

## Council on East Asian Libraries Executive Board 2018-19 Organizational Calendar

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### Upcoming Meeting: March 20-21, 2019 (Denver, Colorado)

- **March**

**3/1**

After EB's approval, Secretary begins to review and certify the programs for the forthcoming plenaries and committee meetings in the annual meeting. Secretary works with Library Tech Chair to add updated information to website and/or the CEAL News blog.

**3/6**

CEAL online election balloting ends. This date changes depending on the year.

**3/10**

President calls for CEAL members to submit information about "transitions" (new members, retirements, deaths) to the President for announcement at the CEAL business plenary.

**3/15**

CEAL Annual Meeting Programs are posted on the CEAL website and announced in CEAL News and Eastlib listserv.

**Friday before EB Meeting I (Committee Chairs)**

Committee Chairs submit their Annual Reports.

- **CEAL Annual Meeting**

**CEAL Business Plenary**

Election results (winners announced without reference to percentage of vote won) are announced by CEAL President.

**Day 1 and 2 mornings of CEAL Annual Meeting**

EB Meetings I & II.

- **April**

**4/1**

Treasurer and Membership Chair announce the membership payment window and encourage new membership and renewals

**4/10**

Secretary submits to EB the minutes of previous EB I & II.

**4/15**

Membership Committee Chair distributes EB approved CEAL Meeting Survey.

**4/25**

Library Tech Chair pays annual fee for CEAL server space and "eastasianlib.org" domain name

registration.

**4/30**

Newly elected committee chairs submit to EB for its approval the Committee's proposed membership, a statement of goals, and work plans for his/her term.

**One month after CEAL Annual Conference**

Upload conference slides and/or other materials to CEAL site.

- **May**

**April-May**

President starts working with a local host institution to secure reception space.

**5/30**

Deadline for CEAL Affiliate Chairs/organizers (see [Bylaw](#) Article X) to submit annual reports to CEAL President.

**5/31**

October issue deadline for contributions of peer-review articles.

- **June**

**6/1**

Committee chairs inform the president if they plan to do a pre-conference.

**June-August**

Review of peer-review articles for October issue.

**6/10**

President and Vice President propose theme for the general plenary next year.

- **July**

**June-August**

Review of peer-review articles for October issue.

**7/10**

EB approves the proposed theme for the general plenary next year.

**7/15**

President submits the CEAL Annual Report for EB approval. Annual Report for the previous calendar year is prepared by the person who is President at the time of the previous annual meeting.

**7/31**

President submits the CEAL Annual Report to AAS President.

- **August**

**June-August**

Review of peer-review articles for October issue.

**8/30**

Committee chairs confirm pre-conference for EB approval.

**8/31**

October issue deadline for contributions of informational news items and non-peer-review articles.

- **September**

**9/1**

President and Vice President submit to EB the proposed speakers for the general plenary next year for review and approval.

**9/1**

Treasurer sends out 1st reminder to all members to renew CEAL membership. All members are asked to (1) check with AAS status; (2) submit a membership/renewal application form; (3) submit membership due. The payment window is 4/1-12/31 except new members, whose payments are accepted all year around.

**9/15**

President checks with AAS Annual Conference Manager when the room request process will begin.

**9/15**

EB approves the speakers for the general plenary next year.  
EB approves committee pre-conference.

**9/30**

Committee chairs submit to the EB for approval proposed theme(s) and speakers for their sessions at the coming CEAL annual meeting.

Plans should be based on the general theme for the CEAL Annual meeting determined by the President, Vice President and the EB in June. Proposed speakers are to be listed only in the form of a "wish list" to indicate caliber, expertise and scope. After the theme is decided, the committee chairs will have the rest of the year to fully develop the plenary programs and actually invite speakers.

- **October**

**10/1**

Treasurer sends out 2nd reminder to members to renew CEAL membership.

**10/1**

Committee chairs send pre-conference workshop information to Secretary for formatting.

**10/6**

Secretary completes the formatting of pre-conference workshops and send it to EB for final review.

**10/10**

President announces to all CEAL members forthcoming annual meeting and pre-conference schedules, including session dates and/or times.

**10/15**

Statistics Committee sends out annual statistics survey to member libraries.

**10/20**

JEAL (fall issue) is published. Announcement is posted on CEAL News and Eastlib.

**10/25**

President announces to committee chairs the deadline for submitting room requests by the deadline established by AAS.

● **November**

**11/1**

Treasurer sends out 3rd reminder to members to renew CEAL membership.

**11/10**

President appoints an Election Committee with at least three members from among the EB members, ensuring all three geographic/linguistic “areas” are represented. President announces to the Committee (1) the vacancies of CEAL officers for election, and (2) the Chair of the Election Committee from among EB.

**11/20**

President submits the name of Election Committee Chair for EB approval.

● **December**

**12/1**

Full programs including plenaries and committee meetings for next year’s CEAL annual meeting are submitted to EB for review and approval.

**12/1**

Election Committee calls for nomination from the membership.

**12/1**

Treasurer sends out 4th reminder (final reminder) to members to renew CEAL membership.

**Early to mid-December (President)**

President notifies all committee chairs and meeting organizers what their room assignment is based on AAS’s notification. Note: the date on which this information comes from AAS varies.

**12/10**

EB approves all programs for next year’s CEAL annual meeting.

**12/12**

Statistics Committee closes annual statistics survey.

**12/15**

Invitation and details for next annual CEAL fellowship/reception are announced to all CEAL members.

**12/31**

Membership payment window (4/1-12/31) closes.

Treasurer announces to all CEAL members that membership payment window closes and will reopen on April 1 of the following year.

**12/31**

February Issue Deadline for Contributions of Informational News Items and Non peer-review articles.

- **January**

**1/3**

President announces Election Committee Members, Committee Chair, and the list of positions for which election will be held. Notifies Library Tech Chair to begin preparations for online ballot.

**1/10**

President and all committee chairs submit plenaries and committee meetings details (including pre-conference workshops) to the Secretary for format the final detailed program.

**1/25**

Secretary sends the formatted program to EB for review.

**1/31**

EB approves the formatted program.

**1/26-2/1**

Treasurer works with Election Committee Chair and Membership Committee Chair to verify nominees' membership status.

**60 days before the Annual Meeting**

President nominates, for EB approval, the chairs for appointed committees.

- **February**

**2/1**

Secretary distributes election ballots to membership.

**2/1**

President announces the conference theme(s) and meeting programs to membership and invites them to participate in the next CEAL annual meeting.

**2/5**

President and all standing committee chairs (after consulting with the Secretary) post programs for the forthcoming plenaries and committee meetings on EastLib and their sections of the CEAL website.

**2/12**

President and Vice President (President-Elect) set up agendas for the two EB meetings during the next CEAL annual meeting.

**2/15**

Library Technology Chair finalizes and tests the online election ballot. The ballot is created using email addresses of members eligible to vote generated from the updated CEAL Directory database.

**2/18**

President announces the CEAL election dates and process on the CEAL News blog and EastLib.

**2/20**

Statistics Committee publishes annual statistics in Journal of East Asian Libraries (spring edition).

**2/20**

JEAL (spring issue) is published. Announcement is posted on CEAL News and Eastlib with the help of Library Tech Chair.

**2/25**

Treasurer sends annual financial report for the previous calendar year to EB and membership.

**One month before CEAL Annual Conference**

Upload presentation abstracts and/or other materials to CEAL site.

All CEAL program speakers are encouraged to submit their abstracts and slides to be posted on CEAL website.