



CONFERENCE ON
ENGLISH LEADERSHIP

Conference on English Leadership (CEL) Bylaws

ARTICLE I. NAME AND OBJECTIVE

Section One: Name

The name for this conference will be the Conference on English Leadership, originally chartered by NCTE in 1970, hereafter referred to as CEL.

Section Two: Broad Objective

CEL is a chartered conference of NCTE that assists the leaders of literacy programs in supporting teaching and learning.

A literacy program is implemented by department chairs, teachers, specialists, supervisors, coordinators, and other leaders with expertise and interest in literacy instruction. All who have leadership responsibilities, interests, and concerns for effective literacy instruction can benefit from the Conference on English Leadership. The constituent group will address effective literacy instruction, kindergarten through college, within local schools, central administrations, states, provinces, or nations.

Section Three: Specific Objectives

1. To establish the professional identity of literacy leaders and to affirm the significance of their roles in improving teaching and learning.
2. To support literacy leaders in the administration and implementation of literacy programs.
3. To inform literacy leaders of means of establishing effective public relations with the education community and with the public.
4. To provide opportunities for interaction among literacy leaders.

Section Four: Achievement of Objectives

To achieve these objectives, the Conference on English Leadership shall

1. Publish a quarterly journal focusing on issues relevant to the work of literacy leaders.
2. Sponsor an annual conference for literacy in connection with the NCTE Convention and support the Council in sponsoring regional, national, and international conferences and workshops for literacy leaders.
3. Establish cooperative efforts with other professional organizations, agencies, and institutions having comparable interests and goals.
4. Design special projects as necessary.

ARTICLE II. MEMBERSHIP

The members shall be any NCTE member who holds a literacy leadership position and/or who has an interest in effective literacy leadership.

ARTICLE III. OFFICERS' DUTIES AND TERMS OF OFFICE

Section One: Expectations

It is expected that members of the Executive Committee make every reasonable effort to attend all scheduled Committee meetings. Board members who fail to attend more than half of the Executive Committee meetings each year may be asked by the Chair to resign their positions.

Section Two: Elected Officers

The Associate Chair and Members-at-Large are elected directly by the general membership of the Conference on English Leadership. The Associate Chair serves for two years, after which they assume the office of Chair. After two years as Chair, they become Past Chair for an additional two years.

Section Three: Appointment of Officers

The Chair, with the majority consent of the CEL Executive Committee, makes the following appointments: Secretary to the Executive Committee, Communications Chair, Publications Editor, Nominations Chair, Assistant Nominations Chair, Program Chair, and Assistant Program Chair.

The Executive Director of NCTE, or an appointed designee, will serve as Executive Secretary–Treasurer.

Section Four: Election of Associate Chair

The Associate Chair position is elected biennially. To be eligible, a nominee must have been or be currently serving as an elected or appointed member of the CEL Executive Committee. Members of the Conference on English Leadership will vote by ballot.

Section Five: Term of Office

- A. The Associate Chair of CEL serves two years, after which they assume the office of Chair. After two years as Chair, they become Past Chair for an additional two years.
- B. The Assistant Nominations Chair serves two years, after which they become Nominations Chair for two years.
- C. Members-at-Large serve for three years.
- D. The Publications Editor serves for four years and may apply for an additional term of three years. The renewal must be approved by the CEL Executive Committee.
- E. The Assistant Program Chair serves one year, after which they become Program Chair for one year.
- F. The Secretary to the Executive Committee shall serve for two years and may be appointed for additional terms.
- G. The Communications Chair serves for three years and may be appointed for additional terms.
- H. Terms of all new officers begin at midnight of the Monday following the November NCTE Convention.

Section Six: Duties of Officers

- A. The Chair shall
 - 1. Assume responsibility for the Conference on English Leadership.
 - 2. Preside at all business meetings of the Conference on English Leadership and of the Executive Committee.
 - 3. Appoint the chairs of all committees with the consent of members of the Executive Committee. Additionally, the Chair shall inform the Board of all committee members appointed by the various committee chairs.
 - 4. Prepare and distribute a proposed agenda prior to any Executive Committee meetings. After considering submissions and feedback, the Chair distributes an agenda and accompanying reports prior to the Executive Committee meeting. This agenda is then approved/amended at the meeting.
 - 5. Send out a call for information several weeks prior to any Executive Committee meetings and prepare brief quarterly and annual reports for submission to NCTE.

6. Attend all meetings of the NCTE Executive Committee and fulfill all responsibilities of membership on that committee.
 7. Assume responsibility for any regularly published CEL member communications.
- B. The Associate Chair shall
1. Preside at business meetings of the Conference on English Leadership and of the Executive Committee in the absence of the Chair.
 2. Accept responsibility for coordinating committees and commissions of the Conference on English Leadership.
 3. Assume responsibility, as needed, for organizing cooperative efforts with professional organizations including other membership units of NCTE such as sections, conferences, commissions, assemblies, affiliates, agencies, and institutions having comparable interests and goals.
 4. Assume responsibility for organizing and awarding all CEL awards.
 5. Assume responsibility for organizing CEL's outreach efforts.
- C. The Past Chair shall
1. Preside at the business meeting of the Conference on English Leadership and of the Executive Committee in the absence of the Chair and Associate Chair.
 2. Assume other responsibilities that the Chair may request.
 3. Assume the leadership for CEL bylaws revisions.
 4. Serve as the CEL Historian.
 5. Ensure that the appropriate job descriptions, calendars, and other documents are transmitted to appropriate persons annually as officers and other leaders conclude their terms.
- D. Members-at-Large shall
1. Represent the general membership on the Executive Committee.
 2. Assist in planning functions of the Executive Committee.
 3. Serve as liaisons between CEL committees and the Executive Committee.
 4. Perform other duties as assigned by the Chair.
- E. The Secretary to the Executive Committee shall
1. Prepare the minutes of all business meetings of the Conference on English Leadership and of the Executive Committee.
 2. Maintain a permanent file of the minutes and of records necessary to the orderly transaction of the Conference on English Leadership business.
- F. The Publications Editor shall, with the advice and assistance of the Chair or their designee,
1. Oversee publications of the Conference on English Leadership.
 2. Solicit articles, essays, and other materials for publication in the CEL journal, *English Language Quarterly (ELQ)*, or for submission to the editors of appropriate NCTE journals.
 3. Appoint and oversee the editorial board with approval from the Executive Committee. The Editorial Board will work with the Publications Editor to oversee preparation of CEL-sponsored publications.
- G. The Executive Secretary-Treasurer of NCTE shall
1. Supervise the financial transactions of the Conference on English Leadership.
 2. Pay, upon authorization of the Chair, all financial obligations incurred by the Conference on English Leadership.
 3. Submit a financial report and a report on membership at the annual business meeting and at the Executive Committee meetings.
 4. Notify the Chair of any financial obligation exceeding funds in the CEL treasury.

- H. The Communications Chair shall
 1. Communicate with CEL's Executive Committee, program coordinators, and committee chairs to gather information about upcoming events.
 2. Design promotional materials.
 3. Coordinate with NCTE liaison to distribute to membership or across platforms.
- I. The Nominations Chair shall
 1. Organize and convene the five-member Nominations Committee at the CEL Annual Convention.
 2. Brainstorm and solicit potential nominees with input from the CEL Executive Committee.
 3. Continue to contact NCTE staff to verify potential nominee requirements.
 4. Confirm acceptance with potential nominees to stand for election and be included on the ballot.
 5. Prepare and submit final slate to the CEL Executive Committee for approval at the spring meeting.
 6. Submit approved slate to NCTE staff for contacting and gathering information from candidates for the election ballot.
- J. The Assistant Nominations Chair shall
 1. Assist the Nominations Chair in preparing the slate of candidates for the next election.
 2. Assume the responsibility for implementing the nominations procedures in the absence of the Nominations Chair.
- K. The Program Chair shall
 1. Work with NCTE staff and the CEL Chair in planning the CEL Annual Convention.
 2. Solicit proposals and prepare the program for the CEL Annual Convention.
 3. Name a Program Committee to assist in the selection of program proposals and the onsite operation of the CEL Annual Convention.
- L. The Assistant Program Chair shall
 1. Assist the Program Chair in preparing for the CEL Annual Convention.
 2. Serve on the Program Committee.
 3. Assist in the onsite operation of the CEL Annual Convention.

ARTICLE IV. COMMITTEES

Section One: Executive Committee

The Executive Committee shall be composed of the elected and appointed officers, with only the elected officers eligible to vote.

A majority of elected Executive Committee members constitutes a quorum for voting.

Section Two: Executive Committee Duties

The Executive Committee shall

1. Promote the activities of the Conference on English Leadership.
2. Determine and guide the priority concerns of the Conference on English Leadership.

Section Three: Executive Committee Meetings

The Executive Committee shall meet in person once a year in conjunction with the NCTE Annual Convention and again online for three quarterly meetings in the winter, spring, and summer. These quarterly meetings are scheduled in consultation with NCTE staff and the CEL Executive Committee. The Chair may schedule additional meetings during the NCTE and CEL Conventions and, if needed, during the academic year.

Section Four: Nominating Committee

The Nominating Committee shall be composed of the Nominations Chair, Assistant Nominations Chair, one Member-at-Large from the Executive Committee appointed by the CEL Chair, and two additional members from the general membership selected by the Nominations Chair.

Section Five: Nominating Committee Duties

The Nominating Committee shall hold a meeting in conjunction with the CEL Annual Convention during which the Committee has been appointed. The slate prepared by the Committee will include the names of the two candidates for each position of Member-at-Large of the Executive Committee and biennially no more than two candidates for Associate Chair. The nominating committee shall follow a standard election process and voting timeline as agreed upon by NCTE and CEL leadership.

Section Six: Special Committees

The Chair may appoint Special Committees after conferring with the Executive Committee or the membership. Special Committees will follow procedures established and approved by the Chair.

ARTICLE V. ANNUAL MEETING

The annual meeting of the Conference on English Leadership will be held in conjunction with the NCTE Annual Convention. An annual business meeting will be held in person or virtually once each calendar year.

ARTICLE VI. VOTING

Section One: Eligibility

All CEL members may participate in the elections of the Associate Chair and Members-at-Large as well as other matters which shall require a vote by ballot.

Section Two: Voting Procedure

A slate containing the names of the two candidates for each position of Member-at-Large of the Executive Committee and no more than two candidates for Associate Chair shall be made available to the membership (via *ELQ*, the CEL website, and/or a membership email) by the end of the summer. Photographs, vitae, and position statements shall accompany the slate. Each CEL member will be sent a ballot to cast their vote by Nov. 1. NCTE shall establish and oversee a secure process that validates the ballots while protecting the identity of the voter. After Nov. 1, NCTE staff notifies candidates and the CEL Executive Committee of the results, which shall be announced before the conclusion of the CEL Annual Convention.

Section Three: Passage Requirements

A plurality of the properly certified ballots cast shall be required for the passage of any motion and/or for the election of the Associate Chair and/or Members-at-Large. In the event of a tie vote, a second ballot shall be sent electronically. A plurality of such ballots cast shall be required for the passage of the motion and/or for the election to the aforementioned positions.

ARTICLE VII. VACANCIES

Section One: Chair

If the position of Chair becomes vacant, the Associate Chair shall succeed and shall serve to the end of the term to which the Chair was originally elected. In such a case, the term of the Past Chair who sat during the term in which the position of Chair became vacant shall be extended.

If the Associate Chair is unable to fill the vacancy left by the Chair, the Past Chair shall become Chair. In this case, a replacement who will assume the duties of Past Chair shall be appointed by majority consent of the voting members of the Executive Committee. The Chair and the person appointed as Past Chair shall serve for the duration of the unexpired terms. At the end of that time, the Chair shall become Past Chair for a term of two years. Should neither person be able to serve, the Executive Committee shall

appoint an acting chair with all the rights and responsibilities of an elected chair. This person shall serve until the end of the unexpired term.

Section Two: Executive Committee

In the event of other vacancies on the Executive Committee, the Chair shall appoint replacements by majority consent of the voting members of the Executive Committee. The replacement shall serve for the duration of the unexpired term.

Section Three: Members-at-Large

The term of any Member-at-Large who is elected Associate Chair shall be completed by a Conference member appointed by majority consent of the voting members of the Executive Committee. Retiring Members-at-Large shall be replaced by election. No Member-at-Large shall be eligible for reelection as Member-at-Large in the year of retirement from the Executive Committee.

ARTICLE VIII. AMENDMENT TO THE BYLAWS

Section One: Prior Notice

Prior notice of a proposal to amend the bylaws must be made electronically or in the official publication of the Conference on English Leadership at least thirty days prior to the submission of the ballot to amend. The proposed amendment must be published in full and may contain a rationale for the amendment.

Section Two: Methods of Initiation

Proposals to amend the bylaws may be initiated by the Executive Committee or by a petition signed by ten percent of the Conference on English Leadership members.

Section Three: Ballot Format

All ballots for amendments to the bylaws shall be accompanied by a statement that includes the current and proposed wording of the bylaws.

Section Four: Passage

If these conditions are met, the bylaws may be changed by a simple majority of the Conference on English Leadership members through mail or ballot.

ARTICLE IX. DUES

The annual dues structure for membership in CEL will be determined by the CEL Executive Committee. CEL dues will be in addition to membership dues for NCTE.

ARTICLE X. USE OF EARNINGS

All net earnings will be used solely and exclusively for the objectives and purposes of the Conference on English Leadership. No part of the net earnings of the Conference on English Leadership will inure to the benefit of any private person or party except for payments of reasonable compensation for services actually rendered to or for the Conference on English Leadership in effecting its purposes.

ARTICLE XI. RULES OF ORDER

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or in its charter, bylaws, or adopted rules.