairs, who respond directly to the MLA office. Chairs should then produce paper calls and set deadlines for submissions for March 1 of the following year. Chairs are responsible for circulating the paper calls as widely as possible and for corresponding with those who submit proposals for a specific session. The Liaison should notify the ChLA membership about the upcoming sessions by sending a write-up to the *ChLA Newsletter* editors by Sept 1 and asking that the CFPs be posted on the ChLA website. Notification should include up to five children's literature-related sessions, if possible, noting which ones are MLA Division sessions and which ones are ChLA-sponsored sessions.
Dec	Liaison attends the MLA conference and the children's literature sessions and takes notes for reporting the sessions to the *ChLA Newsletter* each spring. If unable to attend a session, the Liaison should ask for a report from session chairs after the MLA conference. Information that needs to be recorded includes attendance numbers, which the ChLA Business Office will need for the MLA review.
March	Liaison forwards requests from MLA to session chairs for the names of panel participants, their affiliations, the titles of their papers and their technology requests for inclusion in the MLA conference program and makes sure that this information is returned to the MLA office. Liaison also forwards this information to the ChLA Association Manager, who makes sure that presenters in the ChLA-sponsored sessions are current ChLA members.

Chair - ChLA-sponsored MLA Session Duties

Once a proposal for a ChLA-sponsored session is approved by the Board (typically during the Saturday Board session during the conference), the person submitting the proposal becomes the chair of that session. He or she should:

1. Circulate a paper call as soon as possible. The deadline for submissions typically is March 1.

2. Select papers for presentation and notify scholars regarding the status of their papers. Chairs should contact both those whose papers are accepted and those whose proposals are not as to their status. Chairs should notify presenters regarding requirements for membership in MLA and/or ChLA.

3. Submit paperwork to the MLA in September identifying session title and in the following March identifying presenters, their affiliations, and the titles of their papers.

4. Let presenters know when and where their sessions are scheduled as soon as possible, and make sure the presenters are aware of and conform to the time limit set by MLA for presenting a paper at its conference.

5. Chair the session at the MLA conference in December.

Timeline for Session Chairs	
September	Session chairs produce paper calls, setting a deadline for submission in March.
October	Session chairs are responsible for circulating the paper call widely. ChLA/MLA Liaison ensures that the paper calls are forwarded to the following: the ChLA Business Office, the *ChLA Newsletter*, and *PMLA*. Session chairs are encouraged also to submit the calls to relevant listservs and take fliers to appropriate conferences.
March	Session chairs evaluate submitted abstracts and select three or four to be presented at MLA. Session chairs notify those who have submitted papers or abstracts whether or not their work will be presented at the MLA conference in December. Chairs should notify everyone who submitted a proposal as to the status of their proposal, both those that were accepted and those that were not.

April	Paperwork identifying presenters, their affiliations, the titles of their papers and their technology needs is submitted to the MLA (having been forwarded to the session chairs by the ChLA/MLA Liaison).

ChLA Website

ChLA has maintained a website presence since 1998. Currently, the site is at www.childlitassn.org. Intended for both an internal and an external audience, the website provides information about membership, governance, conferences, awards, and publications sponsored by ChLA. The various pages and links are updated regularly, based on information provided by committee chairs, ChLA officers, and other interested parties. Additional pages on the website provide information about graduate programs in children's literature in North America and beyond; conferences and paper calls on children's literature; and other links of interest to ChLA members.

The ChLA website is overseen by the President, the Association Manager, and the Communications Committee. Webmaster duties (maintenance and updates) are performed by the Association Manager or Association IT staff with support by an independent contractor at the direction of the Association Manager.

Association Manager Website Responsibilities:

1. To perform maintenance and updates in a timely manner, either directly or under the direction of the Association Manager and the ChLA President.

2. Any independent contractor should keep accurate records of work done on the website and time spent on that work, and to submit those records to the Association Manager in a timely manner.

3. To receive information for the website from committee chairs, ChLA officers, and other interested parties, including persons outside the association who may wish to post information about conferences, paper calls, awards, pertinent links, and other items. When there is a question about the appropriateness of information to the interests of ChLA members, the Association Manager will confer with the President.

4. Post to the website in a timely manner, and, when necessary, confer with the President and the Communications Committee about where to post information.

5. To act as liaison between the Communications Committee and the President concerning suggestions for layout changes or additional links to the site, or other updates or suggestions as necessary.

6. To review the records provided by any contractor regarding work done, and to ensure that payment for services is provided in a timely manner.

7. To review and contract for, and act as a liaison with, a secure server provider and a host site provider.

8. To renew the secure server certificate and domain name (www.childlitassn.org) for the Association as needed.

Communications Committee Website Responsibilities:

1. To perform regular maintenance checks of the various pages and links and to report necessary updates, broken links or other problems to the Association Manager.

2. To suggest changes in layout that may allow for easier navigation or which may present a clearer picture of the Association to the public or the membership about ChLA.

ChLA Newsletter

The purpose of the *ChLA Newsletter* is to inform the membership of the ongoing activities of the Association.

Term:

- Editor(s) of the *ChLA Newsletter* is/are appointed by the President with the approval of the Executive Board for a three-year term, renewable with Board approval.

- Terms begin immediately following ChLA's annual meeting

Newsletter Editor(s) Responsibilities:

1. To produce four issues of the newsletter per year, January, April, Post Conference, October.

2. To work with the Association Manager in developing items included in each issue, including contacting the appropriate committee chairs or other persons for the information needed.

3. Provide articles to the Association Manager, who will enter content into newsletter template to be emailed and create full articles in the MemberClicks Blog.

4. A final draft is presented by the Association Manager to the President for approval prior to sending it to the membership and online posting.

5. To submit detailed reports semiannually or annually as warranted to the Board.

6. Forward all relevant files to successor(s) at the time of the annual meeting.

Publication Frequency:

- Four issues of the newsletter will be published per year, January, April, Post conference, October.

- Suggested deadline dates for copy to be supplied to the Association Manager: January 2, April 1, Post conference 1, October 1

- Approximate dates newsletter will be sent to the membership: January 15, April 15, Post conference 15, October 15.

Newsletter Format:

- The standard newsletter format will include 7-10 articles per issue. Newsletter will include graphics and/or images.

- The newsletter will be created using a standard newsletter template. The newsletter template will include a short blurb of each article and link to the full article on the MemberClicks Blog.

Submission Guidelines and Approval Process:

- Newsletter articles and content should be submitted electronically by email or SmartSheet form.

- Copy is subject to editing; if individuals wish to make their own corrections, they must so indicate at the time of submission.

- Upon completion of editing and layout, a draft of the issue should be sent to the ChLA Business Office for final review by the Association Manager and the ChLA President.

- Upon approval, a final copy is emailed to the membership and posted online.

Proposed Content:

January Issue	
Article/Announcement/Item	
President's Message	
Important Dates	
Committee Highlight	
Upcoming Conference Registration / Hotel Info	
Officers, Board, and Elected Committee Election Information	
Awards Nominations & Deadlines	
CFP's	
Anne Devereaux Jordan Award Winner Announcement	
Member Announcements and News	
ChLA Activity Calendar	

ChLA Activity Calendar	
Member News and Announcements	

April Issue	
Article/Announcement/Item	
President's Message	
Committee Highlight	
Important Dates	
Conference Registration Reminder	Upcoming Conference Information and Updates
Conference Cancellation Policy	
Election Results	
ChLA-sponsored MLA Sessions Call for Session Proposals	
Carol Gay Award Winners Announcement	All of these awards are typically announced in the Spring Newsletter and granted at the ChLA Annual Conference
Grad Student Essay Award Winners Announcement	
ChLA Mentoring Award Winner Announcements	
Anne Devereaux Jordan Award Call for Nominations	

Post Conference (June – August)	
Article/Announcement/Item	
President's Message	
Important Dates	
Committee Highlight	
Conference Information	Conference Wrap-Up and information about

Upcoming Conference Announcement	upcoming Conference
Post Conference: Article Award Winner Announcement	These awards are typically announced at the Annual Conference; Newsletter announcement should follow conference
Post Conference: Book Award Winner Announcement	
Post Conference: Edited Book Award Winner Announcement	
Post Conference: Judith Plotz Award Winner Announcement	
Post Conference: Astrid Lindgren Award Winner Announcement	
Grants CFPs (Faculty Research, Beiter [Student Research] Diversity Research)	

October Issue	
Article/Announcement/Item	
President's Message	
Important Dates	
Committee Highlight	
Upcoming Conference CFP's (General, International, Diversity, Phoenix)	Upcoming Conference information and CFPs
Upcoming Conference Announcement	
Upcoming Election Nominations	
Award Nominations	
ChLA-Sponsored MLA Session CFPs (for following year)	CFPs for Session Proposals approved by ChLA and announced in June Newsletter for MLA conference to take place in two years
Carol Gay Award CFPs	
Grad Student Essay Awards CFPs	

ChLA Mentoring Award Call for Nominations	
ChLA-Sponsored MLA Session Descriptions	ChLA-Sponsored MLA Sessions that will take place at the upcoming (Jan.) MLA Conference
Phoenix Award Winner Announcement	To be honored at the upcoming ChLA Annual Conference
Phoenix Picture Book Award Winner Announcement	To be honored at the upcoming ChLA Annual Conference
ChLA Activity Calendar	
Member News and Announcements	

The *Children's Literature Association Quarterly*

Description:

G.1 **"**The official publication of the Association shall be a scholarly journal, the *Children's Literature Association Quarterly*. The content and organization of this publication shall be as outlined in the Association's Policies and Procedures Manual." [By-laws, ChLA Constitution]

The *ChLA Quarterly* publishes juried articles about research and scholarship in children's literature, as well as special sections devoted to particular topics in children's literature. There are four issues annually: spring, summer, fall, and winter.

Term:

- The *Quarterly* editor normally serves for a six-year term total.
- Term begins immediately following the ChLA Annual Meeting.
- The first year is an overlapping year with the previous editor to allow for the following:

    1. To permit the new editor time to solicit manuscripts and to plan future special issues, if any.
    2. To take on the editing of new manuscripts and the correspondence with authors and reviewers.
    3. To get advice on routine from current editors. The sixth, or final year, is a year of transition to the new editorial team; during this year, the current editor serves only in a managing capacity, working with those manuscripts already in process, while the new editor begins functioning as acquisitions editor.

Benefits:

- The ChLAQ editor and associate editors receive complimentary ChLA conference registration. The editors are responsible for the cost of ticketed events such as the awards banquet.
- The editor receives a summer stipend.

Quarterly Editor Responsibilities:

1. To produce a volume of the *Quarterly* consisting of four issues per year. The four issues in the volume should contain 18-22 articles; this range is reported by ChLA to the Modern Language Association (MLA) as part of the seven-year review to maintain our allied organization

affiliation. The current publishing contract with Johns Hopkins University Press (JHUP) stipulates that the *Quarterly* shall comprise up to 512 pages annually (128 pages on average per issue). Additional pages may be requested by the editor to the Association Manager who will consult with the Treasurer and if approved, negotiate with JHUP; refer to the contract agreement for further details.

2. To appoint associate editors and to work with them in soliciting and reviewing manuscripts; soliciting outside reviewers; working with authors as they revise; corresponding with authors and outside reviewers in a timely manner; and editing, proofreading, and copy-editing as necessary. The Editor also coordinates with the various column editors as necessary.

3. To appoint guest editors for special issues and to oversee the production of special issues as necessary.

4. To submit detailed reports semiannually or annually as warranted to the Board, and to present those reports in person at the Board meetings if possible.

5. To work in conjunction with the ChLA Association Manager and publisher (currently JHUP) in getting issues published and mailed to members in a timely and professional manner.

6. To revise and rewrite, as necessary, the information regarding the *Quarterly* on the ChLA website so that the information is current and informative. Calls for submissions, special issues, and other pertinent information should also be posted on the website and in other venues as appropriate.

7. To recruit potential submissions at various children's literature conferences, such as the annual MLA conference, the ChLA conference, and others. ChLA does provide the Editor with up to $1,500 annually toward approved expenses, but editors should be aware that such recruitment entails some personal expenses that ChLA cannot fully cover. Since attending these conferences is the best way to recruit submissions, most editors have sought reimbursement for these expenses from their home institution.

8. As necessary, to assist the President, Treasurer, and Association Manager of ChLA with contract negotiations with the publisher.

9. To work with the Association Manager and the President and Board as necessary to ensure quality publication and to iron out difficulties as they arise.

Quarterly Editorial Staff Selection Process:

- During the fifth year of an editor's term, advertisements for proposals for a new editor and staff should be sent to the *ChLA Newsletter*, placed on the ChLA website, and announced at the annual conference.

- After a review of proposals received in answer to the above solicitation, the ChLA Executive Board normally invites the proposers to address the Board during the annual conference in June. The review should include, but not be limited to, assessing qualifications of the proposed editorial team, the applicant's vision statement regarding the *Quarterly*, the applicant's past editorial experience, statements of facilities and institutional support. The Board shall select the next editorial staff at that meeting.

- Because ChLA terms of office traditionally begin and end in the summer (at the time of the annual conference), the actual transition in editors normally occurs midway through a volume of the journal, typically between the summer issue and the fall issue.

Tips for a Successful Editor:

- An editor would benefit from having at least two associate editors. Access to computers, e-mail, scanning equipment, and fax is necessary. It is highly desirable to have departmental support in the form of release time, fax/computer equipment, long-distance phone privileges, and so forth.

- Time commitment varies, but it is substantial. An approximate estimate is twenty hours per week for the editor, plus the time of the associate editors. A potential editor must realize that each submission typically goes through several drafts, plus substantial line editing, proofreading of galleys, etc. Time also is spent in finding outside reviewers; in correspondence with the reviewers, authors, and various column editors; and in regular staff meetings; and in reading all submissions and responding to the authors of each submission, whether accepted or not. Editors are also responsible for actively soliciting manuscripts at professional conferences and other venues.

Children's Literature
(Annual)

Description:

Children's Literature is a refereed journal, an annual, devoted to scholarly interpretations of children's literature. It is an official organ of the Children's Literature Association, a division of the Modern Language Association, and ChLA members automatically receive a soft cover copy with their membership. (The annual is also published electronically on Project Muse.)

Each volume includes full-length articles, book reviews, and an annotated listing of recent dissertations involving children's literature. Usually a section entitled "Varia" is devoted to shorter pieces, and occasionally a volume will center on a special topic.

Children's Literature was the first professional journal devoted to the genre of children's literature and remains pre-eminent in the field. Contributors include scholars from all over the world, some with academic affiliations, other who share their expertise as writers, artists, or curators of special collections. Originally founded by Francelia Butler and supported by the University of Connecticut, the journal has been based since 1994 at Hollins University in Roanoke, Virginia. Currently, *Children's Literature* is published by the John Hopkins University Press and is owned by Hollins University, which provides editorial staff, office space, and administrative oversight of the journal. ChLA pays a portion of each membership fee to the JHUP and members receive a subscription to the journal. The *Children's Literature* editor provides an annual report to the ChLA Board each May and presents that report to the Board in person, if possible, at the annual Board meeting in June.

Benefits:

- The *CL* editor receives complimentary ChLA conference registration (excludes banquet fee and other conference costs).

- The editor receives a summer stipend.

Duties of the Editor(s):

1. To produce a volume of *Children's Literature* annually, consisting of 8-10 articles, an optional Varia section and book reviews. The current publishing agreement with the Johns Hopkins University Press stipulates that *Children's Literature* shall comprise 320 pages annually. Additional pages may be negotiated if needed; refer to the contract agreement for further details. The manuscript is submitted annually to the Press by January 15. The volume is published no later than April 30.

2. To solicit manuscripts, review submissions, solicit outside reviewers, work with authors through the revision process, correspond with reviewers and authors, edit, proofread, and copy-edit as necessary. The editor coordinates the work of the book review editor and compiler of dissertations of note. The editor organizes the regular updating of the index.

3. To appoint guest editors for special topic volumes and to oversee the production of special topic volumes.

4. To submit reports annually to the Board and to present these reports in person at the June meeting of ChLA.

5. To work in conjunction with the Association Manager and publisher (currently the JHUP) to ensure that issues are mailed to members in a timely and professional manner.

6. To revise, as necessary, the information regarding *Children's Literature* on the ChLA website.

7. To encourage potential contributors at various conferences, such as the MLA conference and others. Hollins University provides the editor(s) with a budget for travel to professional conferences.

8. As necessary, to assist the President, Treasurer, and Association Manager of ChLA with contract negotiations with the publisher.

Responsibilities of Hollins University:

1. Hollins University appoints the journal's editor or editors. Hollins University and the editors appoint the journal's editorial board, consisting of members who will, along with the editors, determine all matters pertaining to editorial policies, content, and quality and who will be responsible for publishing a scholarly journal meeting high standards of editorial content.

2. Hollins University is responsible for all editorial expenses except for expenses incurred to copyedit accepted manuscripts. The Johns Hopkins University Press contributes $1,000 per volume towards this expense. Hollins is responsible for any copyediting costs in excess of $1,000. Hollins is responsible for other editorial expenses, such as, but not limited to, salaries, benefits, travel, telephone, rent, postage, supplies, clerical, duplication, clerical and editorial assistants.

Royalties:

- Royalties to the Association

  The Press will pay a 50% royalty to the Association on all nonmember income such as Project Muse® royalties and permissions income. A royalty statement will be issued to the Association by November 30 each year. The Press will pay the Association any amount due within 30 days of the statement.

- Royalties to the Owner

  The Press will pay Hollins University a 5% royalty on all income received by the Press except for royalties earned from Project Muse®. Income earned from Project Muse®

will be exempt from this royalty payment. A royalty statement will be issued to Hollins by November 30 each year and will be based on Press invoices to the Association and revenue received directly by the Press for items such as rights and permissions.

Anne Devereaux Jordan Award Committee

Award Description:

The Jordan Award Committee selects the recipient of the Anne Devereaux Jordan Award for Distinguished Service to Children's Literature, which is awarded for significant contribution in scholarship and/or service to the field of children's literature.

Submission Period:

Nominations should be sent to the Committee Chair no later than October 1 of a given year.

Award:

- Framed Citation to be presented at the annual conference banquet.
- Complimentary hotel for up to 4 nights during the conference.
- Complimentary conference registration
- 2 – Complimentary banquet tickets
- 1-year complimentary ChLA membership

Submission Guidelines:

1. Nominations for the Anne Devereaux Jordan Award are welcome from any current ChLA member.
2. Nominations should be sent to the current ADJ Committee Chair by October 1 of a given year.
3. When nominating someone, please keep in mind that the award recognizes service and/or scholarship in the field of children's literature over the course of a career, though "service" to our field can be identified in a variety of ways. Please indicate how the nominee has contributed in one or both of these areas in your nomination letter.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board to serve a term of three (3) years.
- Four (4) members, two (2) of whom are elected each year for a term of three (3) years.

- Terms begin immediately following ChLA's annual meeting.

Committee Chair Responsibilities:

1. Invite nominations for the ADJ Award. Nominations should be encouraged in all appropriate venues, including the *ChLA Newsletter*, the ChLA website and listserv, and the annual Membership Business Meeting at the conference.

2. Upon receiving notice of new committee members from the Association Manager after the election results in the spring, send a welcome note to the new members and a thank-you note to the retiring ones.

3. Send the committee guidelines, any Board decisions relevant to this committee made at the annual conference, and all nominations materials (including any nominations from within the 5 previous years, for candidates who have not yet been selected to receive the award) to the new committee members.

4. Deliberate with committee members on all received nominations.

5. Deadline for nominations is October 1 annually. Following the close of nominations, conduct a vote to determine the winner. Members should send their votes only to the chair, to ensure privacy. The chair should not vote unless a tie-breaker is needed or a committee member has recused him/herself.

6. Notify Association Manager and Board of Directors of the award recipient. Work with the Association Manager to write letters and notify winner. Letter should include invitation to attend the conference and banquet.

7. Contact all nominators whose candidate was not selected and encourage them to submit their nomination again in the future. Nominations are saved for 3 years.

8. See that the award recipient is announced in the Spring issue of the *ChLA Newsletter* and in other venues thought appropriate by the Board, such as the ChLA website.

9. In consultation with the ChLA Association Manager, arrange for the preparation of a framed citation. Consult with committee members about the wording of the citation.

10. Should the recipient be unable to attend the conference, write a suitable letter of congratulations and arrange for delivery of the citation to the recipient as soon after the conference as possible.

11. Prepare semiannual reports for the Board, as requested by the Association Manager.

12. Upon completion of term as chair, forward all relevant files to new chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

1. Offer nominations for consideration by the committee.

2. Assess nominations with other committee members. Vote in a timely fashion.

3. Assist in completing the citation and presenting it to the recipient at the conference, if needed.

4. Respond in a timely fashion throughout the year to matters affecting the Jordan Award committee.

Association Manager Responsibilities:

1. Inform Conference Chair and Newsletter Editors who the winners are.

2. In consultation with the committee chair, arrange for the preparation of a framed citation. Consult with committee members about the wording of the citation.

3. The Association Manager should make certain conference information is sent to the winner and assist them with registering for the conference and processing complimentary ChLA membership.

Committee Sample Timeline	
Summer	Disseminate the call for nominations in the summer newsletter, with a deadline of October 1st.
Late Summer/Fall	Consult with the committee about the selection of the award winner.
Late Fall	Notify the winner.
Spring	Announce the award and prepare the citation.

Article Award Committee

Award Description:

The ChLA Article Award is given annually by the Children's Literature Association to recognize outstanding articles of literary criticism published in English on the topic of children's literature within a given year.

Submission Period:

Deadline November 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)
- Award certificate
- Complimentary Conference Registration
- Complimentary Banquet Ticket

Submission Guidelines:

1. Nominations should be submitted online through the website.
2. Eligible articles must be written in English exclusively by the author(s) or translator(s) whose name(s) appear(s) on the article and must have been published two years prior. (Example: Articles awarded in 2019 would be published in 2017)
3. Articles should provide new insights into the field, making a distinct or significant scholarly contribution to the understanding of children's literature.
4. Reprints of previously published articles are not eligible.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three (3) years.
- Six (6) rotating members elected for a term of three (3) years.

- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Upon receiving notice of new members from the Association Manager after the election results in the spring, send a welcome note to the new members and a thank-you note to the retiring ones.

2. During the summer, circulate and share information with the rest of the committee regarding the nominations and voting procedure for the upcoming year. In a first step, work on a short list of nominees (mid-winter), then move onto the vote for the best article out of a final short list of five to six articles (early spring).

3. Gather all exceptional articles appearing in other scholarly journals than the following journals which are systematically taken under consideration: *ALAN Review*, *Children's Literature, ChLA Quarterly, The Lion and the Unicorn, Children's Literature in Education*, *Jeunesse: Young People, Texts, Cultures* (formerly titled *Canadian Children's Literature), Research on Diversity in Youth Literature* and other journals at the discretion of the committee chair.

4. Encourage the committee members and other interested sources to electronically submit articles (potentially including chapters in edited collections) that they find elsewhere and consider of prize-winning quality.

5. Keep tally of the votes, make sure each committee member works at an even pace, and send prompt responses to the committee members. The chair does not vote unless a tiebreaker is needed or a committee member has recused him/herself.

6. Send the names of the winner(s) by **April 1** to the Association Manager.

7. Notify each committee member of the winner. Notify the Association Manager of the award recipient and runner-up of their selections, and work with them to notify winners. Verify that the winner can attend the conference banquet and forward this information to the Association Manager. The Manager should arrange for complimentary registration fee(s) and banquet ticket(s) for the winner(s) if attending.

8. Prepare semiannual reports or annual report as warranted for the ChLA Executive Board on the work of the committee as requested by the Association Manager.

9. Present the winner, and the runner-up(s) with their certificate(s), at the conference banquet. If the winners cannot attend, arrange to have the Association Manager mail the certificates and check shortly after the conference. (Awards are currently presented by the President of the Association, but the Committee Chair could be asked to present in the place of the President.)

10. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

1. Read all articles assigned for a given year in the journals officially considered, as well as any articles distributed by the chair of the committee.

2. Share information with chair.

3. Respect deadlines for the different steps of the selection process. In the first round, read all articles in four journals assigned by committee chair per member. Nominate top five articles in these journals for consideration by entire committee. In the second round, read all articles nominated by all committee members.

4. Clearly indicate the ranking of the final vote for identification of the runners-up.

Association Manager Responsibilities:

1. Create letter to be sent to winner by email.

2. Inform President and Newsletter Editors who the winners are.

3. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

4. Prepare award certificate

5. The Association Manager should make certain conference information is sent to the student and follow-up with the student to assist with helping them register for the conference.

6. Have the winner sign and receive their check at the registration desk during the conference.

Selection Criteria:

- The article should provide new insight to the field, making a distinct or significant scholarly contribution to the understanding of children's literature.

- The article must be written in English exclusively by the author(s) or translator(s) whose name(s) appear(s) on the article and must been published during the year under consideration. Reprints of previously published articles are not eligible.

- The writer should demonstrate familiarity with the field of children's literature and other scholarly work relevant to his or her topic.

- The focus on the article should be a literary, historical, theoretical, or cultural examination of children's texts and/or children's culture, although other items may also be included in the analysis.

- Children's "texts" may be defined as printed works or visual media (i.e., films or similar media) that were produced primarily for children or for which children constitute a major part of the audience.

- Although theoretical content is not a required factor, the article should generally go beyond mere *explication de texte* or pedagogical viewpoints.

- The article should be well written, engaging and exciting.

- Should an article written or edited by any committee member, including the chair, or by anyone related to any committee member, appear as a finalist, the committee member involved with that article shall recuse himself or herself from voting for the remainder of the voting period. The article may then continue to be considered for the award. If the committee member does not recuse her/ himself, the article should be withdrawn from consideration. Should the chair need to recuse herself or himself, the ChLA President should then appoint an acting chair for the remainder of that voting period.

Committee Sample Timeline	
February	New committee members elected, and chair appointed.
April / May	Chair should welcome new committee members and provide a copy of the calendar.
July	▪ Chair sends letters to all members of the committee, reminding them of the year and issues they should be reading. Included with the letter is a list of all members with their current email addresses (members should be reminded to update the chair) and a calendar of dates. ▪ The Article Award Committee systematically considers articles from *Children's Literature*, *ChLA Quarterly*; *The Lion and the Unicorn*; *Children's Literature in Education*' *Jeunesse: Young People, Texts, Cultures*; *The ALAN Review*; *Children's Literature in Education*; *Research on Diversity in Youth Literature*, and other journals at the discretion of the committee chair, as well as nominated articles and book chapters. ▪ Chair works with Association Manager to design a submission portal for nominations. ▪ Chair prepares fall report for Board.
November	▪ Deadline for nominations is typically November 1. ▪ Chair emails committee members to remind them of upcoming deadlines.

December	▪ Committee members submit ranked list of five first-round nominations to the committee chair by December 15. ▪ Chair sends out a ballot listing the top five choices of each member for consideration by entire committee. Each committee member is asked to read all of the nominated articles and then rank their top five, including rationales.
March	Deadline for the final ballot is March 15. The chair adds up the numbers for each article; the articles with the highest number of points wins. Usually one (and occasionally two) very high-ranking article(s) is (are) chosen as runner(s) up. In tabulating the scores, the chair should consider both the ranking and the numbers of times a particular article is mentioned by committee members, since the number of times an article is mentioned also indicates 59 value. The chair may wish to assign points based on how often an article is mentioned in addition to tabulating total number of points earned, and/or note to the committee whether an article was mentioned often, but never as a top choice, for example.
April	▪ By April 1, chair notifies committee members and Association Manager of winners. Chair works with the Association Manager to notify winners. ▪ Chair prepares written end-of-year report for the ChLA Board to review and approve at annual meeting.
May	Association Manager requests accounting prepare check for the winner. Association Manager prepares award certificate, and arranges complimentary conference

	registration and banquet tickets, if the winner plans on attending.
June	At the general business meeting at the ChLA conference, the chair asks the membership to submit any and all articles they wish to have considered by the committee for the next year. This would include any article published whether it is published as part of a collection in a book or in a journal not considered by the committee.

Book Award Committee

Award Description:

Awarded annually by the Children's Literature Association to recognize outstanding book-length contributions to children's literature scholarship and criticism.

Submission Period:

Ongoing

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)
- Award certificate
- Complimentary Conference Registration
- Complimentary Banquet Ticket

Submission Guidelines:

- Nominations should be submitted electronically on the ChLA website.
- Eligible titles must be published, book-length works that make a distinct or significant contribution to the scholarly and/or theoretical understanding of children's literature from a literary, cultural, historical, or theoretical perspective, at the committee chair's discretion. They must be written in English exclusively by the author(s) or translator(s) whose name(s) appear on the title page and must bear a copyright date of the year under consideration. Translations published in the year under review may be considered regardless of what year the book was published in its first language. Reprints or new editions of previously published books are not eligible.
- The focus of the study should be a literary, historical, theoretical, or cultural examination of children's literature, children's texts, and/or children's culture. Critical biographies and studies of children's films and other media texts are included in this criteria, as are studies that include to a minor degree texts primarily intended for adults or which extend beyond an exclusively children-oriented cultural or historical context. Texts with a primarily pedagogical focus are not included, nor are anthologies or *festschriften*, reference works, textbooks; honors papers, masters theses, or doctoral dissertations, unless reworked as a book.

- The book should be well written and engaging.

- Should a book written by any committee member (including the chair) be eligible for consideration by that committee for the voting year, that member should recuse herself or himself for the voting year or withdraw the book from consideration. Should the chair need to recuse herself or himself, the ChLA President should then appoint an acting chair for the remainder of that voting period.

- In the case of a tie vote, the chair should vote to break the tie.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three (3) years.

- Six (6) members, two (2) elected year for a term of three years.

- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Seek nominations for each annual award from the Association membership in general and committee members in particular, as well as publishers and publishers' representatives at conferences and on campus, and search for additional appropriate entries in publishers catalogues and on various printed lists and electronic data bases, including the OCLC.

2. Prepare an annual, preliminary list from those books that appear to meet the selection criteria for the award.

3. Distribute the preliminary list to the committee for initial screening.

4. Receive suggestions for additions to and deletions from the preliminary list from committee members.

5. Prepare and distribute one or more intermediary lists based on personal assessment, continued inquiry, and reports of committee members reviewing books on the preliminary and intermediary lists.

6. Compile and distribute a short list of qualified recipients for close reading by all members of the committee.

7. Type, distribute, and tabulate the results of the ballot consisting of those books that are considered to be finalists.

8. Notify the President and Association Manager of the winner(s) and their ranking, such as first, second, third, or honorable mention, and of the Recommended Books list, should such list be developed in a given year by the committee.

9. Assist in providing material for news releases to announce the results of the committee's work and to provide publicity both for the winning author(s), title(s), and publisher(s) and the Association.

10. At least one month prior to the scheduled presentation of the award, request that the Association Manager have a check prepared in the name of the winner(s) for the awarded amount, determined by the Board of Directors each year, and prepare an award certificate. If attending the conference, the winner also receives complimentary registration and banquet ticket which should be arranged by the Association Manager.

11. Announce and/or present the award at the Awards Banquet at the annual meeting of the Association.

12. Submit semiannual reports or an annual report as warranted as requested by the Executive Board.

13. Schedule and conduct a meeting of the committee at the annual meeting, if one is desired.

14. As requested by Association Manager, answer queries, predominately from publishers and authors who are not members of the Association, about the award.

15. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

1. Assist in identifying books to be considered for the award.

2. Secure the books listed for consideration in each year from local libraries, interlibrary loan, and/or personal or private collections.

3. Screen each book on the preliminary list against the criteria for the award, reporting to the chair as soon as possible, ideally within the month, those that are considered unsuitable in any way, and suggest additions to the list that may have been overlooked.

4. Review each book on the intermediate list(s) more carefully, again reporting to the chair promptly any more books that are found unsuitable.

5. Read each book on the final, short list completely, reporting in a brief statement to the chair as each book is completed as to its suitability or unsuitability for the award.

6. Vote on the books listed on the subsequent ballot to determine the winner(s) of the award (and their rank).

7. Assist in preparing a precis/review/critique of one of the award-winning books to be used in press releases and/or at the presentation of the award.

Association Manager Responsibilities:

1. Create letter to notify winner by email.

2. Inform President and Newsletter Editors who the winners are.

3. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

4. Prepare award certificate

5. The Association Manager should make certain conference information is sent to the student and follow-up with the student to assist with helping them register for the conference.

Selection Criteria:

- Eligible titles must be published, book-length works that make a distinct or significant contribution to the scholarly and/or theoretical understanding of children's literature from a literary, cultural, historical, or theoretical perspective, at the committee chair's discretion. They must be written in English exclusively by the author(s) or translator(s) whose name(s) appear on the title page and must bear a copyright date of the year under consideration. Translations published in the year under review may be considered regardless of what year the book was published in its first language. Reprints or new editions of previously published books are not eligible.

- The focus of the study should be a literary, historical, theoretical, or cultural examination of children's literature, children's texts, and/or children's culture. Critical biographies and studies of children's films and other media texts are included in this criteria, as are studies that include to a minor degree texts primarily intended for adults or which extend beyond an exclusively children-oriented cultural or historical context. Texts with a primarily pedagogical focus are not included, nor are anthologies or *festschriften*, reference works, textbooks; honors papers, masters theses, or doctoral dissertations, unless reworked as a book.

- The book should be well written and engaging.

- Should a book written by any committee member (including the chair) be eligible for consideration by that committee for the voting year, that member should recuse herself or

himself for the voting year or withdraw the book from consideration. Should the chair need to recuse herself or himself, the ChLA President should then appoint an acting chair for the remainder of that voting period.

- In the case of a tie vote, the chair should vote to break the tie.

Committee Timeline	
June 10	Chair sends preliminary list of books to committee members.
July 5	Committee members send both a list of books to add to our list and suggestions regarding the preliminary list (i.e. suggestions that certain books are either unsuitable or unworthy of our consideration.)
July 20	Chair sends revised list of titles to committee members.
August 20	Committee members send additions and deletions to the list.
September 1	Chair sends revised list of titles to be considered to members.
November 20	Committee members send evaluations of books on the list.
December 1	Chair sends list of recommended titles to members.
January 10	Committee members send evaluations of titles to the chair and recommend three titles for the award.
January 30	Chair sends a list of books drawn from the lists of three received from members.
February 20	Committee members send evaluations of the list sent to them on January 30.
March 1	Chair sends a ballot of three titles to committee members; members return this immediately.
March 20	Chair sends the results of ballot to committee members, ChLA Administrator, and President. Chair notifies the publisher so any future editions of the work can include reference to the award. Chair should obtain the address and phone number of the winner from his or her publisher to facilitate the President's sending

	a letter of congratulation and an invitation to attend the conference. (No funds available for travel). Chair should notify the Association Manager that a check will be required for the winner and request the Manager notify the Conference Chair. Chair should request an awards certificate be prepared by the Association Manager to be presented at the Awards Banquet at the annual conference or to be sent to the winner. Chair should be available to present certificate and check at conference banquet or arrange for a substitute to do so. Chair should make a brief announcement of some of the reasons why the book was chosen. Chair should contact the Conference Chair to have the book ordered for the Conference Book Sale and invite the winner to the book signing (if available) when it is scheduled by the Conference Chair.
April 1	Send the names of the winner(s) by **April 1** to the Association Manager.

Diversity Committee

Committee Description:

The Diversity Committee, formed in 2006, supports children's literature scholarship on issues of race, ethnicity, gender, sexual orientation, religion, and disability. The committee encourages a range of critical perspectives on diversity subjects and fosters dialogue about the role of cultural, ethnic, economic, physical, sexual, and gendered identities in children's texts and in children's studies as a field. The committee works to recruit and retain scholars interested in diversity studies. Beginning in 2014, the Diversity Committee will administer the Diversity Research Grant.

Committee Composition:

- Chair – appointed by the President with the approval of the Executive Board.
- Five (5) rotating elected members service three (3) year terms.
- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Communicate with committee members and the Association Manager about activities and projects of the committee.
2. Help identify individuals, conferences, and resources related to diversity studies.
3. Recruit new members interested in diversity studies to the committee and to the ChLA.
4. Disseminate information about the committee's projects.
5. Disseminate information about research and resources available for members interested in diversity studies in children's literature.
6. Spearhead efforts at integrating diversity topics and approaches into the institutional structure and efforts of the ChLA. These efforts might include contributing to discussions about membership and membership recruitment, ChLA publications, conference structures, and so on.
7. Conduct a meeting of the Diversity Committee during the annual conference.
8. Prepare reports as requested by the Executive Board.

9. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

1. Share information with the chair and other members and make suggestions regarding the role of diversity studies to the ChLA.

2. Recruit new members interested in diversity studies to the committee and to the ChLA.

3. Supply the chair with ideas and information about specific opportunities and information that would advance the mission of the committee.

4. Propose session for the annual meeting.

5. Organize and conduct the committee's annual conference session.

6. Make a good faith effort to attend the Diversity Committee meeting at the annual conference and make a good faith effort to attend the committee's annual conference session.

ChLA Diversity Research Grant

Award Description:

The Diversity Research Grant, initiated in 2013 and approved by the board for disbursement beginning in 2014, is a grant to support research related to children's and young adult cultural artifacts (including media, culture, and texts) about populations that have been traditionally underrepresented or marginalized culturally and/or historically. Applications for this grant are to be considered annually and will be awarded as warranted.

Submission Period:

December 15 – February 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)
- Award certificate

Guidelines:

- Funds may be used for - but are not restricted to -research-related expenses such as travel to special collections, subvention funds, or purchasing materials and supplies.
- The awards may not be used for obtaining advanced degrees, for researching or writing a thesis or dissertation, for textbook writing, or for pedagogical projects.
- Winners must be members of the Children's Literature Association before they receive any funds.
- Winners must acknowledge ChLA in any publication or other presentation resulting from the grant.
- Within two years of receiving the grant, the recipient will be asked to submit a paper proposal based upon the project for presentation at a ChLA annual conference.

Submission Guidelines:

1. Applications should be submitted electronically through the ChLA website.

2. Cover page including name, telephone number, mailing address and e-mail address, as well as academic institution and status/rank (student, professor, librarian, etc.) or institution applicant is affiliated with (library, publisher, etc.), if any.

3. A detailed description of the research proposal (not to exceed three single-spaced pages), including:
    - An explanation of its nature and significance (e.g., contribution to the field, methodology)
    - If part of a larger project, indication of the specific work that the grant would support
    - A tentative budget for this work
    - The time frame in which the work will be conducted

4. A vitae that includes a bibliography of major publications and scholarly achievements (degrees, honors, etc.).

5. Applications and supporting materials should be written in or translated into English.

6. If you are applying for both a Diversity Research Grant and a general ChLA Research Grant, you must state this in your application.

Committee Chair Responsibilities:

1. Send names of the winners to Association Manager by **April 1**.

Committee Member Responsibilities:

1. The ChLA Diversity Committee will screen all proposals and select the awardee(s).

2. Applications will be evaluated based upon the quality of the proposal and the potential of the project to enhance or advance Children's Literature studies.

3. The ChLA Diversity Committee is encouraged to communicate openly with the Grants Committee since some submissions could be appropriate for both submission processes.

4. Winners will be notified in April, and the awards will be announced at the ChLA annual conference. Winners are urged to attend the conference if at all possible, to receive the award

5. Members of the ChLA Diversity Committee are not eligible to apply. Recipients of a Diversity Research Grant are not eligible to reapply until the third year from the date of the first award. (In the event the ChLA Board institutes another time interval - whether longer or shorter - the vote of the Board shall supersede the three-year interval rule.)

6. In a given year, if there are no proposals for the Diversity Research Grant that the Diversity and/or Grants Committee deems of sufficient quality to support ChLA's aims, no grants will be

given. Conversely, if there are multiple Diversity Research Grant proposals of high quality, it is possible that multiple grants will be made in which case the award may be less than the proposed budget.

7. Grant recipients are required to submit a progress report of the project to the chair of the Diversity Committee by April - May of the year following the award and a summary report of the completed project to the chair of the Diversity Committee by April – May of the second year, prior to the presentation of the ideas at the conference.

8. The recipient(s) will be asked to submit a proposal to the annual conference within two years of receiving the award to present a paper based on the research supported by the grant. If possible, the paper will be indicated in the conference program as the recipient of the Diversity Research Grant.

Association Manager Responsibilities:

1. Prepare letters to notify winner by email, which should include conference information.

2. Prepare condolence letters to those not selected.

3. Inform President, Conference Organizers and Newsletter Editors who the winners are.

4. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

5. Prepare award certificate to be presented at the banquet or mailed if winner is not able to attend.

Each grant will be awarded with the expectation that the undertaking will lead to publication and make a significant contribution to the field of children's literature scholarship or criticism.

June Cummins Diversity Conference Travel Grant

Award Description:

Named in honor of June Cummins, one of the founding members of ChLA's Diversity Committee, the grant supports the professional development of students and scholars from minority communities. The award aims to specifically support students, contingent (adjunct/part-time) faculty, and independent scholars from underrepresented groups who are presenting research/papers that focus on matters of diversity, equity, and inclusion.

The grant is intended to encourage and enable minority scholars to attend and present at a Children's Literature Association conference. Priority will be given to applicants who are not receiving funding from their institutions and who have not received a June Cummins Diversity Conference Travel Grant in the previous year.

Submission Period:

December 15 – February 28

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)

- Award certificate

Guidelines:

Proposals should take the form of a single Word document. For full consideration, applicants must send the following materials before the established deadline:

1. A cover sheet with the applicant's name, status/rank/institutional affiliation (if applicable), mailing address, telephone number, and email.
2. A personal statement (of no more than 1,000 words) that includes the following:
    a. A brief autobiographical description that indicates the applicant's minority status.
    b. The title of the paper that will be presented at ChLA.
    c. A description of how the applicant's paper/presentation addresses matters of diversity, equity, and/or inclusion.
    d. A brief description of how the applicant's broader scholarship and/or teaching address issues of diversity in the field of children's and young adult literature.
    e. A statement of how the applicant will benefit from attending the conference.
    f. A statement describing other sources of funding, if any, that will support the applicant's trip.
3. An abbreviated 1-2 page CV.

Proposals should be submitted through the ChLA website.

Committee Chair Responsibilities:

1. The Chair of the Diversity Committee will create an ad hoc committee comprised of ChLA members who are not part of the Diversity Committee.

2. The Diversity Committee Chair will send the name(s) of the selected scholar by **April 1** to the association manager (AM).

3. The Diversity Committee Chair will send a congratulatory email to the award recipient and condolence letters to those not selected. A formal letter will be drafted and forwarded to the AM to be sent via surface mail to the winner.

Grant Selection Committee:

1. This committee of 3-4 people will review all grant applications that are complete, sent in a timely fashion, and comply with the criteria outlined in this document.

2. After the ad hoc committee has reviewed and ranked all of the applications, they will send these rankings to the Diversity Committee Chair by **March 28.**

Association Manager Responsibilities:

1. Prepare letters to notify winner by email, which should include conference information.

2. Prepare condolence letters to those not selected.

3. Inform President, Conference Organizers and Newsletter Editors who the winners are.

4. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

5. Prepare award certificate to be presented at the banquet or mailed if winner is not able to attend.

Edited Book Award Committee

Award Description:

Awarded annually by the Children's Literature Association to recognize the contribution of outstanding collections of essays to children's literature scholarship and criticism.

Submission Period:

December 15 – February 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)
- Complimentary conference registration
- Complimentary banquet ticket
- Award certificate

Submission Guidelines:

- Nominations should be submitted online through the ChLA website.
- Eligible titles must be published, book-length edited collections that make a distinct or significant contribution to our understanding of children's literature from a literary, cultural, historical, or theoretical perspective.
- The focus of the volume should be a literary, historical, theoretical, or cultural examination of children's literature, children's texts, children's media and/or children's culture. Critical biographies and studies of children's films and other media texts are included in these criteria, as are studies that include to a minor degree texts primarily intended for adults. Volumes with a primarily pedagogical focus are not included, nor are anthologies, reference works, textbooks, honors papers, master's theses, or doctoral dissertations, unless reworked as a book.
- They must be written in English exclusively by the authors whose names appear in the list of contributors and the editor(s) whose name(s) appear on the title page.
- Books must bear a copyright date of the year under consideration.

- Biographical studies and studies of children's films and other media are eligible for nomination.
- New editions of previously published books and books containing reprints of previously published essays are not eligible.
- Volumes with a primarily pedagogical focus and reference works are not eligible.

Committee Composition:

- Chair – Appointed by the President, with the approval of the Executive Board for a term of three (3) years.
- Six (6) members, two elected each year for a term of three (3) years.
- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Seek nominations for each annual award from the Association membership in general and committee members, as well as publishers and publishers' representatives, and search for additional appropriate entries in journals, catalogues and electronic data bases, including the OCLC.
2. Prepare a preliminary list of books that appear to meet the selection criteria for the award.
3. Distribute the preliminary list to the committee for initial screening.
4. Receive suggestions for additions to and deletions from the preliminary list from committee members.
5. Prepare and distribute one or more intermediary lists based on personal assessment, continued inquiry, and reports of committee members.
6. Compile and distribute a short list of qualified recipients for close reading by all members of the committee.
7. Synthesize the results of reports and discussion of books on the short list.
8. Notify the Association Manager of the winner(s) and their ranking, such as first, second, third, or honorable mention, and of the Recommended Books list, should the committee develop such a list in a given year, by **April 1**.

9. Assist in providing material for news releases to announce the results of the committee's work and to provide publicity both for the winning author(s), title(s), and publisher(s) and the Association.

10. Provide list of books to have available for sale during the conference to the conference organizers.

11. Invite awards winners to book signing if one is being held.

12. Announce and/or present the award at the Awards Banquet at the annual meeting of the Association or arrange for another member of the committee to do so.

13. Submit semiannual reports or annual report as warranted as requested by the Association Manager for the Executive Board.

14. Welcome new members as they are elected. Schedule and conduct a meeting of the committee at the annual meeting, if one is desired.

15. As requested by Association Manager, answer queries about the award.

16. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archiving.

Committee Member Responsibilities:

1. Assist in identifying books to be considered for the award.

2. Locate reliable sources for each book listed for consideration from local libraries, interlibrary loan, personal or private collections.

3. Screen each book on the preliminary list against the criteria for the award, reporting to the chair as soon as possible, ideally within the month, those that seem unsuitable, and suggest additions to the list that may have been overlooked.

4. Review assigned books on the intermediate list(s) more carefully, again reporting to the chair promptly any books that should be deleted or added.

5. Read each book on the final, short list completely, reporting to the chair as each book is completed as to its suitability or unsuitability for the award.

6. Vote on the short-listed books to determine and rank the winner(s) of the award.

7. Assist in preparing brief critiques of award-winning books to be used in press releases and/or at the presentation of the award.

8. If a committee member has an essay in an edited collection under consideration for the award, they should recuse themselves from voting. A recused member can be an active participant in other aspects of committee assignments.

Association Manager Responsibilities:

1. Inform Conference Chair and Newsletter Editors who the winners are.

2. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

3. Prepare award certificate

4. The Association Manager should make certain conference information is sent to the student and follow-up with the student to assist with helping them register for the conference.

Committee Sample Timeline	
June 10	Chair sends preliminary list of books to committee members.
July 5	Committee members suggest titles of appropriate books to add to the preliminary list or to delete from it because they are ineligible or unsuitable.
July 20	Chair sends revised list of titles to committee members.
August 20	Committee members send additions and deletions to the list.
September 1	Chair sends members revised book list of titles and reading assignments for first round of evaluations.
November 20	Committee members share evaluations of books on the list.
December 1	Chair sends list of recommended titles to members.

January 10	Committee members send evaluations of titles to the chair and recommend titles for the award.
January 30	Chair sends short list drawn from member's suggestions and discussion of recommended titles.
February 20	Committee members submit evaluations of short list titles.
March 1	Chair sends a ballot to committee members; members return this immediately.
March 20	Chair sends the results of ballot to committee members, Association Manager, and President. Chair notifies the publisher so any future editions of the work can include reference to the award.

Selection Criteria:

- The book should be well written and engaging.

- Should a book written by any committee member (including the chair) be eligible for consideration by that committee for the voting year, that member should recuse themselves for the voting year or withdraw the book from consideration. Should the chair need to recuse themselves, the ChLA President should then appoint an acting chair for the remainder of that voting period.

- In the case of a tie vote, the chair should vote to break the tie.

Grants Committee

Committee Description:

The Grants Committee evaluates applications for ChLA research grants. Grants are awarded according to the committee's judgments of competitive applications. Policies and procedures for applications are outlined below and are posted on the ChLA website.

Committee Composition:

- Chair – Appointed by the President, with the approval of the Executive Board for a term of three (3) years.
- Four (4) members, elected with staggered terms of three (3) years each, renewable.
- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Communicate with committee members and the Association Manager concerning committee business and procedures.
2. Review and request the Association Manager update the application guidelines on the ChLA website each year by September 30.
3. Respond to requests from individuals and institutions for information about ChLA awards.
4. Write to newly elected committee members to inform them of the committee's work.
5. Receive and acknowledge applications and letters of recommendation in February from the Association Manager and assure Manager sends submissions to each member of the Grant committee for consideration.
6. Oversee the selection process and collate the committee's votes on applications.
7. Inform committee members of the results.
8. Work with the Association Manager to prepare letters notifying all applicants of the results.

9. Invite award recipient(s) by e-mail to annual conference to accept award.

10. Inform the Association Manager of the results by **April 1**.

11. Request the Association Manager have the Staff Accountant prepare a check for each recipient for presentation at the conference banquet if attending or request the check and certificate be mailed to the award recipient if they cannot attend.

12. Prepare semiannual reports for the Executive Board.

13. Request progress reports from award recipients by March 30 of the year after receipt of award funding. Progress reports should be submitted by the recipient electronically to the Chair with a copy submitted to the Association Manager. The Association Manager will provide copies of the reports to the Executive Board before the June conference each year as part of the Grant Committee's annual reporting.

14. Announce results at following year's business meeting.

15. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes

Committee Member Responsibilities:

1. Evaluate applications and send ratings and comments to chair.

2. Respect the confidentiality of applications, letters of recommendations, and committee votes.

3. Assist in publicizing grants.

4. Communicate with the chair to provide information and suggestions.

5. Recuse from voting on any proposals of graduate students whom they advise for the Beiter Graduate Student Research Grant.

Association Manager Responsibilities:

1. Prepare letters to notify winner by email, which should include conference information.

2. Prepare condolence letters to those not selected.

3. Inform President, Conference Organizers and Newsletter Editors who the winners are.

4. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

5. Prepare award certificate to be presented at the banquet or mailed if winner is not able to attend.

Hannah Beiter Graduate Student Research Grant

Grant Description:

The Hannah Beiter Graduate Student Research Grants were established to honor the memory of Dr. Hannah Beiter, a long-time supporter of student participation in the Children's Literature Association. The Beiter Grants have a combined maximum fund of up to $5,000 per year, and individual awards may range from $500 to $1,500, based on the number and needs of the winning applicants.

Submission Period:

December 15 – February 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)

- Award certificate

General Guidelines:

1. Beiter grant funds are not intended as income to assist in the completion of a graduate degree (e.g., applied to tuition), but as support for research that may be related to the dissertation or master's thesis.

2. The award may be used to purchase supplies and materials (e.g., books, videos, equipment), as research support (photocopying, etc.), to underwrite travel to special collections or libraries, or time release.

3. Winners must either be members of the Children's Literature Association or join the association before they receive any funds.

4. Winners should acknowledge ChLA in any publication resulting from the award.

5. Winners will be notified in April, and the awards will be announced at the ChLA annual conference. Winners are urged to attend the conference if at all possible and will be notified in sufficient time to make plans to collect travel funding from their institution.

6. All proposals are read and judged by the ChLA Grants Committee.

7. All graduate students can apply for Beiter Grants, and Grants Committee members agree to recuse themselves from voting on any proposals of students

whom they advise.

8. Recipients of a Beiter Grant are not eligible to reapply until the third year from the date of the first award. (In the event the ChLA Board institutes another time interval - whether longer or shorter - the vote of the Board shall supersede the three-year interval rule.)

9. If there are no proposals for the Beiter Grants that the Grants Committee deems of sufficient quality to support ChLA's aims, no grants will be given.

10. Grant recipients are required to submit a progress report or a summary of the completed project to the chair of the Grants Committee by April of the year following the award.

Submission Guidelines:

- Proposals should be submitted electronically as an attachment dated within the application period (December 15 - February 1 annually). Incomplete or late applications will not be considered.

- Applications and supporting materials should be written in or translated into English.

- Proposals should take the form of a single Word document and include the following information:

    - Cover sheet including name, telephone number, mailing address and e-mail address, academic institution and status (M.A. candidate, Ph.D. candidate), expected date of degree.

    - A detailed description of the research proposal (not to exceed three single-spaced pages), indicating the nature and significance of the project, where it will be carried out, rough budget, and the expected date of completion.

    - A curriculum vitae.

    - Letters of Reference: Two letters of reference, one of which must be from the applicant's dissertation or thesis advisor, attesting specifically to the significance of the project and to the applicant's capacity to complete it. These letters should be submitted by email to the ChLA Association manager at info@childlitassn.org within the application period.

The grants are awarded for proposals of original scholarship with the expectation that the undertaking will lead to publication or a conference presentation and contribute to the field of children's literature criticism.

Faculty Research Grant

Grant Description:

ChLA Faculty Research Grants have a combined maximum fund of up to $5,000 per year, and individual awards may range from $500 to $1,500, based on the number and needs of the winning applicants. The grants are awarded for proposals dealing with criticism or original scholarship with the expectation that the undertaking will lead to publication and make a significant contribution to the field of children's literature in the area of scholarship or criticism. In honor of the achievement and dedication of Dr. Margaret P. Esmonde, proposals that deal with critical or original work in the areas of fantasy or science fiction for children or adolescents will be awarded the Margaret P. Esmonde Memorial Grant.

Submission Period:

December 15 – February 1

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)

- Award certificate

General Guidelines:

1. Funds may be used for - but are not restricted to – research-related expenses such as travel to special collections, purchasing materials and supplies or time release.

2. The awards may not be used for obtaining advanced degrees, for researching or writing a thesis or dissertation, for textbook writing, or for pedagogical projects.

3. Winners will be notified in April, and the awards will be announced at the ChLA annual conference. Winners are urged to attend the conference if at all possible and will be notified in sufficient time to make plans to collect travel funding from their institution.

4. All proposals are read and judged by the ChLA Grants Committee.

5. Members of the ChLA Executive Board or ChLA Grants Committee are not eligible to apply. Recipients of a Faculty Research Grant are not eligible to reapply until the third year from the date of the first award. (In the event the ChLA Board

institutes another time interval - whether longer or shorter - the vote of the Board shall supersede the three-year interval rule.)

6. If there are no proposals for the Faculty Grants that the Grants Committee deems of sufficient quality to support ChLA's aims, no grants will be given.

7. Grant recipients are required to submit a progress report or a summary of the completed project to the chair of the Grants Committee by April - May of the year following the award.

8. Winners **must** either be members of the Children's Literature Association or join the association before they receive any funds.

9. Winners should acknowledge ChLA in any publication resulting from the grant.

Submission Guidelines:

- Proposals should be submitted electronically through the ChLA website as an attachment dated within the application period (December 15 - February 1 annually). Incomplete or late applications will not be considered.

- Proposals should take the form of a single Word document and include the following information:

    - Cover page including name, telephone number, mailing address and e-mail address. Academic institution and status/rank (professor, librarian, etc.); or institution applicant is affiliated with (library, publisher, etc.)

    - A detailed description of the research proposal (not to exceed three single-spaced pages), indicating the nature and significance of the project, where it will be carried out, rough budget, and the expected date of completion.

    - A vita that includes a bibliography of major publications and scholarly achievements (degrees, honors, etc.).

    - Applications and supporting materials should be written in or translated into English.

Applications will be evaluated based upon the quality of the proposal and the potential of the project to enhance or advance Children's Literature studies.

International Committee

Committee Description:

The International Committee actively pursues the internationalization of North American children's literature research by broadening the spectrum of primary and secondary literature discussed at the annual meetings and in the publications of ChLA.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three years.

- Six (6) rotating members elected for a term of three (3) years.

- Term begin immediately following ChLA's annual meeting.

Committee Chair Responsibilities:

1. Communicate with committee members and the Association Manager about activities and upcoming projects of the committee.

2. Serve as a clearinghouse by identifying international contacts and conferences which might be important for ChLA members. Alert members to interesting works and research developments in foreign countries -specifically those written in foreign languages -to broaden and stimulate the debate in this country and to enhance cross-cultural cooperation.

3. Recruit new members--both inside and outside North America--to the committee and ChLA.

4. Alert members to interesting works and research developments in foreign countries--specifically those written in foreign languages--to broaden and stimulate the debate in this country and to enhance cross-cultural cooperation.

5. Generally, enhance communication among cultures in order to integrate various cultural, scholarly, and pedagogical traditions and to stimulate the discussions in ChLA of literature published outside of the English-speaking cultural sphere.

6. Prepare a call for papers for a focus panel on children's literature to be presented at the Association's annual conference. The dedicated panel should focus on a on a particular country outside of North America selected by the committee, in order to highlight scholarship in geographical regions under-represented in North American scholarship and/or within ChLA. Submit a draft of the paper call to the Association Manager and President for review and approval. Disseminate the call widely, targeting in particular scholars from the focus country. Request the Association Manager post the call on the ChLA website and submit the call to the

ChLA Newsletter editor(s) to appear in the fall issue. Papers not selected for the panel may be submitted to the ChLA conference general call.

7. Receive submissions from the Association Manager immediately after the deadline. Oversee the selection process and identify the recipient(s) of the ChLA International Sponsorship Grant and select panelists for the focus panel. Submit names of the selected panelists to the Association Manager and President. Send electronic notification to the all submitters; those selected and those not selected. The Association Manager will submit the panelists' names, institutional affiliation, and paper title to the Conference Chair for scheduling and placement in the conference program.

8. Request that the Association Manager correspond with each focus country panelist to determine the best way for the panelist to receive their support funding (options include a check from ChLA in US funds or payments by ChLA directly for expenses like hotel and conference registration - often selected to help international panelists avoid extra exchange rate fees). Have the Association Manager arrange with the Staff Accountant to pay each recipient based on the selected payment option. The invited scholar, the recipient of the International Sponsorship Grant, receives up to $2,000 for documented expenses. An additional $1,000 is provided to the other panelists most often split equally between two panelists at up to $500 each.

9. Establish and conduct a meeting of the International Committee during the annual conference.

10. Prepare reports as requested by the Executive Board.

11. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

1. Share information with the chair and other members and make suggestions pertaining to the internationalization of ChLA (conferences, papers, articles, visitors from abroad.)

2. Recruit members to the committee and ChLA.

3. Supply the chair with ideas and information about specific projects, opportunities, and information to be included in the annual report.

4. Assist in identifying a focus country for the annual conference dedicated panel and in the selection of an invited scholar (recipient of the International Scholarship Grant). Participate in the evaluation of papers for the proposed session and selection of panelists.

5. Attend the International Committee meeting at the annual meeting, if possible.

Association Manager Responsibilities:

1. Create letter to be sent to winner by email.

2. Inform President and Newsletter Editors who the winners are.

3. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

4. Prepare award certificate

5. The Association Manager should make certain conference information is sent to the grant winners and assist them with hotel reservations, conference registration, and ChLA membership as needed.

Committee Sample Timeline	
June (During Annual Conference)	• Meet with committee members to discuss the plan of action for the following year, including issues of and ideas for the committee blog, the subject of the panel for the forthcoming year, and any other issues that arise. • Meet for dinner with the International Committee focus panel. • Attend International Committee focus panel and awards banquet (where the next year's focus panel will be announced). • Some members should also participate in activities in conjunction with other committees, such as the Listening Table or crossover panels.
July/August	Committee chair and members should put together a paper call for the International Focus Panel for the forthcoming year, and (once approved) begin to advertise at other conferences (such as the IRSCL or IBBY conferences, where applicable), and on the committee's blog. The deadline for

	submissions should be around the beginning to mid-October, so there is time for any panelists not selected for the panel to submit their abstract to the general call.
October	• Committee members to rank and select panelists from submitted abstracts. If not enough abstracts are submitted, members may consider recruiting experts to submit. Once panelists are selected, they will be contacted and asked to confirm their intention and ability to attend the conference. The committee chair will contact scholars whose abstracts were not selected and invite them to submit to the general call, and also contact the ChLA executive board to let them know the results. Following this the committee will announce the panel on the blog. • Committee chair to contact any members whose term will be up at the end of the next conference to determine their intention/availability to continue or retire. Where needed, the members will be asked to think of potential new members for the committee and contact them inviting them to run in the next election. If the chair is retiring, the committee will be asked for suggestions for a new chair and, if necessary, the current chair will hold an election.
January/February	• Following the results of the ChLA committee elections, the committee chair will be informed of the results and asked to contact new members to welcome them. From February to the end of the annual conference, any communication to committee members will include new as well as retiring members.

	• The committee chair will remind members about the committee blog, and solicit ideas or short articles for the good of the general ChLA membership.
March	• Committee chair will submit any requests concerning panel scheduling for committee members and International Focus panelists to the conference organizer. • Committee chair will ask committee members to confirm if they will attend the annual conference. The committee chair will solicit ideas for the next year's focus panel, and members will discuss and select a focus country or theme.
May	Committee chair will make a reservation, where possible, for the committee meeting lunch and the International Focus Panel dinner at the annual conference. Lunch should be reasonably priced, and dinner not too fancy, as there is no budget to pay for these events.

Judith Plotz
Emerging Scholar Award Committee

Award Description:

The Judith Plotz Emerging Scholar Award is given annually by the Children's Literature Association to recognize outstanding articles of literary criticism focused on children's literature by new, never-before-published authors. Please note that while the award will most often be given to the first article published by a given author, eligibility may be determined at the discretion of the committee in certain cases if, for instance, the author has published a single article outside the field of children's literature while in graduate school. However, authors who have a record of publications in another field will not be considered for the award.

Submission Period:

Deadline November 1

Award Funding:

The Judith Plotz Emerging Scholar Award will be funded by an endowment made by the Plotz family in honor of Judith Plotz.

1. The initial gift to fund the award will be $10,000.

2. Funds from this gift are restricted and shall only be used for the monetary award for the Judith Plotz Emerging Scholars Award.

3. The funding shall be invested with the objective of preserving its assets in an appropriate vehicle (which may include certificates of deposit, Treasury bills, mutual funds, exchange traded funds, equities, or fixed income securities), with the goal earnings of 3-5% annually. The asset allocation shall be determined by the Executive Board, in consultation with management company advisors.

4. The intent is to fund the award from the earnings, in an effort to keep the principal intact. If the earnings are such that the principal is depleted to fund the award, the Plotz family may consider an additional gift to ensure the continuation of the award.

5. Award level shall range from $250 to $500 dependent on earnings in any given year. The minimum award amount shall be $250 if earnings are at or below the level of $250. The maximum award shall be $500.

Award:

- Cash prize presented at the annual banquet. (Awarded amount is determined by the Board of Directors each year.)

- Award certificate
- Complimentary conference registration
- One (1) complimentary banquet ticket

Submission Guidelines:

- Articles should be submitted online through the ChLA website.
- The focus of the article should be a literary, historical, theoretical, or cultural examination of children's texts and/or children's culture, although other items may also be included in the analysis.
- Eligible articles must be the first article published by a given author and must be written in English exclusively by the author(s) or translator(s) whose name(s) appear(s) on the article and must have been published during the year under consideration.
- Articles should provide new insights into the field, making a distinct or significant scholarly contribution to the understanding of children's literature.
- Reprints of previously published articles are not eligible.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three (3) years.
- Six (6) rotating members elected for a term of three (3) years.
- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Upon receiving notice of new members from the Association Manager after the election results in the spring, send a welcome note to the new members and a thank-you note to the retiring ones.
2. During the summer, circulate and share information with the rest of the committee regarding the nominations and voting procedure for the upcoming year. In a first step, work on a short list of nominees (mid-winter), then move onto the vote for the best article out of a final short list of five to six articles (early spring).

3. Working in coordination with the Article Award Committee Chair, gather all exceptional articles appearing in other scholarly journals than the following journals which are systematically taken under consideration: *Children's Literature, ChLA Quarterly, The Lion and the Unicorn, Children's Literature in Education*, *Marvels and Tales, Jeunesse: Young People, Texts, Cultures* (formerly titled *Canadian Children's Literature),* and *Papers: Explorations into Children's Literature.*

4. Encourage the committee members and other interested sources to forward articles (potentially including chapters in edited collections) that they find elsewhere and consider of prize-winning quality. Photocopy and make sure to distribute them to the other members of the committee.

5. Appropriately research author of article to determine if this is the first article published by that given author.

6. Keep tally of the votes, make sure each committee member works at an even pace, and send prompt responses to the committee members. The chair does not vote unless a tie-breaker is needed or a committee member has recused him/herself.

7. Once the winner is identified, notify ChLA President and ChLA Association Manager Send the names of the winner(s) by **April 1** to the Association Manager. Request that the Association Manager request a check be prepared by the Staff Accountant in the name of the winner(s) for the awarded amount, plus the Association Manager should prepare award certificates for both winner and any runner-ups.

8. Notify each committee member of the winner. Notify the award recipient and runner-up of their selections. Verify that the winner can attend the conference banquet and forward this information to the Association Manager. The Manager should arrange for complimentary registration fee(s) and banquet ticket(s) for the winner(s) if attending.

9. Prepare semiannual reports or annual report as warranted for the ChLA Executive Board on the work of the committee as requested by the Association Manager.

10. Present the winner with the certificate and check, and the runner-up(s) with their certificate(s), at the conference banquet. If the winners cannot attend, arrange to have the Association Manager mail the certificates and check shortly after the conference.

11. Upon completion of term, forward all relevant files to incoming chair at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

1. Read all articles assigned for a given year in the journals officially considered, as well as any articles distributed by the chair of the committee.

2. Share information with chair.

3. Respect deadlines for the different steps of the selection process. In the first round, read all articles in four journals assigned by committee chair per member. Nominate top five articles in these journals for consideration by entire committee. In the second round, read all articles nominated by all committee members.

4. Clearly indicate the ranking of the final vote for identification of the runners-up.

Association Manager Responsibilities:

1. Create letter to be sent to winner by email.

2. Inform President and Newsletter Editors who the winners are.

3. Work with accounting to prepare a check for the winner to be presented during the conference. (One month before conference)

4. Prepare award certificate

5. The Association Manager should make certain conference information is sent to the winners.

Selection Criteria:

- The article must be the first article written on children's literature topic by an author.

- Preference will be given to newer, non-tenured scholars.

- The article should provide new insight to the field, making a distinct or significant scholarly contribution to the understanding of children's literature.

- The article must be written in English exclusively by the author(s) or translator(s) whose name(s) appear(s) on the article and must been published during the year under consideration. Reprints of previously published articles are not eligible.

- The writer should demonstrate familiarity with the field of children's literature and other scholarly work relevant to his or her topic.

- The focus on the article should be a literary, historical, theoretical, or cultural examination of children's texts and/or children's culture, although other items may also be included in the analysis.

- Children's "texts" may be defined as printed works or visual media (i.e., films or similar media) that were produced primarily for children or for which children constitute a major part of the audience.

- Although theoretical content is not a required factor, the article should generally go beyond mere *explication de texte* or pedagogical viewpoints.

- The article should be well written, engaging and exciting.

- If the committee finds no article suitable for the award, it need not be given in that year.

- Should an article written or edited by any committee member, including the chair, or by anyone related to any committee member, appear as a finalist, the committee member involved with that article shall recuse himself or herself from voting for the remainder of the voting period. The article may then continue to be considered for the award. If the committee member does not recuse her/ himself, the article should be withdrawn from consideration. Should the chair need to recuse herself or himself, the ChLA President should then appoint an acting chair for the remainder of that voting period.

Committee Sample Timeline	
November 15	I will send each of you a full list of the articles that meet our criteria. The list will be subdivided among the members, with each person assigned to read a set of articles.
January 15	You will send your nomination of one or at most two articles to me. If none of the articles that you have been assigned rises to a level of excellence, please let me know that by this date.
January 31	I will send out a shortlist composed of your nominations. At this point, you should read all the articles on the shortlist.
March 5	I will call for a straw poll to see if there is a clear winner. If so, I will let everyone know who the winner is. If not, I will ask for a one-week period of online discussion and rationales for the top articles. At the end of the discussion period, I will ask for your final ranking of the top candidates. Our work should thus be concluded by **March 16th**.

Phoenix Award Committee

Award Description:

The Children's Literature Association Phoenix Award recognizes books of exceptional literary merit. First presented in 1985, it is given to the author, or the estate of the author, of a book for children first published twenty years earlier that did not win a major award at the time of its publication but which, from the perspective of time, is deemed worthy of special attention. Since 1989, honor books have also been named.

Submission Period:

Anyone may nominate a book, with the practical deadline being the conference at which the committee prepares the shortlist and begins its final deliberations for the award. For example, all nominations for the 2015 award must be received by the 2013 conference. The committee reads two years in advance.

Award:

- Complimentary hotel accommodations for up to four (4) nights.
- Complimentary conference registration.
- Complimentary banquet ticket.
- Travel reimbursement on an economy class flight. Award recipient should make their own travel arrangements and work with Association Manager for reimbursement.
- Winner - receives engraved statue.
  Honor recipient - receives award certificate.

NOTE: If the Phoenix winner is not able to attend the conference funds can be used to bring the honor recipient to the conference.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three (3) years, which is renewable.
- Four (4) rotating members elected for a term of three (3) years. One (1) or two (2) members rotating on/off the committee each year.

- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Solicit suggestions for the award reading list from the committee, ChLA members, and others, as well as consult the ALA Notable Books of the Year, Fanfare, and starred reviews or special lists in such publications as *The Horn Book* and *Kirkus Review*, including recommended lists for books published in English internationally.

2. Check recommended titles to verify eligibility and ask committee members also to check for eligibility when submitting suggestions and nominations.

3. In collaboration with committee members, set a schedule of deadlines each year for a) submitting contributions to the reading list for the year under consideration, b) narrowing the common reading list to an agreed upon number of books that all committee members will read closely, and c) nominating books from the common list. For example, the comprehensive list for suggested reading may be compiled in June before the conference, narrowed down to a common reading list in September, and two rounds of nominations scheduled for January and February, with those nominations to be read closely for discussion at the next conference. The chair will send timely reminders in advance of these due dates.

4. Call for two rounds of three nominations each, with rationales, from each committee member, compile all nominations, and distribute them in advance of the June conference.

5. Call and set the agendas for, and conduct committee meetings during the annual conference, and arrange for meeting space with conference coordinator.

6. In cooperation with the Phoenix Picture Book Committee and the Communications Committee, announce the winning books at the general meeting and/or banquet at the close of the annual conference, or as otherwise agreed upon.

7. Facilitate committee agreement on voting procedures and cast the deciding vote for the winner in the event of a tie that cannot be resolved through consensus building. Guide the committee in deciding whether to name an honor book, with a maximum of two.

8. Communicate the results of the vote to the committee, ChLA president, Association Manager, and appropriate conference chair.

9. Determine the means by which the winner and honor designees may be contacted and make arrangements with the ChLA president for informing the authors of their respective award or honor.

10. The conference chair, in consultation with the Association Manager, invites the award winner to the annual conference and makes the arrangements to have the award winner present at the conference to receive the award. Beginning in 2008, the travel, lodging, and other expenses of the award winner are covered by ChLA although either the Association Manager or conference chair may seek assistance from the winner's publisher.

11. Notify the publisher of the award and honor books, if any, for acknowledgement in any future edition of the work(s), and, if the award book is out of print, discuss the possibility of a reprinting or the reproduction of facsimile copies for ChLA members.

12. Handle such committee correspondence as acknowledging nominations, informing the winners, and keeping committee members apprised of developments.

13. Send the necessary information to the Association Manager annually so that the Phoenix award can be inscribed.

14. Provide the Communications Committee with descriptions of the winning and honor books for their use in preparing press releases for distribution to review journals, listservs, and other venues.

15. Prepare the committee's semiannual reports, usually October and May, for the Executive Board and any other reports requested by the president and the board.

16. Arrange with conference organizer to order the winning book, and honor books if desired, and have the author present at a book signing.

17. Prepare a call for papers, organize, and chair the Phoenix Award Committee dedicated panel session, together with the Chair of the Phoenix Picture Book Award, at the annual conference.

18. Introduce, and present the award to, the winning author at the banquet during the ChLA annual conference.

19. Upon completion of term, forward all relevant files to the incoming chair at the time of the annual conference, send all appropriate records to the ChLA business office for archival purposes, and review and update committee procedures to be consistent with any changes made during one's tenure.

Committee Member Responsibilities:

1. Attend meetings to conduct committee business called by the committee chair during the annual conference.

2. New members who wish to receive orientation to committee procedures are invited to sit in on committee meetings at the annual conference in the year they are elected, but they will not vote on the winners that year

3. Assist in setting a schedule of deadlines for drawing up lists of suggested readings, narrowing suggestions to a common reading list, and submitting nominations for the award. Closely read all books on the common reading list and submit two rounds of three nominations with written rationales in advance of the annual conference.

4. Select the Phoenix winner by written ballot conducted after thorough discussion of each nominated book, to take place in person on the day preceding the annual conference. Each committee may establish its own procedures for voting.

5. Assist the chair in the organizing and attend the Phoenix Award Committee dedicated panel session about the winner and honor books at the annual conference. On occasion committee members may be asked to contribute a paper in the event that the open call for papers does not produce satisfactory proposals.

6. Share work on publicity for the award, such as writing descriptions of winning books and contributing ideas about enhancing the reputation and influence of the Phoenix Award.

Association Manager Responsibilities:

1. Place order to have Phoenix statue engraved for the winner.
2. Prepare award certificate

3. Work with accounting to prepare reimbursement checks, if needed. (One month before the conference)

4. Ensure ChLA has required number of statues in stock, place order if running low.

5. Make hotel arrangements for winners attending the conference.

Selection Criteria:

- The award goes to a book published in the year twenty years before the annual conference at which it is awarded. The 2012 award, for example, is for a book published in 1992.

- The book must have been originally published in English. Books do not need to have a minimum page count to be considered.

- The book must not have won a major award although it may have been a finalist, honor book, runner-up, or commended, whatever term is used. A book is ineligible for consideration if it has won any one of the following awards or prizes:
    - Australian Children's Book of the Year Award
    - Boston Globe-Horn Book Award
    - Governor General's Literary Awards
    - Canadian Library Association Book of the Year for Children Award
    - Canadian Library Association Book of the Year for Young Adults
    - Carnegie Medal
    - Coretta Scott King Award
    - Guardian Children's Fiction Prize
    - Michael L. Printz Award
    - National Book Award for Young People's Literature
    - New Zealand Library Association Esther Glen Medal
    - Newbery Medal
    - Newbery Honor Medal
    - Pura Belpré Award
    - Whitbread Children's Book Award (Renamed the Costa Book Award, 2006)
    - The Nebula Award (added in 2008)
    - The Hugo Award (added in 2008)
    - Other major awards may be added in future years.

- The book may be a retelling or an edited work, such as an anthology, not simply a reprinting or new edition.

- The book is to be judged on its literary merit.

- The book does not have to be in print.

- The author does not have to be alive.

- If the Phoenix Award Committee finds no book suitable for the award, it need not be given in that year.

- A maximum of two honor books may be, but are not necessarily, designated.

- The award winner is selected two years prior to the conference at which the award is given. For example, the award announced and presented at the 2014 ChLA annual conference was chosen in 2012.

Phoenix Picture Book Award Committee

Award Description:

The Children's Literature Association Phoenix Picture Book Award recognizes an exemplary picture book that conveys its story (whether fact or fiction) through the synergy between pictures and text, or through pictures alone if there is no text. First presented in 2013, the Phoenix Picture Book Award will be given to the author and/or illustrator, or the estate of the author and/or illustrator of a book for children first published twenty years earlier that did not win a major award at the time of its publication but which, from the perspective of time, is deemed worthy of special attention.

Submission Period:

Anyone may nominate a book, with the practical deadline being the conference at which the committee begins its final deliberations for the award. For example, all nominations for the 2013 award must be received by the 2012 conference. The committee reads one year in advance.

Award:

- Complimentary hotel accommodations for up to four (4) nights.
- Complimentary conference registration.
- Complimentary banquet ticket.
- Travel reimbursement on an economy class flight. Award recipient should make their own travel arrangements and work with Association Manager for reimbursement.
- Winner - receives engraved statue.
  Honor recipient - receives award certificate.

NOTE: If the Phoenix Picture Book winner(s) is not able to attend the conference funds can be used to bring the honor recipient to the conference.

Selection Criteria:

- The award goes to a book published twenty years before the annual conference at which it is awarded. The 2013 award, for example, will be for a book published in 1993.
- The book must have been originally published in English.

- The book must not have won a major award although it may have been a finalist, honor book, runner-up, or commended, whatever term is used. A book is ineligible for consideration if it has won any one of the following awards or prizes:
    - Australian Children's Book of the Year Award
    - Boston Globe-Horn Book Award
    - Governor General's Literary Awards
    - Canadian Library Association Book of the Year for Children Award
    - Carnegie Medal
    - Kate Greenaway Medal
    - Coretta Scott King Award
    - New Zealand Post Book Awards for Children & Young Adults
    - Caldecott Medal or Caldecott Honor
    - Other major awards may be added in future years.

- The book may be a retelling or an edited work, such as an anthology, not simply a reprinting or new edition.

- The book is to be judged on the effectiveness of the interaction (synergy) of pictures and text (if there is text) to tell a story (whether fact or fiction). Excellence of illustrations and text will be considered secondarily. A picture book is defined as a work that is primarily a visual experience that shows respect for the understanding of a child audience.

- The book does not have to be in print.

- The author or illustrator does not have to be alive.

- Anyone may nominate a book, with the practical deadline being the conference at which the committee begins its final deliberations for the award. For example, all nominations for the 2013 award must be received by the 2012 conference.

- If the Phoenix Award Committee finds no book suitable for the award, it need not be given in that year.

- Honor books may be but are not necessarily designated.

- The Award winner must be selected at the annual conference of the year before that in which the award is given. For example, the award that is announced and presented at the 2013 ChLA annual conference will be chosen at the 2012 conference.

Voting Procedures:

1. Voting will be on the books nominated by committee members.
2. Voting procedure will be as follows:
    a. Four (4) points for first place

    b. Three (3) points for second

    c. Two (2) points for third.

    d. The winner must get a majority of first place votes (at least 3).

    e. Honor books are decided upon by the committee, but a book has to have had at least one third place vote in the final ballot for the winning book to be considered as an honor book.

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three (3) years, which is renewable.

- Four (4) rotating members elected for a term of three (3) years. One (1) or two (2) members rotating on/off the committee each year.

- Terms begin immediately following the ChLA annual business meeting.

Committee Chair Responsibilities:

1. Solicits nominations for the award and compiles lists of nominees from suggestions from the committee, ChLA members, and others. Asks committee members to volunteer to search such sources as the ALA Notable Books of the Year, Fanfare, and starred reviews or special lists in such publications as *The Horn Book*, *The Horn Book Guide*, *Booklist, Bulletin of the Center for Children's Books, School Library Journal, New York Times Annual List of Best Illustrated Children's Books, The Cooperative Center for Children's Books (CCBC)* and *Kirkus Review*, accepting these offers on a first come basis, and taking responsibility for searching any remaining journals and lists.

2. Checks the nominations to verify eligibility and asks committee members to check for eligibility before submitting suggestions and nominations.

3. Provides a schedule for submission of suggestions for nominations from committee members and collects and distributes the suggestions to committee members.

4. Calls for six (6) nominations, with rationales, from each committee member and distributes these nominations and rationales to the committee members so that all will have time to read the nominated books before the June conference.

5. Calls, sets the agendas for, and conducts committee meeting to be held during or immediately before the conference. Arranges meeting space and time with conference coordinator.

6. In cooperation with the Communications Committee, announces the winning books at the general meeting at the close of the annual conference, or as otherwise agreed upon.

7. Votes as a regular committee member and guides the committee in deciding whether there should be one or more honor books.

8. Communicates the results of the vote to the committee, ChLA president, association manager, and appropriate conference chair.

9. Determines the means by which the winner and honor designees may be contacted and makes arrangements with the ChLA president for informing the authors and illustrators of their respective award or honor.

10. The conference chair, in consultation with the association manager, invites the award winners to the annual conference and makes the arrangements to have the award winner present at the conference to receive the award. Beginning in 2008, the travel on an economy class flight, lodging up to four (4) nights, are covered by ChLA although either the association administrator or conference chair may seek assistance from the winner's publisher. Both author and illustrator (if they are different) will be invited to attend and speak.

11. Notifies the publisher of the award and honor books, if any, for acknowledgement in any future edition of the work(s), and, if the award book is out of print, discusses the possibility of a reprinting or the reproduction of facsimile copies for ChLA members.

12. Handles such committee correspondence as acknowledging nominations, informing the winners, and keeping committee members apprised of developments.

13. In January of the year the award is to be presented, work with the Communications Committee to send an announcement of the award and recipient(s) to such publications as:

    a. ALAN Online
    b. ALAN Review

c. Booklist
d. BookLinks
e. Jeunesse: Young People, Texts, Cultures (formerly titled Canadian Children's Literature)
f. Children's Literature in Education
g. The Horn Book
h. School Library Journal
i. The New York Times
j. Bookbird
k. The Lion and the Unicorn

14. Information about the annual conference may be included. Work with the Communications Committee Chair to establish the timing for the announcements for both Phoenix Awards to make them an anticipated event.

15. Sends the necessary information to the Association Manager so that the Phoenix award can be inscribed.

16. Prepares the committee's semi-annual reports, usually October and May, for the Executive Board and any other reports requested by the president and the Board.

17. Arranges with conference chair to order the book(s) for sale at the conference and have the author (s)/illustrator(s) present at a book signing.

18. Chairs the Phoenix Award Committee session at the conference, and edits, or arranges for the editing of, the session papers to be posted on the association website.

19. Introduces and presents the award to the winning author and illustrator at the banquet during the ChLA annual conference.

20. Upon completion of term, consults with the incoming chair and offer assistance, sends all appropriate records to the ChLA business office for archival purposes, and reviews and updates committee procedures to be consistent with any changes made during one's tenure.

Committee Member Responsibilities:

1. Attend meetings to conduct committee business called by the committee chair during or immediately before the conference Commit to attending three annual conferences upon acceptance of the position and offer to resign if unable to keep up with the requirements of the committee.
2. Volunteer to peruse reviews and award lists in review journals to seek potential nominations.

3. Submit suggestions to the Chair (who will promptly distribute the suggestions to the committee), and read the titles suggested by other committee members.

   Nominate a total of six (6) books to be considered for the award, to be submitted by the agreed upon deadline before the June conference.
4. Vote on the Phoenix winners by written ballot following in-person discussion on the day preceding the annual conference.

5. Share work on publicity for the award, including putting out a call for papers or writing papers for the conference session on the Phoenix Picture Book Award, and assisting the chair in working with author(s), illustrator(s), and publisher(s) on arrangements for the conference session and award ceremony.

Association Manager Responsibilities:

1. Place order to have Phoenix statue engraved for the winner.
2. Prepare award certificate

3. Work with accounting to prepare reimbursement checks, if needed. (One month before the conference)

4. Ensure ChLA has required number of statues in stock, place order if running low.

5. Make hotel arrangements for winners attending the conference.

Committee Sample Timeline	
July-August	Chair welcomes committee members, reviews schedule and procedures, gets all committee members access to the Children's Literature Comprehensive Database, and makes assignments for alphabet sections, so committee members can begin reading for Round One Nominations; chair works with Phoenix Award chair and Communications Committee to promote the recently announced award recipient(s)
August-October	Chair works with Phoenix Award chair to write and promote CFP for Phoenix Award Roundtable at the ChLA Conference; chairs review submissions and organize

	roundtable; chairs work with award recipients, association manager, and conference organizers to plan Phoenix Award events, including the roundtable and banquet speeches, at the ChLA conference
End of November	Round One Nominations (15-20 strongest books in each committee member's assigned section of the alphabet) due to chair; chair compiles a list of the nominated books to share with committee members
February-June	Chair works with Phoenix Award chair, association manager, and conference organizers to finalize plans for the Phoenix Award Roundtable and other Phoenix-related events at the ChLA Conference
End of March	Round Two Nominations (10-15 strongest books from the Round One Nominations list) due to chair; chair compiles this shorter list to share with committee members
May (appx. 1 month before conference)	Top Six Book Nominations and Rationales (100-200 words per book) due to chair; chair compiles the final nominations and rationales to share with committee members
June	Committee deliberations, usually the day before the ChLA Conference begins, at which the committee selects a recipient and possible Honor book(s), drafts the press releases, contacts the winner(s), and has a business meeting with the Phoenix Award Committee; chair moderates the Phoenix Award Roundtable and any other Phoenix Award events with the Phoenix Award chair, introduces this year's winner(s) at the banquet, and announces next year's winner(s) at the membership meeting and banquet

Astrid Lindgren Committee

Award Description:

Formed in 2006, the ChLA Astrid Lindgren Committee is charged with overseeing the Association's nominations for the Astrid Lindgren Award. The Astrid Lindgren Memorial Award was established in 2002 by the Swedish government to honor the author Astrid Lindgren (who died in 2002 at the age of 94) and to promote children's literature around the world. It is administered by the Swedish Arts Council and is awarded annually to a writer, illustrator, and/or promoter of reading from anywhere in the world. The winners are chosen from among nominations submitted by nominating organizations from around the world, including ChLA. The award is presented in May in Sweden. ChLA has acted as a nominating body since 2003. The deadline for nominations annually is May 15 and up to $350 has been allocated in the ChLA general budget for the purchase of books to be sent to Sweden in support of the nominations annually.

Submission Period:

Deadline for nominations is May 15

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Board for a term of three (3) years.

- Three (3) members appointed by the President with the approval of the Executive Board for a term of three (3) years.

Committee Chair Responsibilities:

1. Working with the Association Manager, the committee chair will solicit nominations for the award by including a request for nominations form in the renewal materials sent to ChLA members in the fall or by email over the ChLA listserv.

2. The chair will work with committee members to select nominees to include on the ballot sent to all ChLA members in spring. The chair will compile the biographical statements written by committee members for the nominees and submit them to the Association Manager.

3. The chair will collect and submit to the Swedish Arts Council the nominations for the award prepared by the committee members.

4. The chair will contact the Swedish Arts Council to find what books (if any) by ChLA nominees are already part of their collection. The chair will compile a list of books for ChLA to purchase and work with the Association Manager to make sure the books are secured and sent to the Swedish Arts Council for review with the nomination.

5. The chair will announce that year's nominees as part of the report to the membership during the annual membership meeting.

6. The chair will report to the membership the latest winner of the Astrid Lindgren Memorial Award at the annual membership meeting.

Committee Member Responsibilities:

1. The committee members will suggest potential nominees for the spring ballot. They will help write brief statements about the nominees selected for inclusion on that ballot.

2. Committee members, including the chair, will work in teams of two. Each team will draft a nomination for one of the nominees. These drafts will be shared with all committee members for editorial suggestions.

3. The committee members will each be assigned one of the nominations for the award. Working from models, they will complete the nomination packets and send them electronically to the chair.

Association Manager Responsibilities:

1. Work with the committee chair to build electronic nomination form that will be distributed to the membership in the fall.

2. Work with the committee chair to build electronic ballot including names and biographical statement to be sent to the membership in the spring for voting.

3. Work with the committee chair to order books (up to $350) to be sent to the Swedish Arts Council.

Committee Sample Timeline	
June	Cross-edit Biblioburro (Soriano) nomination and complete research-intensive Yolen nomination.
July	Cross-edit Yolen nomination and submit full package to Swedish Arts Council (the ALMA jury). Extend ballot by which the membership will choose our 2022 nominees (which we will submit in Spring 2021).
September	Determine which committee members will work on each nomination.
December	Solicit suggestions from the membership for our 2023 Astrid Lindgren Memorial Award nominees.
January	Committee members select and prepare biographical entries for a ballot for early spring voting.
March	Internal deadline for drafts of nominations. Committee chair contacts Swedish Arts Council to see what books related to these nominations it already owns
April	The two nomination teams will exchange work and submit their requests to Jamie Reed for up to $350 in books to support the nominations.
May 10	Submit the nominations.

Conference Advisory Committee

Committee Description:

The Conference Advisory Committee is charged with working with the Association Manager in assisting conference organizers to successfully produce an annual ChLA conference. It was reconstituted in 2007 from the Conference Committee listed in the Bylaws (last revised in June 2012).

Committee Composition:

- Chair – Appointed by the President with the approval of the Executive Committee for a term of three (3) years.

- Four (4) members, all of whom are appointed by the President for a term of three years.

- Terms begin immediately following the annual membership meeting.

The Conference Advisory Committee is charged with the following tasks:

1. To develop and keep current a checklist of criteria that host sites need in order to have a successful ChLA conference. This checklist will serve as a guide for those members considering submitting a proposal to host a ChLA conference.

2. To update and keep current the ChLA Conference Manual, which serves as a set of guidelines for conference hosts as they plan for the annual conference.

3. In conjunction with and as requested by the Association Manager, to serve in an advisory capacity to future conference organizers who are in the process of planning a conference and have questions about procedures and other matters.

4. To oversee the application and selection process of the Hannah Beiter Graduate Student Support Fund when applicable.

5. To advise the Executive Board as necessary on the selection of potential conference sites.

Committee Chair Responsibilities:

4. To work with the Association Manager in assisting potential conference organizers by maintaining an updated Conference Planning Checklist for use in assessing the feasibility of a site and by answering questions as they arise.

5. Once a future conference organizer(s) is chosen by the ChLA Executive Board, to work with the Association Manager in advising these organizers in planning for the future conference. This

includes maintaining an updated Conference Planning Manual and answering questions about steps and problems in the conference planning process.

6. If there is money in the Hannah Beiter Graduate Student Support Fund, to create and maintain an online application form for students interested in applying for Beiter conference attendance funds, and to oversee the selection process for this fund each April.

Committee Member Responsibilities:

1. To help the Chair carry out the duties listed above in a timely manner.

Conference Paper Selection Committee (CPSC)

Committee Description:

The charge of this committee is for its members to collaborate in selecting papers submitted to the annual ChLA conference via a standardized, online submission process. The committee is also charged with adhering to standard committee procedures, as outlined below, so as to ensure consistency surrounding paper selection from year to year.

Committee Composition:

The CPSC will be comprised of five members. Three members will include the conference organizer (or his/her designee) and two additional members appointed by the annual conference organizer for a term of one year each; one member will be appointed from the Conference Planning Committee (CPC) by the chair of the CPC for a two-year term; one member will be appointed by the President from the Board of Directors for a two-year term that is staggered with the CPC member's term. The conference organizer or that person's designee will serve as that year's chair of the CPSC.

The composition of this committee membership is intended to provide a balance between the annual need for conference organizers to manage the intellectual direction of their specific conference and the Association's ongoing need for consistency in the paper selection process over time.

Paper Submission Process:

1. All 350-word abstracts will be submitted online via the ChLA website. Each individual paper submitted as a panel proposal must also adhere to the 350-word limit. Co-authored or multiple-authored papers will be treated as a single paper and will need to adhere to the 350-word limit (and be presented in the timeslot for one paper).

2. All applicants will, at the time of submission, include a brief academic biography—up to 144 characters—on the same website.

3. All abstracts and panel proposals will be submitted by October 15.

Paper Evaluation Process:

1. First-tier review: During the first tier of review, the five members of the CPSC will read and evaluate abstracts with names removed from the abstracts. Committee members will be asked to assign points to the abstract on a scale from 1-5, with 5 being the highest score. After tallying the points accrued on each abstract, the committee is asked to make the following recommendations on all abstracts: accept, place on waiting list, or reject. The chair of the committee may choose to divide the reading among the members, but all abstracts must be evaluated by at least two members of the committee.

2. Second-tier review: During the second level of review, the chair of the CPSC will work in conjunction with the chair of the Conference Advisory Committee to finalize the work of the CPSC in light of the needs of the conference and the mission of the Association. Considerations will include size limitations of the conference, relevance of a proposal or abstract to the annual topic, and the intellectual needs of ChLA and its membership. This work is to be completed in January.

Paper Notification and Programming Process:

1. At the completion of this process, those who have submitted abstracts or panel proposals will be notified whether they have been admitted, placed on a waiting list, or rejected.

2. Although members will have been asked not to submit more than one paper at the time of submission, if anyone has inadvertently had two papers accepted, the conference organizer will ask that person to choose which one of the presentations they wish to deliver, as no member can present more than one scholarly paper at the conference.

3. The conference organizer will be responsible for arranging both the accepted papers and the guaranteed conference panels outlined in the Conference Manual into a schedule for the annual conference.

Membership Committee

Committee Description:

The Membership Committee works to recruit new members for the Children's Literature Association and to retain the organization's current members.

Committee Composition:

- Co-Chairs appointed by the President with the approval of the Executive Committee for staggered terms of three (3) years each.

- Five (5) members appointed by the President with the approval of the Executive Board for a term of three (3) years, committee members ideally should represent geographical and other diversity.

- Terms begin immediately following ChLA's annual meeting.

Committee Chair Responsibilities:

1. Communicate with committee members and the Association Manager about recruitment and retention.

2. Identify national conferences which might attract potential members and arrange to have membership brochures available.

3. As requested by Association Manager, answer queries related to membership.

4. Establish and conduct a meeting of the Membership Committee during the annual conference, if one is deemed needed.

5. Coordinate with the conference organizer each year in planning the annual "Building a Career in Children's Literature" panel for the ChLA conference.

6. Coordinate with the conference organizers and with other interested committees to organize a "Syllabus Exchange/Workshop" panel for the ChLA conference.

7. Coordinate with the conference organizer each year in planning the New Members portion of the welcoming reception of the annual ChLA Conference.

8. Coordinated with committee members, the Association Manager, and the conference organizer in planning networking activities, themed lunches and other selected conference events and activities.

9. Prepare semiannual reports as requested by the Executive Board.

10. Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

1. Identify state and regional conferences that might attract potential members and arrange to have ChLA membership brochures available.

2. Share ideas with the committee members for ways to increase membership.

3. Supply the chair with information about the year's work for inclusion in the semiannual reports.

4. Attend the committee meeting during the annual conference, if one is called.

5. Assist with organizing the Careers and Syllabus Exchange/Workshop panels as well as the New Members part of the reception at the annual conference.

6. Assist the chair with planning selected conference events and activities including networking activities and themed lunches.

Association Manager Responsibilities:

1. Schedule and attend membership committee meetings throughout the year.

2. Assist the committee with planning themed lunches, networking activities, and other conference events.

Ombuds Committee

Committee Description:

The Ombuds are charged with providing a neutral, confidential, independent space for members of ChLA to bring concerns about ChLA, including its rules, regulations, policies, practices, and members. Ombuds members will be responsible for providing an appropriate virtual space for such concerns to be aired, and will be charged with serving as ambassadors to the processes within ChLA (or beyond, as necessary) that are relevant to the issue(s) brought to bear. As such, when Ombuds members are alerted that there is a concern a member wishes to voice, they will a) identify which Committee member(s) will hear the concern (a process determined in the Ombuds Procedural Guide), b) respond anonymously within 7 days to coordinate the date and time of this meeting, and to provide a virtual link for the session, c) coordinate a confidential debrief of the Ombuds members following the session, and d) confirm the next steps that will be taken by the Ombuds and the member, as needed.

As part of their practice for ChLA, Ombuds will assist with a) the identification and articulation of the concern brought by the visitor to them; b) the identification of larger concerns within the ChLA membership or culture; and c) attending the meetings of subgroups/committees that comprise the ChLA membership as needed to identify concerns related to subpoint b, as well as to better inform the work needed or concerns broached in subpoint a.

Committee Composition:

Ombuds will have a regularly rotating, intentional membership of three members, each with an assigned three-year term, as follows:

- 1 member will be Experienced (7+ years of membership)
- 1 member will be Newer (1-6 years of membership)
- 1 member will be a Graduate Student or Independent Scholar.

Of this membership, the goal is for only 1 person to need replacement annually. Whoever has served as an Ombuds the longest will be responsible for ensuring adhesion to the practice guidelines as articulated in the Ombuds Procedural Guide. The most senior member of the group, following their respective training, will be responsible for outreach commitments and for leading the group. In the interim, the member who is neither most senior nor is being trained will handle the important role of leadership and outreach, with assistance from whomever has served on the Committee the longest.

No members of Ombuds may serve on another committee, or on the Board, while an Ombuds

Committee Responsibilities:

Serving as an Ombuds is a responsibility overseen in multiple layers: as an individual Ombuds and as part of the Ombuds as a counsel, within International Ombuds Association (“IOA”) protocol as well as

within the processes and procedures unique to ChLA. To be an Ombuds, members must be trained within the first 3 months of appointment to Ombuds and demonstrate a) sufficient knowledge of IOA Ombudsry practice, as determined in peer-reviewed training sessions and outlined in the Ombuds Procedural Guide, b) familiarity with the processes and committees of the ChLA organization, and c) a willingness to engage as needed with visitors to Ombuds, as well as with the concerns raised within, through, and between ChLA constituents, and d) availability and willingness to serve in the specific role of Ombuds liaison to other ChLA committees and the Board as needed.

Further, in addition to understanding how to serve individually as an Ombuds, the Ombuds will also perform their duties collectively as needed by the ChLA, as the organization being served. Thus, following training, all Ombuds should be ready to:

- Confidentially receive and neutrally review concerns;
- Independently and neutrally identify concerns that are organization-wide, or inter- or intra-Committee;
- Provide a confidential and impartial space for members to air grievances and bring concerns;
- Guide visitors through the procedures available for next steps in addressing concerns, both within and without the ChLA (as appropriate);
- Impartially and without active participation (unless called upon specifically for a concern relevant to Ombuds work) attend meetings of assigned Committees and the Board;
- Provide confidential, impartial reporting annually to the Board and Executive Committee on the types of concerns brought to the Ombuds, and relevant and non-identifying demographic information as available on Committee visitors;
- Offer recommendations to Committees and the Board as requested on possible next steps for conflict resolution within the ChLA.

To this end, it is important for ChLA to recognize and support the role of the Ombuds as outlined above, and not as a resolver of problems, an investigatory or reporting body, an overseer of investigations, a pool of dispute mediators, or a body that can report on behalf of visitors or Committees. This is expressly forbidden under IOA practice guidelines, which supercede ChLA preferences. That said, if both parties in a dispute are aware of the conflict, have unsuccessfully attempted a resolution independently, and are interested in a mediation, an Ombuds Committee member may choose to engage as a neutral mediatory party only in the event that they have undergone appropriate training for such and are willing and able to perform the mediation. As part of a group of Ombuds, it is also essential that the Ombuds members have agreed that providing a mediation is an appropriate option. If no members of the Ombuds Committee have been formally trained in mediation, this service may not be offered in any capacity by the Ombuds and/or if the Ombuds vote not to provide this service in-house, the Executive Board may choose to employ an outside mediation service to address the conflict. These processes are outlined in the Ombuds Procedural Guide. In the event that a conflict warrants resolution by other parties, the Ombuds Committee will convene to discuss the matter and determine whether it should be referred to the Ethics Committee or the Executive Committee, as outlined in the Ombuds

Procedural Guide. The Committee's recommendation will then be shared with the visitor, who will then decide on their preferred next step–including contacting another individual, group, or committee–independently. There is never a mandate that a visitor proceed on any Ombuds recommendation, but Ombuds should, in the course of their duties, provide visitors next step options for their concern to consider.

Internal Review:

In addition to their work within the ChLA community, Ombuds members must serve an important role in maintaining the ethics of Ombuds practice. If the organization questions the impartiality, confidentiality, or neutrality of their Ombuds, they will no longer serve any meaningful function within the organization. Thus, internal checks and balances on the efficacy of the Ombuds, their policies, and their procedures must occur regularly and often. This will proceed in several ways:

1. Ombuds Members
    a. In the event an Ombuds member does not perform their duties as outlined above, it will be incumbent on the other Ombuds to present their concern to the member formally. This should be outside of a regularly scheduled meeting to signal the import of the conversation. If no satisfactory change is made, or if the member disputes the claim, the concern may be referred to the Ethics Committee or the Board, as parties prefer.
    b. Concerns should be brought to the Ombuds member within 1 month of notice and elevated within 2 months of notice. During the time when the concern is being reviewed, that Ombuds member will not hear any concerns or meet with any visitors.
2. Ombuds Procedures
    a. It will be incumbent on the Ombuds to schedule a meeting to review the Ombuds Procedural Guide, as well as ChLA's Ombuds charge, to ensure that both reflect the current acting role of the Ombuds within ChLA, and to update as needed annually.
    b. All recommended updates should be written and presented to the Board in their final meeting of the year, along with the annual report.
3. Ombuds Outreach
    a. In the event that new committees are formed, an Ombuds member will be assigned to attend at least 2 of their meetings annually. When assigned, the Ombuds member will reach out to the group within 2 weeks of assignment to introduce themselves and their role in accordance with the Ombuds Procedural Guide and to calendar attendance at the next meeting.
    b. All Ombuds members should share in their regularly scheduled meeting the outcome of their meeting attendance, including any broader concerns noted, so that Ombuds members may satisfy the entirety of their charge by identifying inter- and intra- Committee concerns.

The function of the Ethics Committee will be independent to that of the Ombuds, as are the Executive Committee and the Board. To the extent deemed necessary, but no less than once a year, the Ombuds will report directly to the Executive Committee and/or the Board of Directors. The Board and Ethics Committee will

serve as primary procedural options for grievances within ChLA, to which Ombuds members may refer visitors to seek next steps and guidance on addressing their concerns. This preserves the independent, confidential function of the Ombuds, consistent with IOA mandates, and will be maintained at all costs by ChLA.

Ethics Committee

Committee Description:

The Ethics Committee is charged with reviewing reports of alleged violations of the Anti-Harassment and Appropriate Conduct Policy taking place at the annual ChLA conference (including at conference hotels and events), during official ChLA meetings (including video conferences and conference calls), on ChLA social media pages or in other ChLA-sponsored online fora, or in connection with Association business, including the operation of the Association journals. When appropriate, the Ethics Committee will make recommendations for resolutions and/or sanctions to the ChLA Executive Committee.

Summary:

ChLA members, non-member attendees or guests, management association employees and other contracted personnel have two paths by which they can document and seek resolution to violations of the Anti-Harassment and Appropriate Conduct Policy taking place at the annual ChLA conference (including at conference hotels and off-site events or social gatherings), during official ChLA meetings (including video conferences and conference calls), on ChLA social media pages or in other ChLA-sponsored online fora, or in connection with Association business, including the operation of the Association journals: 1) complaints (reviewed by the Ombuds Committee) and 2) reports (reviewed by the Ethics Committee).

Committee Eligibility Requirement:

Committee members must have a minimum of three full calendar years of ChLA membership before serving on the Ethics Committee.

Committee Composition:

- Two members appointed from the ChLA Board of Directors by the President and approved the Board of Directors for a staggered three (3) year term.
- Two members elected from the general ChLA members for staggered three (3) year terms.
- Only one board member and one non-board member should rotate off the committee in any election cycle.
- Terms begin immediately following ChLA's annual meeting.

Required Recusals:

Members of the Ethics Committee, Ombuds Committee, Executive Committee, and Board must recuse themselves from the process described below if they are either a complainant or respondent in a complaint or report.

Procedures:

A. Complaint

1. If ChLA members, non-member attendees or guests, or management association employees and other contracted personnel wish to submit a complaint about an alleged violation of the ChLA Anti-Harassment and Appropriate Conduct Policy, they should contact a member of the Ombuds Committee with a description of the incident and include the following:

    - Identifying information (name/badge number, appearance) of the person whose behavior is being reported
    - The behavior witnessed or experienced
    - The time of the behavior
    - Where the behavior took place
    - The circumstances surrounding the behavior
    - Other people involved with or witnessing the behavior.

    Verbal or written reports may be made to the Ombuds Committee, a member of the Board, a member of the Ethics Committee, or an ME staff member, which will be communicated to a member of Ombuds Committee.

2. As soon as practicable, the Ombuds Committee will investigate the claim by contacting the claimant (if the complaint was made to someone other than the Ombuds Committee), the respondent, and any potential witnesses. The Ombuds Committee must make every reasonable effort to talk with the claimant, respondent, and witnesses about the alleged conduct and to seek a resolution.

3. The Ombuds Committee should communicate back to the claimant (if not anonymous) after the claim has been discussed with the respondent and should report whether a resolution has been reached. The Ombuds Committee should notify the complainant of the option to make a report to the Ethics Committee.

4. Someone making a complaint may request to remain confidential (identity known to the Committee but not to the respondent) or anonymous (identity unknown to the Committee and to the respondent).

5. Complaints cannot result in formal sanctions, such as revocation of membership or conference registration. However, the Ombuds Committee will seek a resolution to the complaint.

6. Once the Ombuds Committee has spoken with the claimant and witnesses, as well as the respondent if possible, they will document the complaint and submit the record to the association manager and President within 90 days of receiving the initial complaint, at which time the report will be considered closed. The claimant may elect to make a report to the Ethics Committee if they find the outcome unsatisfactory.

7. Records of complaints are confidential and will be accessible to the association manager and members of the Executive Committee but will not be transmitted to the archives.

B. Report

1. Anyone who has previously filed a complaint with the Ombuds Committee, as described in Section A.1., finds the resolution unsatisfactory may elect to file a report about the same alleged violation of the ChLA Anti-Harassment and Appropriate Conduct Policy by emailing the Ethics Committee at info@childlitassn.org with a description of the incident and the following information:

    - Identifying information (name/badge number, appearance) of the person whose behavior is being reported
    - The behavior witnessed or experienced
    - The time of the behavior
    - Where the behavior took place
    - The circumstances surrounding the behavior
    - Other people involved with or witnessing the behavior.

    Verbal reports may be made to a member of the Ombuds Committee, a member of the Board, a member of the Ethics Committee, or an ME staff member, who will then direct the claimant to submit the report in writing by email to the Ethics Committee.

2. As soon as practicable, the Ethics Committee will meet to discuss the report and investigate the claim by contacting the claimant (if the report was made to someone other than a member of the Ethics Committee), the respondent, and any potential witnesses. The Committee must make every reasonable effort to talk with the claimant, respondent, and witnesses and to seek a resolution.

3. The Committee will invite the respondent to submit a response and should do so within 30 days of the invitation. The respondent has the right to know who made the report, the approximate time and date when the report was made, and the details of the report.

4. a. Once the Committee has gathered all relevant information, it will decide on whether the behavior constitutes a violation of the Anti-Harassment and Appropriate Conduct Policy and submit a copy of the report, an explanation of the Committee's findings of what occurred, a record of the decision, and a recommendation of sanctions, if any, to the ChLA President and association manager for review by the Executive Committee.

b. A decision of the Ethics Committee requires a majority vote of a quorum of members. A quorum will be defined as at least three members.

5. If sanctions are recommended, the report will be submitted to the Board for review, minus the two Board-appointed members of the Ethics Committee. The Board may vote to accept the recommended sanctions, to decline to sanction the respondent, or to impose alternative sanctions. A majority vote of a quorum of the Board, minus the Board-appointed members of Ethics Committee, is necessary. Members of the Executive Committee will recuse themselves from this vote so they can hear appeals, if necessary.

6. Both the complainant and respondent will be notified of the Ethics Committee findings about whether the respondent violated the policy and the decision of the Board to accept or overturn the findings of the Committee within 14 days of the Board's decision. However, sanctions should remain confidential.

7. Either the complainant or the respondent may appeal the decision of the Board by notifying the ChLA President or association manager within 10 days of receiving the Board decision and providing a written explanation of the basis for the appeal. The Executive Committee will consider appeals and report the results to the complainant or respondent, whichever appealed the decision, within 30 days of the submission of the appeal. The Executive Committee may rule on the appeal by voting to affirm the recommended sanctions, to overturn the decision to sanction the respondent, or to impose alternative sanctions. A majority vote of a quorum of the Executive Committee is necessary.

8. Reports to the Ethics Committee and proceedings of the Ethics Committee and the Board in relation to recommendations of the Committee are confidential. Records of reports will be accessible to the association manager and members of the Executive Committee but will not be transmitted to the archives.

Accessibility Committee

Committee Description:

The Accessibility Committee, working in tandem with the Diversity Committee, is charged with ensuring accessibility across ChLA's activities with a special emphasis on the annual conference. The Accessibility Committee will serve the following main purposes in support of the conference: ensuring accessibility in the delivery of panels, hotel accommodations, social accommodations, safety accommodations, and any other ChLA-supported features of the conference; serving as a resource during the conference for any member issues around accessibility that may arise; and educating the membership both about the significance of accessibility in practice and the intellectual investments of attending to disability studies in scholarship. The Accessibility Committee also will serve as a resource to the work of the other committees, including the Conference Planning Committee, the Ethics and Ombuds Community and the Membership Committee offering guidance when requested, and will actively engage the values of accessibility in the public offerings of the organization, including the website, publicity, video recordings, and other modes of interaction with the membership. The Accessibility Committee will also maintain an ongoing archive of materials recording the institution's response to accommodation requests.

Committee Composition:

- Three members elected from the general ChLA members for staggered three (3) year terms.
- One of the three members will serve as chair for their three-year term.

Committee Member Responsibilities:

The Accessibility Committee, working in tandem with the Diversity Committee, is charged with ensuring accessibility across ChLA's activities with a special emphasis on the annual conference.

The Accessibility Committee will serve the following main purposes in support of the conference:

- Ensuring accessibility in the delivery of panels
- Hotel accommodations
- Social accommodations
- Safety accommodations
- Any other ChLA-supported features of the conference
- Serving as a resource during the conference for any member issues around accessibility that may arise
- Educating the membership both about the significance of accessibility in practice and the intellectual investments of attending to disability studies in scholarship.
- The Accessibility Committee also will serve as a resource to the work of the other committees, including the Conference Planning Committee, Ethics Committee, Ombuds Committee and the Membership Committee offering guidance when requested

- The Accessibility Committee will actively engage the values of accessibility in the public offerings of the organization, including the website, publicity, video recordings, and other modes of interaction with the membership.
- The Accessibility Committee will maintain an ongoing archive of materials recording the institution's response to accommodation requests.

Procedure:

1. If an individual needs to request accommodations of any form, they can contact the Conference Planning Committee, who will alert the Accessibility Committee to the request and record what accommodations need to occur.

2. The Accessibility Committee will then work alongside both the Diversity Committee and the Conference Planning Committee to ensure that those accommodations are put into place while ensuring that privacy guidelines are met.

3. If an individual needs to request support in regard to any ableist harassment they may have faced, they would need to first contact the Ethics and Ombuds Committee. If necessary, Ethics and the Ombuds can consult with the Accessibility committee (with permission of the member in regard to any private or personal information) if there are questions about following ADA guidelines or general etiquette around disability.

Communications Best Practices

Every committee, both standing and ad hoc, should meet individually each year to discuss and establish expectations around communication and completion of committee work in order to ensure that all committee members have equal opportunity to participate fully. After carefully reviewing ChLA's core values, the committee should hold an initial meeting to agree upon a preferred mode of communication, taking into account individual needs and equitable access. The responsibility for clear, consistent, and effective communication across the year rests with the committee chair, who sets deadlines and procedures in consultation with the group. Communication and work practices should be reasonable and responsive, and the goals of the committee clear and specific. Communication should be grounded in respect for each other's knowledge, fields, experiences, and personal identities. The committee's agreed upon communications practices should be revisited when there is a change in the committee's membership or communication needs.

All members of our community will treat each other with respect and as professionals in all interactions; however, if a solution cannot be found, members of the committee can consult with the Accessibility Committee for assistance. If there is a need for mediation, committee members should contact ChLA's Ombuds Committee for support and assistance.

Nominations and Elections Committee

Committee Description:

The Nominations and Elections Committee is responsible for conducting elections for the Association's officers, Board and elected committees.

Committee Composition:

- Vice President/President-elect - Serves as chair of the committee.
- President
- Past President
- Additional member appointed by the President, with approval of the Executive Board, for a term of three (3) years.

Committee Chair Responsibilities:

1. Solicit names of potential nominees at the Board meeting and the business meeting of the membership at the annual conference.

2. Conduct additional solicitations of potential nominees, as necessary, from officers and Board members, committee chairs, and the membership at large, through use of a nominating form and/or other means of soliciting nominations, and coordinate with the Association Manager to see if nominees are current members and to get current contact information for nominees.

3. Complete list of potential candidates and distribute to committee for review and discussion. It is advisable to also consider at this time which committees will need new chairs or appointed members, since these vacancies may affect the slate for elected positions as well.

4. Contact the nominees with an invitation to run for suggested elected positions. Initial contact by phone for officer positions is standard and for all other positions email is standard with a follow-up by phone if necessary.

5. Acknowledge acceptances and correspond with nominees as necessary, keeping the Association Manager current on acceptances (often the Association Manager is directly copied on all e-mail correspondence for elections). For those who agree to run for a position, request a brief biography to be included in the ballot that is mailed to the membership, or ask the Association Manager to request such. Send bios to the Association Manager to be included in the ballots

posted on the ChLA website for current members to view before voting electronically.

6. Along with the President, review and approve the electronic ballot before notification to vote is emailed to all current individual members in the spring for voting.

7. After the Association Manager reviews the tallied results and provides to the chair, inform candidates of election results, both those who won and those who did not, prior to the general announcement of the election results in the spring issue of the *ChLA Newsletter*. Submit written congratulatory letters electronically to the Association Manager for newly elected officers and committee members. Request the Association Manager send the letters by mail and to retain a copy for the business files

8. In the event of an unexpected vacancy for an elected position, consult with the President and the Association Manager regarding runners up for that position in the year in which the person leaving was elected.

9. Prepare an annual report for the Board meeting at the annual conference.

10. Forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

1. Make recommendations about candidates from list of potential nominees distributed by the chair.

2. Suggests priorities as necessary for those who should be invited to stand for election.

Association Manager Responsibilities:

1. Prepare nomination form to be distributed to the membership in June, following the annual conference.

2. Communicate with membership through email and social media when nominations and election are open and send reminders as needed.

3. Work with the Nomination and Election Committee to determine the number of positions that need to be filled during the election.

4. Build the nomination acceptance form that nominees must complete before January 31 to be included on the official ballot.

5. Work with the Nominations and Elections Committee to build and test the electronic voting ballot.

6. Talley the votes at the conclusion of the election and inform the nominations and election committee.

Nomination Procedures:

1. Nominations for open positions should be submitted online following the annual membership meeting in June through October 15. The nomination form will include a section for nominators to explain why nominee should be considered for the given position.

2. The nominations and elections committee will aim to have two (2) names on the ballot for each open position, or 50% of the nominees, whichever is larger. The following elected positions will be included:

    a. Board of Directors
    b. Vice President / President Elect
    c. Secretary
    d. Treasurer
    e. Anne Devereaux Jordan Committee
    f. Article Award Committee
    g. Book Award Committee
    h. Diversity Committee
    i. Edited Book Award Committee
    j. Grants Committee
    k. International Committee
    l. Judith Plotz Committee
    m. Phoenix Award Committee
    n. Phoenix Picture Book Award Committee

3. Potential nominees should complete the online nomination acceptance form by January 31 and include a brief bio to be included on the official ballot.

    a. Bio's should include remarks regarding their history with ChLA.

Nominations and Elections Committee Calendar	
June	Chair solicits names of potential candidates for offices and elected committees from ChLA officers, board members, and committee chairs at the annual Board meeting and from the membership at the annual business meeting during the ChLA conference.

	An electronic nomination form will be mailed to the membership following the ChLA annual conference. Members may contact the Association Manager if they require a paper form.
October/ November	If desired, the chair requests that the nomination form be included in the fall issue of the ChLA Newsletter or with the annual membership renewal mailings, and a call for nominees be posted on the ChLA website.
October / November	Chair consults with the President regarding upcoming vacancies in committee chair positions and appointed committee positions. The President appoints these vacancies, with approval by the Board at the next meeting.
November / December	Chair compiles a list of all potential candidates for the various positions from suggested names and sends it to members of the committee. From this list--and any additions they may wish to make--committee members agree on a slate.
December / January	Chair, or Association Manager if mutually agreed, sends invitations to stand for election to those ChLA members on the preliminary slate of candidates (after first checking with the Association Manager to be sure that all candidates are indeed current members of ChLA). With this email message, the appropriate page of the Policies and Procedures Manual (or excerpts) describing the term and the duties of the office for which the candidate is being invited to run should be included. Those members who agree to run for office are asked to submit a brief bio, preferably electronically, to the chair and the Association Manager by a specific date, for inclusion in the electronic information posted online for the general membership to reference when voting. Chair and/or Association Manager acknowledges acceptances, thanking candidates for agreeing to run and informing

	them that they can expect to hear of the results of the election in early April. As necessary, chair or Association Manager sends out second round and third round invitations to substitute candidates for those positions for which nominees declined to run.
January / Early February	Chair or Association Manager compiles a final slate and sends it, together with the bios of those who will appear on the ballot, to the service provider contracted to prepare the election materials for online posting.
Mid-February	Electronic notification is sent to all current members that the election information and ballot have been posted and provide the deadline for voting. A short note from the President usually accompanies this email, encouraging members to vote and including any other news or information.
Late March / Early April	Results of the tallied ballots are reported by the service provider to the Association Manager. Election results are then sent to the Nominations and Election Committee Chair and the President; the results are to be held in confidence among the three parties only. Chair informs all candidates by email of the results of the elections, congratulating successful candidates; informing first runners-up that, should someone be unable to fulfill a term, they are invited to complete the term, thanking unsuccessful candidates for their willingness to serve and expressing encouragement to run again at another time. New Board members are invited by the President to participate in the annual June meeting as observer with no voting rights (if incoming Board member attends Wednesday

	meeting as an observer, their conference registration fee is waived).
May	Chair prepares an annual report for the Board meeting at the annual conference.

Series Editor, ChLA Books

Position Description:

The Series Editor, ChLA Books oversees book publications sponsored by the Children's Literature Association. The Series Editor serves a five-year term.

General Editor Responsibilities:

1. Review all proposals for book publication, whether submitted directly or via the University Press of Mississippi.

2. In conjunction with the UPM editor, consult with prospective authors about developing publication projects and about issues related to completing contracted projects.

3. In conjunction with the UPM editor, identify suitable external readers for book proposals and manuscript reviews.

4. After reviewing outside readers' reports on both proposals and manuscripts, make recommendations to the UPM editor about whether to offer a contract, decline, or request a revise and resubmit.

5. Update the "Books under Consideration" report for UPM in a timely fashion.

6. Consult with the ChLA Communications Committee and the University Press of Mississippi about venues for marketing.

7. Answer queries related to ChLA publications, and handle all copyright requests, waiving or assigning fees according to policy established by the Board.

8. Communicate with the ChLA Association Manager, and, when necessary, the President about publication matters

9. Prepare reports as requested by the ChLA Association Manager for the Executive Board.

10. Make recommendations to the Executive Board on publications policies.

11. Review the ChLA website periodically to ensure that it has accurate and timely information about the committee and the process for submitting proposals. Submit updates and /or revisions to the Association Manager.

12. Work with the succeeding Series Editor to ensure a smooth transition process in the year after the Editor's term ends.

13. Forward all relevant files and previously published books to successor at the time of the annual meeting. Send materials older than three years to the ChLA Business Office for archival purposes.

14. The Series Editor, ChLA Books shall be strongly encouraged to attend the annual conference.

15. The conference registration fee shall be waived for the Series Editor, ChLA Books.

Process of Selection of the ChLA General Editor, ChLA Books:

1. During the fifth year of an editor's term, advertisements for proposals for a new editor should be sent to the *ChLA Newsletter*, placed on the ChLA website, and announced at the annual conference.

2. After a review of proposals received in answer to the above solicitation, the ChLA Executive Board normally invites the proposers to address the Board during the annual conference in June. The Review should include, but not be limited to, assessing qualifications of the proposed editor, the applicant's vision statement regarding the ChLA publications program, the applicant's past editorial experience, and the Board shall select the next editor at that meeting.

Communications Committee

Committee Description:

The Communications Committee helps strategize and execute the ways in which ChLA communicates with the membership and the public.

Committee Composition:

The Communications Committee consists of four to five rotating members plus a chair, all appointed by the President with the approval of the Executive Board. Terms of service are for three years.

Committee Chair Responsibilities:

1. Communicate with Communications Committee members about communications matters.

2. Facilitate the creation of the ChLA online newsletter/blog.

3. Maintain all submissions for publication through ChLA's YouTube channel.

4. Submit updates or changes to the website, including noting outdated information or links that no longer work, to the Association Manager for website management

5. Assist the President and the Executive Committee, in coordination with the Association Manger, in communicating with the membership and overseeing the release of any public press announcements by committees of ChLA.

6. Prepare reports as requested by the Executive Board.

7. Plan and conduct a meeting of the committee during the annual conference, if one is deemed necessary.

8. Upon completion of term, forward all relevant files to successor at the time of the annual meeting. Materials older than three years shall be sent to the ChLA Business Office for archival purposes.

Committee Member Responsibilities:

1. Participate in Communications Committee meetings at regular intervals or online via email.

2. In conjunction with the Chair and Association Manager, support:

    a. creation of ChLA's online newsletter/blog
    b. maintenance of the organization's YouTube channel
    c. updating of the organization's website content
    d. communication with the membership and public.

3. Supply the chair with information about the year's work for inclusion in the semiannual reports.

4. Attend the committee meeting during the annual conference, if possible.

YouTube Policy

The Communications Committee shall consider and approve all submissions through ChLA's YouTube channel, using the following procedure.

1. Each video shall contain 2-3 seconds of stock video (association manager will add to the beginning and ending of every video) before it is posted on the channel. This video will include the association's logo and URL.

2. Permissions for videos included on the ChLA YouTube channel shall be requested via a submission form on the childlitassn.org website. This form shall include a place through which the video will be uploaded and then delivered to the association manager along with the completed form.

3. Videos submitted shall include the following information (gathered through website form):

    a. Submitter Name

    b. Submitter e-mail address and preferred phone number.

    c. Sponsoring ChLA member for this video.

    d. Email address of the sponsoring ChLA member.

    e. How have permissions been gathered for the use of the likenesses in this video?

    f. For which people who appear in the video have permissions already been collected.

    g. Explain in a short paragraph how this video helps support ChLA's mission, which is to foster support for the scholarly study of children's and young adult literature.

    h. Link through which to upload the video file.

4. The following language shall precede the form on the ChLA website:

    The ChLA Communications Committee considers all submissions for publication through ChLA's YouTube channel. Videos with these characteristics are more likely to receive approval:

- Videos must be sponsored by a member of ChLA, though the sponsoring member need not necessarily have been involved in the production of the video.

- For videos using the likenesses of any individuals, the creators of the video will be required to provide proof of permission for the reproduction of those likenesses. See elsewhere on this page for our standard permission form. The creators of approved videos will be asked for these permission forms after the video has been approved by the Communications Committee.

- The ideal video will be shot in HD video with a 16:9 aspect ratio (1280 x 720 or 1080 X 1920 screen dimensions)

- Ideal formats are .mov, .mp4, and .wmv

- Make sure that throughout the shooting of the video, your camera is steady (a tripod is all but indispensable).

- For audio, use an external microphone, not just the microphone installed in the camera. Ideally, the audio portion should use 44.1 kHz sample rate, 16 bit minimum.

- Remember that each approved video will be "wrapped" with the association's branding. This means that there are 2-3 seconds of stock video that, after we approve your video, we will add to the beginning and ending of every video posted on the channel. This video will include the association's logo and URL. Keep that in mind as you consider your opening and closing.

5. This web form shall deliver an automatic e-mail saying that the video and form have been successfully delivered. The email shall indicate whom (association manager) to contact with questions and an estimation of how long it will be before the submitting party will hear back from someone.

6. Once the “submit” button is clicked, the information from the form and the uploaded file go to the association manager, and the automatic e-mail is generated.

7. The association manager logs the receipt of the video and form information and passes both on to the Communications Committee. The committee decides whether a video is approved for publication on the channel. The committee chair is in charge of communicating with the person who submitted the video. If the video is accepted, the association manager wraps the video in the lead-in and lead-out clip on the front and end of the video with the association’s logo and URL. Then the association manager puts the video up on the channel. Association manager sends an email with the video’s URL to the ChLA members running the ChLA Facebook and Twitter feeds.

8. This page should also include the download of a standard permissions form. This is the form the video creators download and have signed by participants.