**Resolutions of the CLTAC Annual Fall Workshop &
CLTAC Administrative Structure**

--Minutes of the Spring 2012 CLTAC Committee Meeting

0.0 Meeting Date: March 3, 2012
 Venue: Stanford University.

 Participants: CLTAC Committee members, 23 in total: Xiaolin Chang, Mingjung Chen, Chih-Yih Cheng, Chengzhi Chu, Liwei Gao, Chris Wen-chao Li, Shirley Li, Zhiqiang Li, Jing Liang, Sheree Lin, Hsin-Yun Liu, Min Ma, Peijie Mao, Peiyu Chen Roth, Zhenlin Qiao, Qi Wang, Yang Xiao, Chao Xie, Heping Xu, Christina Yee, Xiaohua Yu, Hong Zeng, Xiaofeng Zhou.

0.1 Agenda: (1) CLTAC Fall Workshop Arrangement; (2) CLTAC Administrative Structure

1.0 President Chengzhi Chu called the meeting to order. First, he mentioned there are four options for organizing the annual fall workshops:1) Cooperation with Nanhai as a co-host (协办方) of Nanhai’s Chinese Language Education Forum (CLEF). 2) Cooperation with FLANC to have a joint conference. 3) Continuing to hold our own workshop as we regularly did in the past years. 4) Doing “teacher training” workshop or roundtable focusing on one or two specific themes, may targeting on specific needs of K-12 and new teachers. On partnerships with Nanhai and FLANC to organize the annual fall workshops, Chu emphasized that both

Nanhai and FLANC offered new proposals after Vice President Gao initiated discussions on future co-operations. These are new opportunities deserving careful considerations. Both proposals of Nanhai and FLANC were reviewed by the meeting participants.

* 1. Vice President Gao introduced the new proposals. Nanhai with its strong capital can bring high quality and influential speakers from the frontline of Chinese language teaching research and teaching. However our freedom is very limited. There is little if any session privileges given to us. FLANC proposal gives us a lot of freedom and decision power in finding speakers and organizing sessions but they do not have strong structural support.

1.2. Vice President Zhiqiang Li proposed that we continue to partner with both agencies, because we do not need to do very much to work with Nanhai, and FLANC has offered us a lot of speaking power and sufficient panels that we need.

1.3. Resolution on the annual fall workshop by anonymous ballot vote to select 2 out of the 4 options:

Option 1: Working with Nanhai

Option 2: Working with FLANC

Option 3: Working on our own

Option 4: Having K-12 roundtables

Options 1 and 2 (tied) received the overwhelming majority of votes -- it was thus decided to collaborate with both Nanhai and FLANC in hosting CLTAC’s 2012 annual fall workshop. President Chu asked Vice President Liwei Gao to work with Naihai on details of cooperation and negotiate a formal agreement about the cooperation. The FLANC proposal is detailed enough and no further negotiation is necessary.

2.0 President Chu introduced the administrative structure of CLTAC and its historical background. He explained the necessity of clarifying the confusing uses of the terms of “Executive Committee,” “Standing Committee,” “Working Committee,” and “Board” in response to requests from some committee members. He asked the meeting to consider the feasibility of establishing a Bylaws Revision Committee to look into possibilities of enlarging the board of directors from the current seven people (1 president, 2 vice presidents, immediate past president and vice presidents, executive secretary and treasurer) to include working committee chairs.

2.1 After discussion and an anonymous ballot vote, the following resolutions were reached unanimously with 20 YES votes and 0 NO vote (with 3 participants left the meeting before the vote for preparing after panel presentations):

(1) With due respect paid to the history of CLTAC administration, the CLTAC Board shall be formally formed immediately by following the relevant specification of the current Bylaws, which says:

V. *Administration*

 *7. Through consultation with the elected officers, the President of the Association should appoint the Executive Secretary, the Deputy Executive Secretary, the Treasurer, the Vice Treasurer, the Historian, the Newsletter Editor, the Webmaster, and the speech contest committee as well as any necessary committees in addition to the elected officers.*

 *8. The administration of the Association shall be in the hands of the Board of Directors, which shall consist of the President, the Vice-Presidents, the immediately outgoing officers, the Executive Secretary, and the Treasurer.*

Accordingly, the current (2010-2012) CLTAC Board consists of the following seven members: Chengzhi Chu (President), Liwei Gao (Vice President), Zhiqiang Li (Vice President), Chao Xie (Treasurer), Qi Wang (Secretory), Heping Xu (Immediate Past President), Xiaolin Chang (Immediate Past Vice Present). The Board members will be in charge of CLTAC daily affairs under the leadership of the President. The term of the current board ends when new officers (president and two vice presidents) are elected at the meeting of CLTAC general membership during the fall 2012 workshop.

 (2) The currently formed ten committees (Awards, Finance and Membership, Fundraising and Outreach, History, K-12, Media and Newsletter, Speech Contest, Spring Conference, Fall Workshop, and Website) are “working committees” on specific tasks under the leadership of the Board. It is the President and the Board’s decision to form or dissolve a working committee. The chair of each committee is appointed by the President. Members of each committee are invited to serve by the committee chair with the approval of the Board. A committee usually serves for a two-year term, consistent with the term of the Board. But the committees of Conference, Workshop and Speech Contest are ad hoc by nature and formed to serve for the current event only. To avoid confusion, members of working committees are not to be understood as Board members.

2.2 President Chu thanked the board and committee members for their selfless services and request for their continuous support and cooperation. Considering problems and difficulties encountered in the past years, President Chu also wanted to remind all the members of the following things when serving CLTAC:
 (1) Every effort shall be made to follow the Bylaws when handling CLTAC business.
 (2) Due respect shall be paid to collective decisions being made. When a decision is made by a majority vote, it is inappropriate for any intention to repudiate it within a couple of weeks or months due to special concerns or interests of a specific group or school, unless there are truly compelling reasons which show that the decision is wrong.

 (3)Serving on the CLTAC board and committees means voluntary commitment of a reasonable amount of time and energy every year in order to serve the organization, including attending committee meetings, taking part in discussions, and organizing or participating CLTAC events.

 (4) CLTAC is an organization of all its members; the CLTAC board and committees shall consider the common interests of all sides of the general membership, but not just a specific group or school, unless it is something clearly identified and purposely organized for a group (such as a workshop talk for K-12 teachers).

 *(Summary prepared by the CLTAC board based on meeting minutes recorded by Min Ma)*