REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
FEBRUARY, 1995

In accordance with Policy 5.6, the Committee has reviewed all Council Actions taken in June 1994 for the possible incorporation, additions to, or changes in the ALA Policy Manual.

FOR ACTION

Item #1 (PM, p. 132) *

Policy 5.1 Relationship of Executive Board and Council: Delete all except third paragraph, making the section read:

> The Executive Board shall send to members of Council copies of the full minutes of all its meetings, together with any explanatory or other statements on matters coming before Council for action.

[This is to accomplish the intent of 1993-94 CD#50 (Item I-11), which Council adopted.]

Item #2 PM, p.132)

Policy 5.2 Motions for Council Action: Add as final sentence to the section:

> COPES shall consider all resolutions referred to it and report to Council no later than the last Council session of that meeting whether a determination has been made or when it will be made.

[This is to accomplish the intent of 1993-94 CD#51(rev.), which Council adopted.]

Item #3 (PM, p. 133)

Policy 5.6 *Policy Manual*/Monitoring Committee: Add as final sentence:

> The committee shall review and advise on all unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies.

[This addition reflects the committee's charge in the *ALA Handbook of Organization*]

This page was from the ALA Orgnl. Self-Study Com. Report at the 1994 ALA AC.

In the light of the heavy work load of the Council Executive Board and the fact that Council treats matters arriving via the Council Executive Board no differently than it does matters arriving by other means, it is recommended that the practice of ALA Committees and Divisions vetting their resolutions and reports to Council via the Council Executive Board, be eliminated. The OSSC is aware that the Council Executive Board has proposed a similar policy and commends their action.

I-11. Action Recommended - Repeal Policy 5.1.

Committees

Committee On Organization

The CMG Report (p. 22) recommends, and the Organizational Self-Study Committee concurs, that the Committee On Organization should be charged with conducting a periodic "sunset" review of all ALA Committees, Roundtables and Divisions. COO should also prepare guidelines under which Divisions would conduct similar reviews. COO would review Division "sunset" review policies to insure consistency with the overall ALA policy.

The Committee recommends that COO carefully consider adopting a policy which provides that no Committee, Roundtable or Division should exist for more than 3 years without a review and a positive recommendation for its continuance. It is recognized that some Committees, for example, the Nominating Committee, Awards Committee and Constitution and By-laws Committee should be exempt from this policy.

In order to avoid overlap and duplication within the organization, the Organizational Self-Study Committee further recommends that representatives from each Division be added to COO along with at large members.

I-12. Action Recommended - Direct the Committee on Organization to prepare a policy recommendation for Council on sunset reviews and to include an appropriate revision of its charge. COO should also recommend changes in its composition to insure inclusion of representatives from each Division. The OSSC recommends a composition of 11 division representatives plus 6 at large members appointed by the ALA President-elect. This action would increase the committee by only 3 persons.

obsolete 5.2

AMERICAN LIBRARY ASSOCIATION

Item:	COUNCIL	*Item Number:*	205.2.1
Approved by:	ALA Council	*Page:*	1 of 1
Issue Date:	June 29, 1973	*Supersedes:*	

REPORTS TO COUNCIL

BE IT RESOLVED:

1. That written action reports of committees of Council should be made available on the same basis in time to the Executive Board and Council, whether reports are issued by committees at a conference or between conferences, whether or not the Executive Board acts on such reports during the conference at which they are received.

2. That the Executive Board should review reports of committees of Council and should report in its recommendation to the Council particularly on the organizational, administrative and financial implications of committee recommendation, if possible in writing.

3. That in establishing this procedure, the Council does not surrender its right to act upon policy recommendations of its committees without benefit of Executive Board discussion or recommendation, if it elects to do so.

5.2
5.1

AMERICAN LIBRARY ASSOCIATION

Item:	COUNCIL	*Item Number:*	205.2
Approved by:	ALA Council	*Page:*	1 *of* 1
Issue Date:	June, 1957	*Supersedes:*	

Executive Board relationships

BE IT RESOLVED: (1) That matters of policy or operations requiring Council action shall normally be referred first to the Executive Board of the Association and then brought to the Council with specific recommendations from the Board for Council action; (2) That in establishing this procedure, the Council does not surrender its right to discuss or to act upon matters within its constitutional jurisdiction without benefit of Executive Board discussion or recommendation if it elects to do so; (3) That the Executive Board, in order to lay before the Council all the arguments considered by the Board in reaching a recommendation for Council action and to fulfill its constitutional duty of promptly informing the Council of its other actions, shall send to all (voting) members of the Council copies of the full minutes of all its meetings, together with any explanatory or other statements that it deems appropriate on matters coming before the Council for action.

By Executive Board action January, 1962, Minutes sent to all Councilors. See Policy Number 207.2.

End of Section

Motions for Council action

A Council motion which has fiscal implications must be submitted to the Executive Director twenty-four hours before it is to be voted on. The Committee on Program Evaluation and Support shall provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable COPES to estimate the costs involved. At the time of action on the motion, COPES' report shall be given to Council before the vote is taken.

End of Section

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
FEBRUARY, 1995

In accordance with Policy 5.6, the Committee has reviewed all Council Actions taken in June 1994 for the possible incorporation, additions to, or changes in the ALA Policy Manual.

FOR ACTION

Item #1
(PM, p. 132)

Policy 5.1 Relationship of Executive Board and Council: Delete all except third paragraph, making the section read:

> The Executive Board shall send to members of Council copies of the full minutes of all its meetings, together with any explanatory or other statements on matters coming before Council for action.

[This is to accomplish the intent of 1993-94 CD#50 (Item I-11), which Council adopted.]

Item #2
PM, p.132)

Policy 5.2 Motions for Council Action: Add as final sentence to the section:

BARC formerly known as

> COPES shall consider all resolutions referred to it and report to Council no later than the last Council session of that meeting whether a determination has been made or when it will be made.

[This is to accomplish the intent of 1993-94 CD#51(rev.), which Council adopted.]

Item #3
(PM, p. 133)

Policy 5.6 ***Policy Manual***/Monitoring Committee: Add as final sentence:

> The committee shall review and advise on all unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies.

[This addition reflects the committee's charge in the ***ALA Handbook of Organization***]

COUNCIL DOCUMENT # 51 rev.
Assigned by Council Resolutions
Committee JJ-S
Member Initial

TIMLEY REPORTING OF RESOLUTIONS

Whereas timely action on Council resolutions is in the interest of Council and the Association membership, and

Whereas resolutions with financial implications have to be considered by COPES

Therefore be it resolved that COPES consider all resolutions referred to it and report to Council ~~if~~ WHETHER a determination has been made or when it will be made no later than the last Council session of that Conference.

Irene B Hoadley (FONT)

Moved by: Irene B. Hoadley
Councilor

Seconded by: Michael Gorman
Councilor

Michael Gorman (FONT)
(Lynjks)

REVIEWED FOR CONFORMATION WITH
GUIDELINES JJ-S
by Council Resolutions Committee
6/27/94

Motions for Council Action

A Council motion which has fiscal implications must be submitted to the Executive Director 24 hours before it is to be voted on.* The Committee on Program Evaluation and Support shall provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable COPES to estimate the costs involved. If a resolution would impose specific assignments on a division, it will be reviewed by COPES with the division board of directors to assess the financial needs in that assignment; COPES will report to Council recommended budgetary adjustments necessary to implement that assignment. COPES' report on all resolutions with fiscal implications will be given to Council prior to final Council action.

It

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Issue Date:

5.2

RICAN LIBRARY ASSOCIATION

Item Number: 205.9

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Page: 1 of 1

Supersedes:

Motions for Council action

A Council motion which has fiscal implications must be submitted to the Executive Director twenty-four hours before it is to be voted on. The Committee on Program Evaluation and Support shall provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable COPES to estimate the costs involved. At the time of action on the motion, COPES' report shall be given to Council before the vote is taken.

End of Section

At the 2008 ALA Annual Conference, upon recommendation by the Council Resolutions Committee, the ALA Council adopted the following revision to ALA Policy 5.3, Guidelines for Preparation of Resolutions for Council.

Guidelines for Preparation of Resolutions for Council

Policy 5.3 [*Revised*]

The following guidelines are addressed to individuals and units preparing resolutions to come before Council.

Definition: A resolution is a main motion, phrased formally, with (a) *whereas* clauses, stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) *Resolved* clauses in numbered order (stating the proposed policy, advocacy position, or action). A standard template for resolutions is provided at the end.

CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.

2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.

3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.

4. The terms used in a resolution should be readily understandable or have specific definitions.

5. The intent, objective or goal of the resolution should be clear and purposeful.

6. Resolutions should clearly support ALA's mission, core values and/or strategic directions.

7. All whereas clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the ALA Handbook

8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.

9. Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The new suggested wording states the resolved phrase *only once*: "Now therefore be it resolved by the [acting body, e.g. ALA, some committee etc.], that…" after which each separate resolved is stated directly in numbered order without repeating "be it resolved by…". (See sample on p. 4)

10. All 'Resolved" clauses within a resolution should also use the objective, rather than the subjunctive (e.g. "Now therefore be it resolved by the [American Library Association], that, 1. *Supports*… 2. *Provides* ..." NOT the subjunctive form of the verb "Resolved that the American Library Association, 1. Support… 2. Provide…")

11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the 'resolved' and 'whereas' clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.
12.

PROCESS:

1. All resolutions submitted by Council members must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution Form.

2. All resolutions must be submitted by either a voting member of Council or an ALA Committee chair; memorial resolutions, tributes, and testimonials are exempted.

3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Local telephone numbers must be given for movers *and* seconders.

4. Resolutions must be submitted 24 hours prior to presentation to Council to allow time for reproduction and distribution. If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II .

5. The Resolutions Committee must submit to the Executive Director and the Budget Analysis and Review Committee (BARC) all resolutions deemed to have fiscal implications at least 24 hours before they appear on the Council agendas so that BARC can provide fiscal information as required in by ALA policy. Standing committees of ALA and Council presenting resolutions to Council will follow the same process of submission to the Executive Director and BARC. Committee resolutions need no second.

6. Memorial resolutions, tributes, and testimonials are submitted to the Resolutions Committee but as not reviewed by the Committee. They will be presented to Council at the beginning of the last session of Council at each Midwinter Meeting and Annual Conference, and to the Membership at the beginning of the last Membership Meeting at each Annual Conference:
    a. If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.
    b. The Presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.
    c. *American Libraries* will carry an annual "memorial page" listing those members who have died since the preparation of the previous Conference Program.

7. All members are urged to submit a resolution or resolutions prior to the Annual Conference or Midwinter Council meetings by communicating the resolution to the chair of Resolutions Committee through electronic mail.

8. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not to exceed one month without explanation of the Executive Director to Council.

Revised by Council at the 1995 Midwinter Meeting

Revised by Council at the 1999 Annual Conference

Revised by Council at the 2000 Annual Conference

Revised by Council at the 2003 Annual Conference

Revised by Council at the 2008 Annual Conference

The revised standard format for resolutions is as follows. (See sample on next page).

Title of Resolution

Whereas, The _____ (first Whereas clause);

Whereas, There has been _____(subsequent Whereas clauses);

Whereas, _____(next to last Whereas clause); and

Whereas, _____ (last Whereas clause); now, therefore, be it

Resolved that the American Library Association (ALA) urges (or other appropriate action verb)

1. (first action to take or advocacy position to express without repeating 'be it resolved');

2. (second action to be taken);

3. (third action and so on); and

#. (final action)

Mover: Name + contact info

Seconder: Name + contact info

[ALA Resolution Form follows]

End of Section

SAMPLE OF RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE

RESOLUTION ON IMPROVING THE FEDERAL DEPOSITORY LIBRARY PROGRAM AND PUBLIC ACCESS TO GOVERNMENT INFORMATION

WHEREAS, The Federal Depository Library Program (FDLP) was designed to provide public access to government information through a cooperative network of geographically dispersed depository libraries; and

WHEREAS, The FDLP faces many economic and technological challenges, including the modernization of the delivery methods for government information; and

WHEREAS, A vast number of both print and born-digital publications are not included in FDLP, resulting in less public access and no guarantee of any future access; and

WHEREAS, The Government Printing Office (GPO) has taken leadership coordinating efforts to convert print and microform government information to electronic format; and

WHEREAS, Regional depository libraries need financial and logistical support for maintaining retrospective hard copy collections of government publications; and

WHEREAS, GPO has created a valuable resource in the Catalog of Government Publications (CGP), providing cataloging records for both tangible and electronic publications for 1976 to the present; and

WHEREAS, There are many individual initiatives by depository libraries across the country to create bibliographic records for portions of pre-1976 and fugitive government publications; and

WHEREAS, There is no complete inventory or comprehensive catalogue of government publications necessary to facilitate efforts such as large-scale cooperative services, collection development, and housing of materials; and

WHEREAS, A thorough understanding and documenting of all the current strengths, problems and challenges facing all of the libraries participating in the FDLP does not exist; now, therefore, be it

RESOLVED, That the American Library Association (ALA):

1. Urges the Government Printing Office (GPO) to give priority to expanding the scope of the Federal Depository Library Program (FDLP) collection by capturing a greater percentage of digital and print fugitive government information products.

2. Urges the GPO to develop a plan to expand partnerships for digital retrospective conversion and born digital capture with standards based curation.

3. Urges the GPO and the National Archives and Records Administration (NARA) to accept and archive digital copies resulting from cooperative government information digitization efforts.

4. Urges the GPO to explore within current law all options for cooperative collection development and maintenance, including shared housing agreements between regional depositories and selective depositories.

5. Urges the GPO to create an inventory of all government publications held in depository libraries.

6. Urges the GPO to coordinate depository library cataloging projects for pre-1976 and fugitive publications, and to incorporate them into the Catalog of Government Publications (CGP).

7. Urges the GPO to carry out a series of focused studies that together provide a comprehensive accounting of the issues facing the FDLP and the participating libraries.

8. Urges Congress to allocate sufficient appropriations to GPO to undertake these initiatives.

Mover: Larry Romans, Executive Board, Anaheim Hilton

Seconders: Francis Buckley, Executive Board, Anaheim Hilton

Kevin Reynolds, Tennessee Chapter Councilor, Anaheim Hilton

ALA RESOLUTION FORM

This Form *must* be filled out and attached to all resolutions submitted to Council by voting Council members. (***See sample on next page.***)

1. TITLE OF RESOLUTION

2. ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY):

3. ENDORSEMENTS BY ALA UNITS AND/OR COMMITTEES (IF ANY):

4. FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution's directive(s))

5. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT:

6. IMPACT ON ALA POLICIES AND POSITIONS

   - If the resolution sets forth a general policy or an ALA viewpoint, describe.
   - If this resolution necessitates a change in existing policy, state the policy number and the change
   - If this resolution establishes new policy, describe.
   - If this resolution conflicts with existing policy, state provisions for resolving the conflict.

7. INITIATING COMMITTEE OR UNIT (IF ANY):

8. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.):

9. MOVER/SECONDER INFORMATION:

Mover's Name and Local Telephone Number

Seconder's Name and Local Telephone Number:

SAMPLE OF COMPLETED ALA RESOLUTION FORM SUBMITTED WITH RESOLUTION

ALA RESOLUTION FORM

This Form *must* be filled out and attached to all resolutions submitted to Council by voting Council members.

10. **TITLE OF RESOLUTION**
    Resolution on Improving the Federal Depository Library Program and Public Access to Government Information

11. **ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY):**
    To be consulted: GODORT, COL

12. **ENDORSEMENTS BY ALA UNITS AND/OR COMMITTEES (IF ANY):**
    None

13. **FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution's directive(s)**
    None

14. **LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT:**
    Government Printing Office, Joint Committee on Printing, other U.S. library organizations.

15. **IMPACT ON ALA POLICIES AND POSITIONS**

    - If the resolution sets forth a general policy or an ALA viewpoint, describe.
    - If this resolution necessitates a change in existing policy, state the policy number and the change
    - If this resolution establishes new policy, describe.
    - If this resolution conflicts with existing policy, state provisions for resolving the conflict.

16. **INITIATING COMMITTEE OR UNIT (IF ANY):**
    None

17. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.):

18. MOVER/SECONDER INFORMATION:

Mover's Name and Local Telephone Number

Larry Romans, Hilton Anaheim, 714-750-4321

Seconder's Name and Local Telephone Number:

Francis Buckley, Hilton Anaheim, 714-750-4321
Kevin Reynolds, Hilton Anaheim, 714-750-4321

End of Section

5.4.

AMERICAN LIBRARY ASSOCIATION

Item: Council *Item Number:* 205.9.2

Approved by: ALA Council *Page:* 1 *of* 1

Issue Date: July 1976 *Supersedes:*

REPORTING THE IMPLEMENTATION OF COUNCIL MOTIONS AND RESOLUTIONS

WHEREAS, ALA Council at its Annual and Midwinter meetings adopts and ratifies motions and resolutions reflecting the will of Council and the membership; and

WHEREAS, the implementation of such motions and resolutions is the responsibility of the ALA Board and Executive Office to discharge or delegate; and

WHEREAS, no systematic communication mechanism presently exists to report on the disposition of such Council resolutions and motions; and

WHEREAS, communication and feedback are essential to the deliberations of Council in furthering the goals and objectives of the Association,

THEREFORE BE IT RESOLVED, That the ALA Board or its delegate be requested to report back to Council on the status of implementation of motions and resolutions passed by Council during the preceding year and that this report be entered in the Council minutes; and

BE IT FURTHER RESOLVED, That this implementation report be presented at the first Council session of each Annual and Midwinter meeting as an agenda under "old business."

BE IT FURTHER RESOLVED, That this resolution be implemented from the close of the July 1976 Annual conference and that the first implementation report be presented at the Midwinter meeting, January 1977.

End of Section

5.5.1

At the 2009 ALA Annual Conference, upon recommendation by the Policy Monitoring Committee (PMC), the ALA Council approved the revision of ALA Policy 5.5.1, Attendance, to read:

> 5.5.1 Attendance. At each Council meeting, attendance shall be taken through appropriate means, such as checklist, voting cards, etc.

NOTE TO READER: The following was taken from the Policy Monitoring Committee Report, 2008-2009 ALA CD#17.1:

> Roll has been taken by voting card for at least two decades. The Policy Monitoring Committee (PMC), 2008-2009 ALA CD#17.1, Item #8, recommends that this policy be revised in such a way that it need not be revised each time the mechanism changes, and in such a way that it could accommodate some future possibility of "virtual attendance" at Council meetings.

End of Section

1997-98 CD#17.1
(1998 Midwinter Meeting

SECOND REPORT TO COUNCIL
POLICY MONITORING COMM.

In response to action at Council I, the Policy Monitoring Committee met and reviewed the issues raised by CD#49B, which was approved by Council at the 1997 Annual Conference. This amended Policy 5.5.2, and in the Committee's opinion, this change is conflict with the ALA's Constitution and Bylaws.

In view of the Council's intent, the Policy Monitoring Committee proposes the following revision to the second paragraph of Policy 5.5.2, to read:

"At each annual Conference there shall be an information session with the Membership, Council, and the Executive Board held first on the Sunday of the Conference, to be followed by Membership Meeting I, followed by Council I."

Note: In the event a quorum is not present for the Membership Meeting, the last paragraph of Policy 7.4.7 shall apply, allowing the convening of a Membership Forum for the purpose of discussing matters of concern.

Respectfully submitted,

PMC Members:
Gretchen Wronka, John Barrett, Pamela Spencer (Intern), and Don Sager, chair

Adopted by Council, 1998 Midwinter Mtg.

COUNCIL DOCUMENT # 49.B
Assigned by Council Resolutions
Committee MDL
Member Initial

MEMBERSHIP MEETINGS

RESOLVED, that ALA policy 5.5.2, paragraph 2, be followed and that in 1998 and succeeding years, the FIRST Membership meeting at the annual conference be the "joint session of Membership and Council with the Executive Board, for information only, to be held prior to other meetings of Council and Membership," and that this meeting be scheduled for a two hour time block prior to Council Session I, so that there is sufficient time to allow for appropriate informational reports and for questions and answers; and be it further

RESOLVED, that a SECOND Membership meeting be scheduled for a 1.5 hour time block later that same day (or the next if it is still within the first 2 days of conference), at which the ALA president or vice-president presides (whether or not a quorum is present); for which an agenda of topics for discussion (identified by resolutions submitted, in accord with the Guidelines...7.4.7, and by topics suggested via listserv) is publicized in advance; and at which, if members present desire to transact business, quorum counts are made efficiently and unobtrusively at intervals throughout, with a business session being called to order at any point at which there is business to transact and a quorum is established.

BACKGROUND
ALA membership meetings at annual conferences in recent years have been attended by fewer members than have been needed to reach a quorum, especially since members across the country voted overwhelmingly by mail ballot several years ago to increase the quorum necessary to transact business. This is attributed by some to lack of member interest (voting with their preferences of where they choose to be), and by others to lack of publicity, lack of signage, locations being difficult to find, etc. We have been experimenting for a number of years; when one thing works, another does not, and the result continues to be no quorum. Some members do not mind this. Others do. And no member wants to lose the opportunity of meeting as "the membership" should there be a compelling need.

At the same time, members regularly need information and Policy 5.5.2 seems to have been forgotten. This year the first information meeting of Council and Membership with the Executive Board was billed as in the official program, on signs, and on agenda as a Council/EB information session. This meeting has historically been "the forum" at which members and councilors received informational reports from the president for the executive board , the treasurer, and executive director and at which questions could be asked about the information provided, and about current issues. The presence of a quorum at this meeting seems not to be a problem, since no business is scheduled to be transacted. The first whereas of the resolution proposes returning the first membership meeting to what our policy calls for, an information session with council, and lengthening it so that members, not just councilors, can ask questions.

Even if there is no burning issue to draw members in any given year, it is critical to the future health of ALA that there is always available to membership an opportunity in the form of a scheduled membership meeting at which members may raise issues of concern, present and debate resolutions requesting council action and providing direction to council. It is also important to view this meeting as an opportunity, but not a mandate, for business to be transacted. Sturgis (our parliamentary guide) does not say that we may not hold a meeting, that we may not report and discuss, only that we may not transact business until the quorum (as our membership has defined it) is present. It seems perfectly possible to call a meeting to order, do a quorum count, and if a quorum is not present make an electronic note on the screen about the nature of the meeting (discussion, not business) so that all entering after the first quorum count will know what is going on. The presiding officer can continue with the discussion, q & a, reports, etc. Quorum counts can continue, efficiently and unobtrusively every 10-15 minutes, and if and when a quorum is reached, the presiding officer can announce it, and move immediately into a formal business meeting at which resolutions (which may have been previously distributed and discussed) can be formally introduced and debated.

Mary Jane Anderson
Submitted by Mary Jane Anderson, Councilor at Large
Seconded by Armen M. Wilg, Councilor at Large

ALA policies
5.5.2
7.4.7

:VIEWED FOR CONFORMATION WITH
:IDELINES
Council Resolutions

Exhibit 34

1996-1997 CD#17
1997 Midwinter Conference

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
FEBRUARY 1997

In accordance with Policy 5.6, the Policy Monitoring Committee has reviewed all Council actions taken at the 1996 Annual Meeting for possible incorporation into, addition to, or changes in the *ALA Policy Manual.*

FOR ACTION

Item #1 Policy 5.5.2 Council-Board Session: Change the heading of 5.5.2 Council-Board Session to read: "Council/Executive Board/Membership Session."

[PMC recommends that this heading be changed to reflect the nature of this policy.]

FOR INFORMATION

Item #1 Library Bill of Rights Interpretation on Electronic Access to Information, Services and Networks. This document, 1995-96 CD# 19.1, was adopted by Council, although the phrase "Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children" is being reviewed by the Committee on Intellectual Freedom. The words in italics were suggested when Council adopted this document.

ITEMS UNDER REVIEW

Item #1 ALA Policy 54 Library Personnel Practices. Referred to the OLPR Advisory Committee.

Item #2 ALA Policy 59.3 Goals for Indian Library and Information Service. Referred to the OLOS Library Service to American Indians Subcommittee.

Item #3 Policy revisions related to Americans with Disabilities Act. Referred to the ASCLA Americans with Disabilities Act Assembly.

Respectfully submitted,

PMC Members:
Jan Keene, Gretchen Wronka, Don Sager, chair

This additional wording was proposed by COO and approved by Council at Midwinter 1993, CD#28.1.

Item #5 ALA Policy 5.5.2, Council-Board Session. Add to paragraph one: "Any member of the Association may participate in the information session."

This wording is proposed by the Policy Monitoring Committee to clarify existing practice.

5.5.2

5.5.2

AMERICAN LIBRARY ASSOCIATION

Item:	COUNCIL	*Item Number:*	205.4
Approved by:	ALA Council	*Page:*	1 *of* 1
Issue Date:	July 14, 1958	*Supersedes:*	

Procedures

VOTED, That (1) all future meetings of ALA include at least one session of Council with the Executive Board to be held prior to other Council meetings for information only; (2) Minority reports on controversial issues be given to Council so that members may clearly understand both sides of the issues involved; (3) Serious attempts be made to provide for table seating arrangements with microphones in easy access.

End of Section

At the 2009 ALA Annual Conference, upon recommendation by the Policy Monitoring Committee (PMC), 2008-2009 ALA CD#17.1, the ALA Council revised ALA Policy 5.5.3, Advance Distribution of Council Agenda and Other Documents, to read:

> 5.5.3 Advance Distribution of Council Agenda and Other Documents.
> The Executive Director, as Secretary of the Council, shall distribute the agenda for Council meetings, as well as such documentation as has been provided by members and units, to reach Council members not later than two weeks before such meetings.

NOTE TO READER: The following was taken from the Policy Monitoring Committee Report, 2008-2009 ALA CD#17.1:

Current policy states: 5.5.3 Agenda (2008-2009 Handbook of Organization). The Executive Director, as Secretary of the Council, shall mail the agenda for a Council meeting, including such documentation as has been provided by members and units, to reach Council members not later than two weeks before such meetings. Minority reports shall be given to Council.

The heading for this policy is misleading, since it does not concern the agenda itself, but rather the advance distribution of the agenda and other documents. It was written when documents were distributed through physical mail, and the two weeks deadline was intended to provide time for accidents that might interfere with delivery of documents to some Councilors. Even though distribution through electronic means is essentially instantaneous, PMC believes that a two-week deadline remains reasonable and desirable.

The final sentence of 5.5.3 is somewhat mysterious and may reflect either a misunderstanding of what constitutes a minority report, or it may reflect some past practice when committees, task forces, etc. may not have recognized an obligation to represent minority opinion in their reports, either internally or as attachments. (Minority reports are covered in Sturgis, p.189) Because minority reports are technically a part of the committee report proper (whether attached, incorporated, or numbered separately), there is no need to mention them explicitly in the policy. Indeed, mentioning them separately contributes to confusion about their standing and may even suggest that any document expressing opposing viewpoints, promulgated from outside the committee report might be considered a "minority report." Deletion of this confusing sentence will not restrict the ability of Councilors to communicate personal or group opposing viewpoints through the Council List, ALA Connect, or other means.

End of Section

6.5.4 Matters and reports of a purely informational nature will be distributed to Council in writing. Oral reports will be confined to matters requiring Council action or which are requested by the Council or by the Executive Board.

5.6.4
6.5.4

AMERICAN LIBRARY ASSOCIATION

Item:	COUNCIL	*Item Number:*	205.6.1
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	April, 1971	*Supersedes:*	205.6

Reports

VOTED, That the Policy adopted by the Executive Board in January, 1960, be revised to read, "That matters and reports of a purely informational nature will be distributed to Council in writing, and that oral reports to council will be confined to matters requiring Council action or which are requested by either the Council or the Executive Board.

End of Section

5.5.5 *Reports of Divisions*
Annual reports from ALA division presidents shall be submitted to Council in writing for inclusion in the record of Council meetings.

5.5.5

AMERICAN LIBRARY ASSOCIATION

Item:	COUNCIL	*Item Number:*	205.6.2
Approved by:	ALA Council	*Page:*	1 of 1
Issue Date:	January 1963	*Supersedes:*	

Reports

Upon recommendation of the Executive Board -

VOTED, That the ALA Council rescinds its June, 1960, action requiring annual oral reports from division presidents, and that the resumption of annual written reports to Council from presidents of ALA divisions be substituted for this requirement with the understanding that these Reports will be included in the printed record of the Council Meetings.

End of Section

At the 2010 ALA Annual Conference, on recommendation by the Council Policy Monitoring Committee (PMC), Item #2, the ALA Council revised 5.5.6, Roll Call Votes, as follows:

5.5.6 Reporting of Council Votes
Results of recorded votes of Council shall be published in a widely available official outlet of the Association. Results of roll call votes shall be published promptly and in detail.

NOTE TO READER: The following was taken from the 2009-2010 ALA CD#17.1, Policy Monitoring Committee Report:

As written, this policy contradicts Sturgis, which states "A vote by roll call may be required by the bylaws or may be decided upon by the assembly following a motion from a member. A majority vote is required to order a roll call." In addition, as written, current policy places a limitation on what may be subject to a roll call ("... matters of policy ..."). PMC believes it is problematic for policy to contradict the Association's agreed-upon parliamentary authority, and further believes that it is not necessary to embody in the Policy Manual matters that are covered by that parliamentary authority.

If the first sentence of 5.5.6 is eliminated as contradictory and unnecessary, two points remain: an indication that roll call votes will be reported in *American Libraries;* and that results of other votes shall be reported to the membership (by means unspecified). If this is all that remains of 5.5.6, then the caption is inaccurate.

Currently, the results of votes of Council are contained in the minutes of the meetings, and in the report of Council Actions, both of which are available on the Association website. There seems to have been no roll call vote since at least 1979.

Prior to 1970, there was no requirement that the recorded votes of Council be published. After passage of what now appears as 5.5.6, Council votes were published to the membership via a special mailing to each Association member. This was later replaced by publication of the detailed voting record in *American Libraries*. That practice was discontinued in 1992 (following lengthy Council debate) partly for financial reasons. The decision may also have been influenced by ongoing discussions of editorial authority for ALA publications. The result of those discussions is reflected in Policy 10.1 Responsibility for Content of ALA Publications, which states (in the last paragraph) that "The decision as to appropriate material for inclusion in the publication shall rest with the editor guided by the ALA Constitution, its Bylaws, and relevant policies as adopted by the ALA Council ..." Current wording of 5.5.6 with regard to the reporting of votes appears to have

resulted from compromise on many fronts, but preserving two principles: (1) That Council's actions should be made publicly available, and (2) that when a vote is so significant or controversial as to be taken by roll call, the detailed results of the vote should be reported in an official publishing outlet of the Association.

In the intervening decades, electronic communication has burgeoned, and the ALA Website has been developed. It is likely that the overwhelming majority of Association Members would expect to find voting records on the ALA Website rather than in a monthly print journal. Even this may change over time, so rather than specify a particular venue for publication of Council votes, PMC suggests that the principle of public reporting, and of detailed reporting of roll call votes be preserved through a more generally stated policy.

5.6.6.
6.5.6

OLD

AMERICAN LIBRARY ASSOCIATION

Item: COUNCIL *Item Number:* 205.8

Approved by: ALA Council *Page:* 1 *of* 1

Issue Date: January, 1970 *Supersedes:*

Votes - roll call

VOTED, That the actions of Council be taken by a Roll Call Vote on policy matters (to be determined by the presiding officer or a vote of Council) and the results published for the membership.

~~5.6.6~~ 6.5.6 *Recorded Votes*

Action of the Council on matters of policy will be on roll call vote if the presiding officer so determines or on request from a Councilor. Results of roll call votes shall be published in *American Libraries* for the information of the membership. Results of other recorded votes shall be reported to membership.

End of Section

At the 2010 ALA Annual Conference, on recommendation by the Council Policy Monitoring Committee (PMC), Item #3, the ALA Council revised 5.5.7, Revision to Council Minutes, as follows:

5.5.7 Revisions to Council Minutes

Minutes of Council meetings shall be approved for distribution by the Executive Director and distributed to Council promptly. Council members shall be requested to submit additions or corrections promptly after receipt. Cosmetic and editorial corrections will be made as they are received. Substantive corrections received are placed on the agenda of Council's next official meeting, at which formal approval of the minutes shall take place.

NOTE TO READER: The following was taken from the 2009-2010 ALA CD#17.1, Policy Monitoring Committee Report:

At the 2009 Annual Conference, PMC noted problems with Policy 5.5.7, both as regards clarity, and as to whether 10 days is a reasonable time limit for comment. PMC did not propose any changes to the policy pending determination of actual practice.

The practice for at least two decades has been that the Minutes of Council meetings are approved for distribution to Council by the Executive Director. Distribution currently takes the form of electronic distribution and inclusion on the Website as a Council document. Councilors are expected to read the minutes and submit any corrections to the Council Secretariat. Cosmetic corrections (typos, grammar, formatting, etc.) are made as they are reported. More substantive corrections are included on the agenda for the next Council Meeting so that they may be approved by Council. Once the minutes are approved as amended, the Council Document is corrected. Since this process has been followed without comment for some time, PMC proposes that the policy be rewritten to reflect actual practice.

Note that this revision is purposely silent on the matters of what constitutes "promptly", and on what constitutes "distribution."

5.5.1 proved for distribution by the President and President-elect and distributed promptly. Council members shall be requested to submit additions or corrections within 10 days of receipt of the minutes, such additions and corrections to be placed on the agenda of Council's next meeting, at which formal approval of the minutes shall take place.

5.6.7
5.5.7

AMERICAN LIBRARY ASSOCIATION

Item: COUNCIL *Item Number:* 205.5

Approved by: ALA Executive Board *Page:* 1 *of* 1

Issue Date: November, 1958 *Supersedes:*

Minutes

VOTED, That the President, President-Elect, and Second Vice-President* at the time Council meeting was held, be given the responsibility of approving Council Minutes before distribution.

VOTED, That after approval for distribution by the Officers the Council Minutes be distributed promptly, that Council be requested to indicate any additions or corrections within ten days of receipt, and that formal approval of the Minutes and any corrections be placed on the agenda of Council's next meeting.

*Office of the Second Vice-President was eliminated in June, 1971.

End of Section