At the 2009 Midwinter Meeting, Council approved, CD #38, Resolution on Access for Physical Mobility Impaired Conference Attendees, which added a paragraph to Policy 7.1.3, and CD #39, which contained instructions regarding accessible computer workstations, also to be added at the end of Policy 7.1.3, which are the last two paragraphs of the following policy:

7.1.3 Conference Arrangements for Participants with Disabilities

Local arrangements committees, headquarters staff, exhibitors, and others involved in the planning and execution of conferences and meetings of the Association shall be aware of and sensitive to the problems of conference participants with disabilities, in the selection, planning, and layout of all conference facilities, especially meeting rooms and exhibit areas.

The Association of Specialized and Cooperative Library Agencies Library Service to the Deaf Forum is responsible for coordinating interpretive services to the deaf. This includes determining meetings to be interpreted with assistance from all units, in identifying programs of particular interest to the deaf, engaging interpreters, and publicizing the schedule of interpretive meetings. The Conference Services Office will work with a liaison from the ASCLA Library Service to the Deaf Forum to assure that a minimum of 35 hours of interpretive service shall be provided for from the general fund at both Midwinter Meeting and Annual Conference. ALA also encourages all units to provide interpreters for unit programs that can be shown to be of particular interest to deaf conferees.

Assistive devices for attendees with physical mobility impairments shall be made available by reservation. Devices not reserved in advance shall be made available on a first-come, first-served basis. Using whatever means necessary, these devices shall be located adjacent to the conference center's main entrance or to the primary registration area for pick-up and delivery.

Accessible workstations shall be identified by raised identifier flags extending from the monitors of those workstations, and that in clusters of computer workstations made available to event attendees, accessible workstations shall always be placed at the first seat(s) of the first row(s) of the cluster.

COUNCIL DOCUMENT # 38
Assigned by Council Resolutions
Committee MAC
Member Initial

Resolution on Access for Physical Mobility Impaired Conference Attendees

Whereas, access is one of ALA's core values (#40.1); and

Whereas, ALA prohibits discrimination on the basis of disability in the "use of any facilities" during conferences and includes this policy as "a part of ALA contracts for the use of space" (7.1.1); and

Whereas, the current arrangements for providing assistive devices (i.e., electric scooters and wheelchairs) for people with physical mobility impairments constitutes an unnecessary barrier to equal participation in the association and its conferences;

Now, therefore, be it resolved by ALA Council that

1. ALA adds the following paragraph to the end of policy #7.1.3, Conference Arrangements for Participants with Disabilities:

"Assistive devices for attendees with physical mobility impairments shall be made available by reservation. Devices not reserved in advanced shall be made available on a first-come, first-served basis. Using whatever means necessary, these devices shall be located adjacent to the conference center's main entrance or to the primary registration area for pick-up and delivery."

2. ALA implements this policy in time for the July 2009 Annual Conference.

Endorsed by ASCLA Board of Directors, 1/26/2009

OVER

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 Resolution on Access For Physical Mobility Impaired Conference Attendees
2. ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY):

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

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

   Only a re-allocation of resources
5. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT:

   Membership
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. Adds one paragraph at the end of #2.1.3
   - 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 June Pinnell-Stephens 907-388-0530

   Seconder's Name and Local Telephone Number: Janet Swan Hill 436-1234

Assigned by Council Resolu[redacted]
Committee _____ cly
Member Initial

2008-2009 CD#39

Resolution on Accessible Computer Workstations at ALA Annual Conferences and Midwinter Meetings

WHEREAS, the accessible computer workstations equipped with screen readers which allow members with visual disabilities to access electronic information are now identified with print signage that is inaccessible to them, resulting in a situation where those members must ask bystanders for assistance in locating these accessible workstations, thereby disrupting other users from their work now, therefore, be it

Resolved that the American Library Association (ALA) affirms

1. That accessible workstations shall always be identified by raised identifier flags extending from the monitors of those workstations and

2. That accessible workstations shall always be placed in the first seat in the first row of computer clusters made available to event attendees, and

3. That these instructions shall be placed into ALA Policy #7.1.3

MOVED BY Melora Ranney Norman, Councilor At Large
SECONDED BY Diedre Conkling, Councilor At Large

REVIEWED FOR CONFORMATION WITH
GUIDELINES
by Council Resolutions Committee

ALA RESOLUTION FORM

Before completing this Resolution Form, please be sure to read through the Guidelines for Preparation of a Resolution for Council

1. TITLE OF RESOLUTION

Resolution on Accessible Computer Workstations at ALA Annual Conferences and Midwinter Meetings

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

ASCLA Board

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)

Signage accessible to persons with visual disabilities

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.

1. That accessible workstations shall always be identified by raised identifier flags extending from the monitors of those workstations and

- If this resolution necessitates a change in existing policy, state the policy number and the change.

1. That accessible workstations shall always be identified by raised identifier flags extending from the monitors of those workstations and

- If this resolution establishes new policy, describe.

1. That accessible workstations shall always be identified by raised identifier flags extending from the monitors of those workstations and

- If this resolution conflicts with existing policy, state provisions for resolving the conflict.

It is a clarification of existing policy

ALA RESOLUTION FORM

7. INITIATING COMMITTEE OR UNIT (IF ANY)

ASCLA Board

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

At an ASCLA Board meeting, Barbara Mates reported that members of the LSSPS section for the blind and visually impaired were struggling with the arrangements that had been made for computer workstation accessibility. She requested that June Pinnell-Stevens add the contents of this resolution to her proposed resolution on Physical Mobility Impaired Conference Attendees. Since June and some other councilors indicated a preference to see this dealt with separately, I am submitting this resolution in response to the request of Barbara Mates of the ASCLA Board and LSSPS.

9. MOVER/SECONDER INFORMATION:

Mover's Name and Local Telephone Number

Melora Ranney Norman, 207-458-4299

Seconder's Name and Local Telephone Number

Diedre Conkling, 541-961-3117

NOTE: Clicking the submit button will open an e-mail screen. Before hitting "send," change the subject line to reflect the name of your resolution and be sure to attach the actual resolution as well as this form to the e-mail. Both items must be received by the Resolutions Committee prior to being presented to Council.

Submit by E-mail | Print Form

End of Section

1976-77 EXECUTIVE BOARD
DOCUMENT #51 (Revised)

7.1.4

Approved minus chapters

American Library Association

MEMORANDUM

Date: May 7, 1977

To: Robert Wedgeworth

From: Meldon Kirk

Re: Charges for Conference Facilities

At the 1976 annual conference a report was submitted by the Ad Hoc Committee on Scheduling Conference Facilities. This report included recommendations on the allocation of meeting time, use of conference facilities and a suggested method of determining charges for those facilities when used by ALA affiliates, chapters, and nonaffiliated individuals or groups. A copy of this report is attached as Exhibit A.

Complying with your assignment made on December 13, 1976, Mary Cilluffo, Chris Hoy and I have analyzed the actual costs of providing conference services. A summary of the results of our cost study is attached as Exhibit B.

Based on the rationale of recovering full average costs for all our expenses and services, it would be justifiable to charge rates for a two-hour meeting ranging from $52.00 to $102.00 (see Exhibit B attached). It has been suggested by members of COPES and others, however, that to revise our policy from no charge to recovery of full costs might prove counterproductive in our relations with affiliates and other groups.

Therefore we are recommending the following schedule of fees for conference services, intended to recover only our cost of direct staff service, inclusion in printed program and average room rent:

(1) Small groups, meeting on an ad hoc basis, with arrangements made too late for inclusion in the official program -- a charge of $15 per two-hour meeting.

(2) Other scheduled meetings at the annual conference or midwinter meeting to be charged at the following rates:

omitted

Type of Organization	Two-Hour Meeting at Midwinter Meeting	Two-Hour Meeting at Annual Conference
~~ALA Chapters & Affiliates~~	~~$25~~	~~35~~
Other Nonprofit Groups	30	40
Commercial Organizations	40	50

continued ...

Note that these rates are based on a meeting of less than 25 people and for a two-hour period or less. Larger, longer or more meetings would be charged at multiples of the above rates. Also, the actual cost of special equipment rental and meals or refreshments would be borne by the meeting unit.

We further recommend that payment be tendered at the time the meeting arrangement is requested in order to minimize billing, record keeping and collection problems.

There is no basis for anticipating the amount of attrition we might expect in the number of meetings should we establish the proposed fee schedule. If we have approximately the same number of meetings as during 1976, we would project revenues of about $1,500 for the midwinter meeting and about $2,500 for the annual conference. A more detailed estimate of revenues is attached as Exhibit C.

MCK:cb
Enclosures
cc: Chris Hoy (w/encs)
Mary Cilluffo (w/encs)

Projected Revenues for Fee Charges for Conference Facilities

I. Projected Revenues for Charges in Connection with Midwinter Meeting

Assumed Number of Meetings	Approximate Revenue
15 small ad hoc	$ 225
40 ALA chapters or affiliates	~~1,000~~
8 other nonprofit	240
2 commercial	80
65 Total	$1,545

II. Projected Revenues for Charges in Connection with Annual Conference

Assumed Number of Meetings	Approximate Revenue
20 small ad hoc	$ 300
50 ALA chapters or affiliates	~~1,750~~
6 other nonprofit	240
4 commercial	200
80 Total	$2,490

End of Section

7.1.5

COUNCIL MINUTES
Midwinter Meeting
January, 1991

Policy Monitoring Committee. (CD#16, Exhibit 3). Norman Horrocks, Policy Monitoring Committee Chair, reported on possible incorporations, additions to, or changes in the *ALA Policy Manual.*

Items for Council consideration contained in CD #16 were:

> Item #11: Policy 5.4 Council Resolutions. The following words to be added to section 14 - "Sponsors of the Resolution shall provide to the Council Secretariat the names and addresses of all such named groups."

Norman Horrocks stated that often resolutions included wording such as "this resolution shall be transmitted to the family of" or "to societies" of which the person was associated throughout his or her career. The Committee felt it was an unfair burden on the Council Secretariat who has to track down the names and addresses. The Policy Monitoring Committee is recommending that language be added to the *ALA Policy Manual* that states that sponsors of resolutions assume the responsibility of providing the names and addresses of persons, organizations, etc., to whom copies of the resolution are to be sent.

Item #12: Policy 57.3 Abridgement of the Rights of Freedom of Foreign Nationals. In the footnote to this Policy the words "Abridgement of Human Rights in South Africa" appear in error. They refer to the January 1978 adoption by the Council of a Resolution on this subject, but do not relate to any interpretation of this Policy and should be deleted in the next printing of the *ALA Policy Manual.*

Item #13: Former ALA Policy 204.11--Parliamentarian was confirmed by the Council when the last major revision of the *ALA Policy Manual* was undertaken. It was not added to the printing of the *ALA Policy Manual* when this was included in the *ALA Handbook of Organization.*

The Policy Committee recommended this policy be included in Section 7 "Conferences and Meetings," in the next printing of the *ALA Policy Manual*, and suggested the following language for inclusion: "The American Library Association shall employ a parliamentarian who is not a member of the Association."

Item #14: Policy 7.1.5 addresses only the prohibition of smoking in open meetings and programs sponsored by ALA units during ALA conferences.

The word "units" was questioned by the Policy Monitoring Committee. The Committee is now drawing Council's attention to the words "committees and subcommittees," which are not units under the definition adopted by the Association. Also, the wording: "smoking be prohibited at ALA conferences" was debated among the Committee, specifically whether the word "conferences" spelled with a lowercase "c" was the same as the word "Conferences" spelled with an uppercase "C". In view of this, the Committee decided Council should affirm what the Committee interpreted as their wish, "that there be no smoking at midwinter meetings, annual conferences, regional/national conferences, continuing education programs, exhibits, and other gatherings sponsored by the Association."

On motion by Norman Horrocks, ALA Policy Monitoring Committee Chair, it was

VOTED, That the ALA Council approve the recommendations of the Policy Monitoring Committee contained in CD#16.

Norman Horrocks noted the Poor People's Services Policy and an amended version of Policy 7.1.3 (Conference Services to the Handicapped) would appear in the next issue of the *ALA Policy Manual*, and finally Councilors were asked to give the Policy Monitoring Committee input on improvements in accessibility, the index and content of the *ALA Policy Manual*.

It was brought to the Policy Monitoring Committee's attention that the wording adopted by Council on the Policy on signing for the deaf may have omitted key words, and therefore, the Committee is in discussion with ASCLA and the Executive Director to develop revised wording. The Committee is planning to bring a recommendation to the 1991 ALA Annual Conference.

Exhibit #27

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICE
LINDA F. CRISMOND
EXECUTIVE DIRECTOR

50 EAST HURON STREET CHICAGO, ILLINOIS 60611 U.S.A.
EXECUTIVE DIRECTOR 312-280-3205 DEPUTY DIRECTOR 312-280-32
COUNCIL/BOARD SECRETARIAT 312-280-3203 FAX 312-944-3897

RESOLUTION ON SMOKING IN OPEN MEETINGS OF ALA

WHEREAS, *According to studies made by the U.S. Environmental Protection Agency during the past year, secondhand smoke causes 3800 lung-cancer deaths in the U.S. each year, and*

WHEREAS, *"Passive smoking, according to a reliable 1989 study conducted by heart researcher Stanton Glantz, causes ten times as much heart disease as lung disease in the U.S., and*

WHEREAS, *Despite separate smoking and non-smoking sections made available at large meetings sponsored by ALA units, second-hand smoke in these meetings results in the creation of unacceptable health risks for those people attending the meeting, therefore, be it*

RESOLVED, *That Article 7.1.5 of the ALA Policy Manual be replaced by the following statement: "Smoking is prohibited in open meetings and programs sponsored by ALA units during ALA conferences.*

ADOPTED BY THE
COUNCIL OF THE AMERICAN LIBRARY ASSOCIATION (ALA)
June 1990, Chicago, Illinois

Linda F. Crismond
Secretary of Council

7.1.5
old

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS *Item Number:* 204.18

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

Issue Date: January 20, 1976 *Supersedes:*

BE IT RESOLVED, That separate sections be provided for smokers and non-smokers in large meeting rooms during ALA conferences,

AND BE IT FURTHER RESOLVED, That the presiding officer at meetings held in rooms too small or so arranged as to preclude separate smoking/non-smoking sections shall be responsible for weighing the needs and preferences of those attending and establishing the extent to which smoking shall be permitted during the meeting.

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS *Item Number:* 204.18

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

Issue Date: January 20, 1976 *Supersedes:*

BE IT RESOLVED, That separate sections be provided for smokers and non-smokers in large meeting rooms during ALA conferences.

AND BE IT FURTHER RESOLVED, That the presiding officer at meetings held in rooms too small or so arranged as to preclude separate smoking/non-smoking sections shall be responsible for weighing the needs and preferences of those attending and establishing the extent to which smoking shall be permitted during the meeting.

End of Section

7.1.6.

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS *Item Number:* 204.14

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

Issue Date: January, 1971 *Supersedes:*

Placement facilities at conferences

WHEREAS, The present economic conditions in the United States indicate a shortage of professional library vacancies; and

WHEREAS, It is increasingly difficult to identify vacancies to potential applicants; and

WHEREAS, Librarians seeking employment have attended the Midwinter Meeting at considerable personal expense; and

WHEREAS, Library representatives have attended the Midwinter Meeting for the purpose of interviewing candidates who are qualified for vacancies in their libraries; and

WHEREAS, The opportunities for employers and candidates to confer directly on placement are severely limited through lack of staffed facilities for placement; be it

RESOLVED, That the appropriate agency of the American Library Association take positive steps to insure that a staffed placement service be available at all future Annual and Midwinter Meetings of the Association.

CONFERENCE PLACEMENT CENTER GUIDELINES

PREAMBLE

The American Library Association provides placement facilities at each of its annual and midwinter meetings. These facilities are intended to provide an opportunity for librarians to review information about a large number of job openings, make application to those openings where they meet the requirements, and interview for those positions with representatives who have hiring authority or initially screen applicants. In addition, it allows employers who are seeking professional librarians for employment to review applications from individuals who are seeking employment, and to interview those who meet requirements for the job. Facilities are made available at no cost to the users, thereby allowing these activities to occur at minimal cost to libraries and librarians alike. In order to make the placement service as effective as possible, all users must recognize certain responsibilities.

EMPLOYERS

(1) Employers may not list positions which indicate a preference for any applicants on the basis of race, religion, sex, national origin, age, physical or mental handicap, or individual life style, unless such criteria are bona fide occupational qualifications.

(2) Employers should make every effort to list positions prior to the deadline for advance registration, thereby allowing maximum exposure.

(3) Job orders should clearly delineate the responsibilities, perquisites, and selection criteria for the position. Selection criteria should be based upon the ability to adequately perform the job and should not be reflective of the job market.

(4) Employers should interview librarians for only those positions which actually exist and are listed with the placement service. If an employer is recruiting for a position which is not yet authorized and/or funded, notice to this effect should be given on the job order and during the interview.

(5) Employers should refrain from asking questions of applicants which might be used to violate state or federal laws. Such questions refer to religion, race, national origin, political affiliation, family status, age, individual lifestyle, or union membership. See appendix for possibly discriminatory questions.

(6) Interviews should be conducted in private and without interruptions.

(7) Employers should have available for review by the applicant a detailed job description, an organization chart of the library, and the institution's affirmative action plan.

(8) Once an offer for employment has been made, the employer should discontinue recruiting for that particular position unless applicants are so advised.

(9) Employers should check the message center frequently, and acknowledge all messages. This may be done by simply using the back of the applicant's message card.

(10) Employers who are interviewing should state on the job order where resumes may be sent.

APPLICANTS

(1) Applicants should not interview for positions unless they have application forms on file with the placement service.

(2) Applicants should provide as complete information as possible on the application form.

(3) Applicants should be prepared to provide employers with copies of resumes and names and addresses of references.

(4) Applicants should make some effort to learn about the library and the job prior to an interview.

(5) Applicants should not accept interviews after they have accepted employment.

(6) Applicants should check the message center frequently and acknowledge all messages.

(7) Applicants should not attempt to contact employers except through the message center in the placement center or as otherwise instructed.

(8) Applicants should respond to all job offers within a reasonable period of time.

(9) Applicants should return job order binders promptly and use only one binder at a time.

(10) Applicants should make every effort to file applications prior to the deadline for advance registration.

Appendix

QUESTIONABLE QUESTIONS

The following questions are commonly asked of employees innocently, but may establish a basis for discrimination because of race, color, religion, sex, or national origin. Some questions are permissable if asked of all applicants and responses are treated alike. The applicant, though, does not know this is the case. Some states have outlawed certain pre-employment questions. A listing of state agencies to contact for this information may be found in Civil Rights Directory, U.S. Commission on Civil Rights Clearing House Publication, No. 15 (revised), 1975.

Where were you born?
Where were your parents born?
What is your native tongue?
How did you learn a foreign language?
What name did you have at birth?

Do you attend churc-? Which one?
Do you have small children at home?
What will you do if your daughter has to stay home from school?
When do you plan on starting a family?
Are you on "The Pill"?
What social organizations do you belong to?
Are you married?
Have you ever been arrested?

End of Section

1994-95 CD# 17.1

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JUNE 1995

In accordance with Policy 5.6, the Committee has reviewed all Council actions taken in February 1995 for possible incorporation into, additions to, or changes in the ALA Policy Manual.

FOR ACTION

ITEM #1 **Policy 7.1.7 Annual Conference and Midwinter Meeting: Add**
PM, p. 137 **wording to section, to make first two sentences read:**

Recodification Adopted by Council 95 Annual

When ALA proposes sites for Annual Conferences and Midwinter Meetings, the Executive Board shall ensure open and prompt communication with state and regional Chapters in the geographic area of a proposed conference, involving members in each step of the conference planning process, allowing them input in site selection or termination. These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board.

[This is to accomplish the intent of 1994-95 CD#30, which Council adopted.]

Item #2 **Policy 7.4.6 Annual Conferences: Divide into two section as**
PM, p. 138 **follows:**

7.4.6 Annual Conferences

Annual Conferences of the Association are an association-wide activity pertinent to all members regardless of divisional affiliation. The ALA Annual Conference shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association.

7.4.7 Membership Meetings:

A membership meeting shall be held during the first two days of the Annual Conference, excluding days when preconferences are held, and at such other times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws. Agendas of membership meetings shall provide priority to discussion of membership resolutions.

COUNCIL DOCUMENT # 30
Assigned by Council Resolutions Committee
Member Initial

Resolution on: Communication with State Chapters in Regard to Conferences

Whereas the 1994 ALA Conference in Miami was not as financially successful as the ALA or the FLA would have desired and subsequently the 1996 conference scheduled for Orlando, Florida was rescheduled for New York City; and

Whereas preliminary commitments specific to an Orlando ALA conference had been initiated; and

Whereas the FLA had moved and rescheduled its 1996 annual conference to avoid conflict with the 1996 Orlando ALA conference; and

Whereas the FLA learned that the 1996 Orlando ALA conference would be moved from sources other than the ALA, and that ALA made no special effort to communicate this decision to FLA; and

Whereas the ALA represents its members via an executive board, a council of elected members and the entire membership; and is also divided into Chapters; and

Whereas the Chapters are designed to encourage communication between the national association and local members; and

Whereas the ALA must demonstrate cooperation between and among all of its units;

Therefore be it resolved tht the ALA ensure open and prompt communication with effected state Chapters involving members at each step of the conference planning process, allowing them input in site selection or termination; and

Be it further resolved that the ALA is invited and encouraged to hold an annual or midwinter conference in the Orlando, Florida area in the near future with the support and cooperation of the Florida Library Association.

Moved by: Susan Hildreson
Seconded by: Anne Bennett

ALA Policy: 7.1.7, 7.1.8

REVIEWED FOR CONFORMATION WITH GUIDELINES
by Council Resolutions Committee
2/5/95

Adopted by the ALA Council at the 1995 Midwtr Mtg.

7.1.7

Policy Monitoring Committee/3
1994 ALA Annual Conference

Item #4 *ALA Policy 7.1.7 Annual Conference and Midwinter Meeting: Impact on Chapter Conferences:* Insert new third sentence: ALA shall contact the chapters immediately after determining date availability with host city. Add to the end of the last sentence in the first paragraph: in consultation with the last Chapters. Create new third paragraph: ALA will not provide direct financial remuneration to Chapters.

[This wording was adopted by Council in its adoption of 1993 CD#28.]

Adopted by Council
94 Annual Conf

1993-94 CD#28
1993-94 EBD #10.16
1993-94 CRC #3

MEMORANDUM

TO: ALA Council
ALA Executive Board
AASL, ACRL, LITA, PLA Boards

FROM: Florence Brown, Chair
ALA Chapter Relations Committee

RE: **Policy Revisions, 7.1.7 and 6.4.1.VIII**

DATE: February 5, 1994

At the request of the Florida Library Association and the Pennsylvania Library Association, the Chapter Relations Committee today approved the attached changes in ALA policies regarding Chapter notification by ALA and Divisions in planning conferences.

Both Chapters felt that the wording of the policies was not specific enough, and the Chapter Relations Committee concurred. A task force chaired by Carol DiPrete met with Paul Graller, Director of ALA Conference Services, and recommended the wording that is before you today.

The first change, upon recommendation of the Pennsylvania Library Association, is the clarification of the sequence of events in chapter notification. Paul Graller of ALA Conference Services assured the Committee that the revised wording is appropriate to the meeting planning industry. The second change, upon recommendation of the Florida Library Association, is to specify that ALA will not financially reimburse host Chapters.

1993-94 CD #28
1993-94 EBD #
1993-94 CRC #3 rev.

Underlined wording -- additions
[Bracketed wording] -- deletions

7.1.7 Annual Conference and Midwinter Meeting: Impact on Chapter Conferences

When ALA proposes sites for Annual Conferences and Midwinter Meetings, ALA state and regional Chapters in the geographic areas of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. ALA shall contact the chapters immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, ... A complete list of options shall be sent to the host Chapter from the Conference Services Director.

ALA will not provide direct financial remuneration to Chapters.

6.4.1.VIII

Paragraph 1 -- no changes

Paragraph 2

Division National Conferences ...proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference [at least four months] prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The division shall contact the chapters immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed divisional conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

Endorsed by the Chapter Relations Committee
February 5, 1994

Moved by:
Seconded by:

7.1.7

COUNCIL DOCUMENT # 67

Adopted by Council as amended

Sunset date 1993

Year with

[redacted]

1992-93 EBD #10.25.1

Adopted by the ALA Council at the 1993 ALA Annual Conference

ALA Conference Impact on State Conferences

Whereas, The Chapter Relations Committee's Data Collection Subcommittee has investigated the question of the impact on the attendance and exhibitor revenue of a state conference when an ALA conference is held in that state. The Committee gathered data from Illinois, Texas, Louisiana, Georgia, and California and presented its final report in June, 1992; and

Whereas, It was concluded there can be an impact on attendance and exhibitor revenue that may be related to ALA conferences but because of other variables affecting state conferences such as the geographical location in the state, program content, financial conditions of attendees, budgets of vendors, this cannot be quantified precisely; and

Whereas, Because of the potential impact an ALA conference may have on a state conference, the report points out that ALA does owe host states some courtesies and considerations including proper notification of its plans to hold a conference in that state; and

Whereas, ALA's Policy Sec. 6.4.1 VIII is quite specific concerning the cooperation required between the Divisions and State Chapters whenever Divisions plan a regional meeting. Divisions have been very cooperative in this matter. The Public Library Association has even gone further and has a policy of offering the Chapter the possibility of sponsoring a pre-conference, providing the site at a conference hotel, and giving it national publicity; and

Whereas, There is no ALA Policy which requires ALA to notify the State Association before scheduling an Annual Conference or Midwinter Meeting;

THEREFORE BE IT RESOLVED THAT

It shall be ALA Policy that when ALA proposes sites for Annual Conferences and Midwinter Meetings, ALA state and regional Chapters in the geographic area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision; and BE IT FURTHER

RESOLVED That the host Chapter be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space, an invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

Moved by:

Seconded by: Horace S. Brown

June 25, 1993

COUNCIL DOCUMENT # _____
Assigned by Council Resolutions
Committee _____
Member Initial

Policies: 6.4.1 VIII
7.1.7
7.1.8

GUIDELINES
by Council Resolutions Committee

Referred to Copes

7.1.7 *Annual Conference and Midwinter Meeting: Impact on Chapter Conferences*

When ALA proposes sites for Annual Conferences and Midwinter Meetings, the Executive Board shall ensure open and prompt communication with state and regional chapters in the geographic area of a proposed conference, involving members in each step of the conference planning process, allowing them input in site selection or termination. These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the Chapters with respect to scheduling and programming to the extent feasible. ALA shall contact the host Chapter prior to determining date availability with the host city. ALA shall contact the Chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space; an invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

ALA will not provide direct financial remuneration to Chapters.

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JUNE 1995

In accordance with Policy 5.6, the Committee has reviewed all Council actions taken in February 1995 for possible incorporation into, additions to, or changes in the ALA Policy Manual.

FOR ACTION

ITEM #1 **Policy 7.1.7 Annual Conference and Midwinter Meeting: Add**
PM, p. 137 **wording to section, to make first two sentences read:**

Recodification
Adopted by Council 95 Annual Conf

When ALA proposes sites for Annual Conferences and Midwinter Meetings, the Executive Board shall ensure open and prompt communication with state and regional Chapters in the geographic area of a proposed conference, involving members in each step of the conference planning process, allowing them input in site selection or termination. These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board.

[This is to accomplish the intent of 1994-95 CD#30, which Council adopted.]

Item #2 **Policy 7.4.6 Annual Conferences: Divide into two section as**
PM, p. 138 **follows:**

7.4.6 Annual Conferences

Annual Conferences of the Association are an association-wide activity pertinent to all members regardless of divisional affiliation. The ALA Annual Conference shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association.

7.4.7 Membership Meetings:

A membership meeting shall be held during the first two days of the Annual Conference, excluding days when preconferences are held, and at such other times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws. Agendas of membership meetings shall provide priority to discussion of membership resolutions.

COUNCIL DOCUMENT # 30
Assigned by Council Resolutions Committee
Member Initial

Member Initial

Resolution on: Communication with State Chapters in Regard to Conferences

Whereas the 1994 ALA Conference in Miami was not as financially successful as the ALA or the FLA would have desired and subsequently the 1996 conference scheduled for Orlando, Florida was rescheduled for New York City; and

Whereas preliminary commitments specific to an Orlando ALA conference had been initiated; and

Whereas the FLA had moved and rescheduled its 1996 annual conference to avoid conflict with the 1996 Orlando ALA conference; and

Whereas the FLA learned that the 1996 Orlando ALA conference would be moved from sources other than the ALA, and that ALA made no special effort to communicate this decision to FLA; and

Whereas the ALA represents its members via an executive board, a council of elected members and the entire membership; and is also divided into Chapters; and

Whereas the Chapters are designed to encourage communication between the national association and local members; and

Whereas the ALA must demonstrate cooperation between and among all of its units;

Therefore be it resolved tht the ALA ensure open and prompt communication with effected state Chapters involving members at each step of the conference planning process, allowing them input in site selection or termination; and

Be it further resolved that the ALA is invited and encouraged to hold an annual or midwinter conference in the Orlando, Florida area in the near future with the support and cooperation of the Florida Library Association.

Moved by: Susan Hildreson
Seconded by: Anne Bennett

ALA Policy: 7.1.7, 7.1.8

REVIEWED FOR CONFORMATION WITH GUIDELINES
by Council Resolutions Committee
2/5/95

Adopted by the ALA Council at the 1995 Midwtr Mtg.

7.1.7

Policy Monitoring Committee/3
1994 ALA Annual Conference

Item #4 *ALA Policy 7.1.7 Annual Conference and Midwinter Meeting: Impact on Chapter Conferences:* Insert new third sentence: ALA shall contact the chapters immediately after determining date availability with host city. Add to the end of the last sentence in the first paragraph: in consultation with the last Chapters. Create new third paragraph: ALA will not provide direct financial remuneration to Chapters.

[This wording was adopted by Council in its adoption of 1993 CD#28.]

Adopted by Council
94 Annual Conf

1993-94 CD#28
1993-94 EBD #10.16
1993-94 CRC #3

MEMORANDUM

TO: ALA Council
ALA Executive Board
AASL, ACRL, LITA, PLA Boards

FROM: Florence Brown, Chair
ALA Chapter Relations Committee

RE: **Policy Revisions, 7.1.7 and 6.4.1.VIII**

DATE: February 5, 1994

At the request of the Florida Library Association and the Pennsylvania Library Association, the Chapter Relations Committee today approved the attached changes in ALA policies regarding Chapter notification by ALA and Divisions in planning conferences.

Both Chapters felt that the wording of the policies was not specific enough, and the Chapter Relations Committee concurred. A task force chaired by Carol DiPrete met with Paul Graller, Director of ALA Conference Services, and recommended the wording that is before you today.

The first change, upon recommendation of the Pennsylvania Library Association, is the clarification of the sequence of events in chapter notification. Paul Graller of ALA Conference Services assured the Committee that the revised wording is appropriate to the meeting planning industry. The second change, upon recommendation of the Florida Library Association, is to specify that ALA will not financially reimburse host Chapters.

1993-94 CD #28
1993-94 EBD #
1993-94 CRC #3 rev.

Underlined wording -- additions
[Bracketed wording] -- deletions

7.1.7 Annual Conference and Midwinter Meeting: Impact on Chapter Conferences

When ALA proposes sites for Annual Conferences and Midwinter Meetings, ALA state and regional Chapters in the geographic areas of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. ALA shall contact the chapters immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, ... A complete list of options shall be sent to the host Chapter from the Conference Services Director.

ALA will not provide direct financial remuneration to Chapters.

6.4.1.VIII

Paragraph 1 -- no changes

Paragraph 2

Division National Conferences ...proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference [at least four months] prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The division shall contact the chapters immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed divisional conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

Endorsed by the Chapter Relations Committee
February 5, 1994

Moved by:
Seconded by:

7.1.7 *Annual Conference and Midwinter Meeting: Impact on Chapter Conferences*

When ALA proposes sites for Annual Conferences and Midwinter Meetings, ALA state and regional Chapters in the geographic area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space; an invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

7.1.7

COUNCIL DOCUMENT # 67
Action by Council Regions
Date Rec'd 8/
Number initial

[redacted]

1992-93 EBD #10.25.1

Adopted by the ALA Council at the 1993 ALA Annual Conference

ALA Conference Impact on State Conferences

Whereas, The Chapter Relations Committee's Data Collection Subcommittee has investigated the question of the impact on the attendance and exhibitor revenue of a state conference when an ALA conference is held in that state. The Committee gathered data from Illinois, Texas, Louisiana, Georgia, and California and presented its final report in June, 1992; and

Whereas, It was concluded there can be an impact on attendance and exhibitor revenue that may be related to ALA conferences but because of other variables affecting state conferences such as the geographical location in the state, program content, financial conditions of attendees, budgets of vendors, this cannot be quantified precisely; and

Whereas, Because of the potential impact an ALA conference may have on a state conference, the report points out that ALA does owe host states some courtesies and considerations including proper notification of its plans to hold a conference in that state; and

Whereas, ALA's Policy Sec. 6.4.1 VIII is quite specific concerning the cooperation required between the Divisions and State Chapters whenever Divisions plan a regional meeting. Divisions have been very cooperative in this matter. The Public Library Association has even gone further and has a policy of offering the Chapter the possibility of sponsoring a pre-conference, providing the site at a conference hotel, and giving it national publicity; and

Whereas, There is no ALA Policy which requires ALA to notify the State Association before scheduling an Annual Conference or Midwinter Meeting;

THEREFORE BE IT RESOLVED THAT

It shall be ALA Policy that when ALA proposes sites for Annual Conferences and Midwinter Meetings, ALA state and regional Chapters in the geographic area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision; and BE IT FURTHER

RESOLVED That the host Chapter be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space, an invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

Moved by:

Seconded by: Horace S. Brown

June 25, 1993

COUNCIL DOCUMENT #
Assigned by Council Resolutions
Committee
Member Initial

Policies: 6.4.1 VIII
7.1.7
7.1.8

GUIDELINES
by Council Resolutions Committee

Referred to Copes

End of Section

Conferences
Council
Je 1977

AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

RESOLUTION ON THE EQUAL RIGHTS AMENDMENT AND ALA CONFERENCE SITES

WHEREAS, The American Library Association supports equal opportunity for all persons, and committed itself to support of the Equal Rights Amendment in July, 1974 (Legislation Item 105.3); and

WHEREAS, The Equal Rights Amendment provides protection of equal rights for all persons regardless of sex; and

WHEREAS, Time for ratification of the Amendment is growing short; and

WHEREAS, Other influential organizations have passed resolutions involving economic sanctions against states withholding ratification; and

WHEREAS, It is acknowledged that the ALA is committed to future conference sites through 1981, which postdates the allotted time for ratification of the Equal Rights Amendment; NOW THEREFORE BE IT

RESOLVED, That as ALA continues to negotiate for conference and midwinter sites, the Association add its voice and effort to the passage of the Amendment by committing future conferences only to states that have ratified the Equal Rights Amendment.

ADOPTED by the Council
of the American Library Association
June 20, 1977
Transmitted by

Robert Wedgeworth
Robert Wedgeworth
Secretary and Executive Director

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.12
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	November, 1968	*Supersedes:*	

Annual conference - location

VOTED, That the American Library Association will schedule its annual conference whenever possible in cities where it can assign a commitment of rooms in excess of 6,500. To avoid limiting the Association to five cities, and to a situation that could be detrimental to ALA's interest in negotiating with these cities, staff will also be authorized to schedule meetings in cities which can offer the Association 5,800 to 6,200 room commitments. Staff will continue to evaluate all large cities and report to the Board from time to time on changes that may make additional cities available to the Association for annual conferences; i.e., Denver, Los Angeles, Minneapolis, Philadelphia.

These cities which can provide 6,500 rooms are: Atlantic City, Chicago, Las Vegas, Miami Beach, New York City; 5,800 to 6,200: Dallas, Detroit, San Francisco.

7.1.9 *Midwinter Meeting Sites*
Sites for Midwinter Meetings ~~of the Association~~ shall be selected by the Executive Board in consultation with the Conference Services Office.

7.1.9

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.4.3
Approved by:	ALA Executive Board	*Page:*	1 *of* 1
Issue Date:	July, 1966	*Supersedes:*	

Midwinter meetings

VOTED, That ALA Policy 204.4.2 on Midwinter Meeting location be revised to read, "That the location of the Midwinter Meeting be left to the discretion of the Executive Board."

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS *Item Number:* 204.4.4

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

Issue Date: November, 1967 *Supersedes:*

Midwinter meetings

VOTED, That it be policy to schedule Midwinter Meetings in even numbered years in the Chicago area.

End of Section

7.2.1

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.8
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	January, 1961	*Supersedes:*	

Preconference institutes

VOTED, That the Executive Board advises units planning preconference institutes and workshops that normally there should be a differential in registration fees for ALA members and non-members unless there be reason to negate this policy.

End of Section

7.2.2

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.8.1
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	July, 1961	*Supersedes:*	

Preconference institutes

VOTED, That budgets for all preconference institutes, annual and midwinter, beginning with the Miami Beach Conference, include funds sufficient to cover administrative costs - especially expenses of the ALA staff (hotels, meals, perhaps salaries) with ALA to provide a budgetary form for this purpose.

End of Section

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.1
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	October, 1940	*Supersedes:*	

Exhibits

In order to enable the ALA conference management to operate within the budget approved by the Executive Board, certain regulations with respect to exhibit space assigned to professional groups are necessary. The following statement approved by the Executive Board is promulgated for the information and guidance of all concerned:

Recognizing exhibits at annual conferences as a means of assisting committees and other ALA groups in the prosecution of their work, the Association is under obligation to provide a reasonable amount of space for such exhibits at each conference.

The amount of such space set aside any one year is determined by the exhibit management in view of the total amount of space available, the amount of revenue budgeted, obligations to commercial exhibitors, and of the limitations of the conference expenses budget.

The amount and location of space to be assigned to any one group is also determined by the exhibit management which is charged with the responsibility of dealing as considerately and impartially as possible with all requests from committees, boards, and other groups with the Association. When space is limited groups may be required to share a single booth.

No rental fee is charged for space assigned an ALA group and the Association meets the expense of setting up the regulation backwall for the equivalent of not more than one booth.

All groups having their own funds (whether from dues, grants, or appropriations) are called upon to cover fees for rental of such booth furnishings as they may select if the furnishings have to be rented. Such groups are also called upon to defray the expense of setting up backwalls in excess of the one unit provided by the Association.

No rental fee for space may be accepted from any professional group within the Association for the purpose of granting preference over other groups in the allocation of exhibit space.

The exhibits of professional (non-library) organizations and of government agencies are accommodated with as liberal allowance as possible, provided, however, that the courtesies extended such groups do not unduly influence efforts to accommodate groups within the Association itself.

RULES AND REGULATIONS FOR EXHIBITORS

CONDUCT OF EXHIBITORS

The American Library Association reserves the right to refuse to sell space to, or exclude any objectionable exhibit or exhibitors, in the interest of general harmony and good taste. No exhibitor may sublease or sell any of its exhibit space without the written consent of the Association. The Association reserves the right also, in order to preserve a compact and attractive exhibit, to move an exhibitor's reservation, after consultation with him, to another location.

The Association reserves the right to control or remove from the exhibition any exhibitor, or his representative, who performs any act or practice which is annoying and, in the opinion of the Association, is objectionable or detracts from the dignity of the exhibition.

All demonstrations, or any other sales activities, must be confined to the limits of the exhibit booth. Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor distributing such material. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the Association during the course of this conference, unless such demonstration or solicitation is expressly approved as a part of conference program activities....

These regulations are a part of the contract for space, which does not become effective until countersigned by the duly authorized officer of the American Library Association. The acceptance of the deposit which accompanies the application for space does not constitute acceptance of a contract. The American Library Association reserves the right to make such additional conditions, rules and regulations as it deems necessary to insure the success of the exhibition. EXHIBITORS MAY APPEAL DECISIONS OF CONFERENCE MANAGEMENT REGARDING THE ABOVE RULES AND REGULATIONS TO THE EXECUTIVE DIRECTOR.

End of Section

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ALA American Library Association

1999-2000 CD#17.1
2000 ALA Annual Conference

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JULY 2000

In accordance with policy 5.6 of the *ALA Policy Handbook*, the Policy/Handbook Monitoring Committee (PMC) has reviewed all actions taken by the ALA Council during the 2000 Midwinter meeting for possible incorporation into, addition to, or changes to the *ALA Policy Handbook*. Based on Council action during the aforesaid meeting, the following additions and changes are recommended:

ACTION ITEMS

Item 1. Based on CD#40, approved by consent of Council, the PMC recommends addition of a subsection to Policy 5.3 (Council Resolutions: Guidelines for Preparation of Resolutions to Council):

Council members may submit a resolution or resolutions prior to the Annual Conference of Midwinter Council meetings by communicating the resolution to the chair of the Council Committee on Resolutions through electronic mail or other means of information transfer.

Item 2. Based on CD#48, submitted by the ALA Task Force on Foreign Credentialing, and approved by Council, the PMC recommends Policy 54.2 (Librarians: Appropriate Degrees) be amended to read:

The master's degree from a program accredited by the American Library Association (or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country) is the appropriate professional degree for librarians.

Item 3. Based on CD#27, Item #1, approved by consent of Council, the PMC recommends revision of Policy 9.4.1 (Formal Relationships) to read:

Official representatives to outside organizations serve either at the request of Council or at the direct request of an ALA unit whose approved budget includes membership dues and whose representative plays an active role in the governance or affairs of the outside organization. Official representatives participate in meetings or in the establishment of Councils, joint committees and other groups, which work together in activities of mutual interest.

over

~~Should an outside organization request an official representative from the Association, or should an outside organization submit a request to send an official representative to the Association, the request goes to the Executive Board and Council. If approved by Council, the Committee on Organization identifies the appropriate ALA unit and makes a unit recommendation to the Executive Board.~~

~~An official representative to an outside organization is an ALA member who is appointed to an outside organization at the request of Council or an ALA unit. An official representative from an outside organization must be a personal member of the ALA.~~

~~A representative to another ALA unit is an appointed member of an ALA unit whose duties include attending meetings of other ALA units for such purposes as communication or information dissemination.~~

Item 4. Correction to Policy 7.3.2 (Admission to Exhibits). The PMC has determined that an error was made in updating the *ALA 1996-97 Handbook of Organization*, which has been repeated in subsequent editions. The original policy provided that "Complimentary exhibit passes may be issued to those not attending the conference..." BARC and the Exhibits Round Table recommended that a fee be established sufficient to recover costs, and this policy was subsequently approved by Council. (1995-1996 CD#17.1). During 1996, the PMC observed that this section of the *Handbook* had not been revised to reflect practice, and the Committee recommended that either the sentence should be omitted or changed to reflect the current practice. Unfortunately, the policy was revised to read " Ten-dollar exhibit passes may be issued to those not attending the conference or meeting under rules developed by the Conference Services Office." Because expenses associated with exhibit admission have continued to rise, a specific fee should not have been included in the *Handbook*. The PMC recommends that the second sentence in Policy 7.3.2 be revised to read:

Exhibit passes may be issued to those not attending the conference or meeting, under rules developed by the Conference Services Office.

Respectfully submitted:

ALA Policy Monitoring Committee:
Charles Robinson
Ginny McKee
Martha Elaine Davis (intern)
Don Sager, chair
Lois Ann Gregory-Wood, staff liaison

Adopted by Council, 2000 AC

7.3.2
+
7.4.2.

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.6
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	November, 1960	*Supersedes:*	

Registration fees

It was agreed by the Board that there should be a differential in fees for ALA members and non-members and that liberal use be made of guest cards for non-librarians.

End of Section

106
CONFERENCES AND MEETINGS (cont.)

106.3 Exhibits/Exhibitors (cont.)

106.3.2 Admission to Exhibits (cont.)

Exhibitors are entitled to visitor badges for issuance to their customers.

7.3.3

* 106.3.3 Exhibit Space for Professional Groups

Amended by Council at the 1978 AC

The American Library Association conference management shall, at each Annual Conference, provide a reasonable amount of exhibit space for the use of ALA groups. The amount of such space set aside in any one year shall be determined by the conference management, which shall also determine locations and space allocations.

No rental fee shall be charged to the ALA groups assigned space, and the Association will bear the expense of setting up the regulation backwall for one booth or equivalent for each group. ALA groups having their own funds are to pay fees for rental of such booth furnishings selected if furnishings have to be rented and to pay the cost of backwalls in excess of one unit.

No rental fee for space may be accepted from any group within the Association for the purpose of granting preference in the allocation of space.

Exhibits of other professional and non-library organizations and government agencies may be accomodated as liberally as possible but not at the expense of groups within the Association.

106.4 Rules and Regulations: Conferences and Meetings

106.4.1 Required Registration at Conferences and Midwinter Meetings

Registration at Annual Conferences and Midwinter Meetings is required of all those attending meetings of the Association, its units, committees, etc., except as specifically waived by action of the Executive Board.

Registration badges shall be shown for admission to all meetings.

106.4.2 Preferential Registration Fees

At Annual Conference and Midwinter Meetings, there shall be a preferential registration fee for ALA members.

Exhibits

In order to enable the ALA conference management to operate within the budget approved by the Executive Board, certain regulations with respect to exhibit space assigned to professional groups are necessary. The following statement approved by the Executive Board is promulgated for the information and guidance of all concerned:

Recognizing exhibits at annual conferences as a means of assisting committees and other ALA groups in the prosecution of their work, the Association is under obligation to provide a reasonable amount of space for such exhibits at each conference.

The amount of such space set aside any one year is determined by the exhibit management in view of the total amount of space available, the amount of revenue budgeted, obligations to commercial exhibitors, and of the limitations of the conference expenses budget.

The amount and location of space to be assigned to any one group is also determined by the exhibit management which is charged with the responsibility of dealing as considerately and impartially as possible with all requests from committees, boards, and other groups with the Association. When space is limited groups may be required to share a single booth.

No rental fee is charged for space assigned an ALA group and the Association meets the expense of setting up the regulation backwall for the equivalent of not more than one booth.

All groups having their own funds (whether from dues, grants, or appropriations) are called upon to cover fees for rental of such booth furnishings as they may select if the furnishings have to be rented. Such groups are also called upon to defray the expense of setting up backwalls in excess of the one unit provided by the Association.

No rental fee for space may be accepted from any professional group within the Association for the purpose of granting preference over other groups in the allocation of exhibit space.

The exhibits of professional (non-library) organizations and of government agencies are accommodated with as liberal allowance as possible, provided, however, that the courtesies extended such groups do not unduly influence efforts to accommodate groups within the Association itself.

End of Section

Report to Council
Policy Monitoring Committee
June 2003

In accordance with Policy 5.6 of the *ALA Policy Manual*, the Policy Monitoring Committee (PMC) has reviewed all actions taken by the ALA Council during the 2003 Midwinter Meeting for possible incorporation into, addition to, or changes to the *ALA Policy Manual*. Based on Council action at the Midwinter Meeting in Philadelphia, the following additions and changes are recommended:

ACTION ITEMS:

Item 1. Based on CD #27, Section C (Midwinter Meeting 2003), submitted by the ALA Committee on Organization, approved by the consent of Council, the PMC recommends Policy 6.16 be revised to read:

Policy 6.16 Virtual Members

1. ***Definition of Virtual Members***
   Virtual members of committees or task forces have the right to attend meetings, participate in debate, and make motions. Virtual members are not counted in determining the quorum nor do they have the right to vote.
2. ***Appointment of Virtual Members to Standing Committees of the Association***
   Virtual members of standing committees of the Association are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(a)(i). Inclusion of virtual members on a standing Committee of the Association requires the recommendation of the Committee on Committees and the approval of Council. No more than one third of the membership on a standing committee may be virtual members.
3. ***Appointment of Virtual Members to Standing Committees of Council***
   Virtual members of Committees of the Council are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(b). Inclusion of virtual members on a Committee of the Council requires the recommendation of the Committee on Committees and the approval of the Council. No more that one third of the membership of a Council committee may be virtual members.
4. ***Appointment of Virtual Members to Committees of Round Tables and Divisions***
   Virtual members of division or round table committees are appointed in accord with each respective division's or round table's appointment procedures for committee members. No more than one third of the membership of a round table or division committee may be virtual members.

And add to Policy 4.5

With the exception of [e-members] **virtual members...**

Taken from the 2002-2003 CD#71 (PMC Report) at the 2003 AC.

Item 2. Based on Council Document #27, Section D (Midwinter Meeting 2003), submitted by the Committee on Organization, approved by ALA Council, the PMC recommends Policy 7.4 be revised to read:

Policy 7.4 Regulations and Guidelines: Conferences and Meetings

7.4.1 Definition of meeting
A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meeting subject to the open meetings policy (ALA Policy 7.4.4). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time.)

7.4.2 Meetings Outside of Annual Conference and the Midwinter Meeting
Notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced ten days prior to the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference and Midwinter Meeting should convey a summary of the discussion of each item considered by the assembly and the decision made.

7.4.3 Emergency Meetings
When an emergency necessitates a meeting outside of Annual Conference or Midwinter Meeting, the ten-day notice requirement is waived. The reporting requirement applies to emergency meetings; furthermore, the report of an emergency meeting must explain the nature of the emergency that made a meeting necessary.

Renumber the remaining sections as follows:

7.4.4 (formerly 7.4.3) Open Meetings
7.4.5 (formerly 7.4.1) Registration at Conferences and Midwinter Meetings
7.4.6 (formerly 7.4.2) Preferential Registration Fees
7.4.7 (formerly 7.4.4) Distribution of Materials at ALA Council and Membership Meetings
7.4.8 (formerly 7.4.5) Media Access to Information
(number remaining sections consecutively through 7.4.15)

Virtual members of standing committees of the Association are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(a)(i).[1] Inclusion of virtual members on a standing Committee of the Association requires the recommendation of the Committee on Committees and the approval of the Council. No more than one third of the membership on a standing committee may be virtual members.

Appointment of virtual members to standing committees of the Council:

Virtual members of Committees of the Council are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2 (b).[2] Inclusion of virtual members on a Committee of the Council requires the recommendation of the Committee on Committees and the approval of the Council. No more than one third of the membership of a Council committee may be virtual members.

Appointment of virtual members to committees of round tables and divisions:

Virtual members of division or round table committees are appointed in accord with each respective division's or round table's appointment procedures for committee members. No more than one third of the membership of a round table or division committee may be virtual members.

NOTE: If the action item above is approved, COO recommends the following editorial change in Policy 4.5 (Requirements fro Committee Service): The term "e-members" should be changed to "virtual members." The purpose of this change would be consistency in terminology in the *ALA Policy Manual.*

Codified by PMC at the 2003 AC as follows:

D. **Definition of "Meeting":** Because members have expressed confusion about what constitutes a meeting (regardless of mode or medium in which it is conducted) and what constitutes other work of a committee, board, task force, etc., COO offers a definition of "meeting" to supersede the definition in *The Standard Code of Parliamentary Procedure*, 4th ed.: "A meeting is an official assembly of the members of an organization or board for any length of time during which the members do not separate except for a recess." (p. 106)

7.4.1

The 1981 interpretation of the Open Meetings policy (ALA Policy 7.4.3) states: "Although a unit's workload may be such that some of its business must be conducted through correspondence or meetings held outside of conference, notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced prior to the meeting and the results of the meeting made public at the earliest possible time." COO therefore offers a corollary policy to the definition of "meeting."

ACTION #4: *Adopt the following definition of "meeting" and incorporate it into Policy 7.4:*

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize

[1] Bylaws, Article VIII, sec. 2(a)(i) states: "There shall be a Committee on Appointments to be comprised of the presidents-elect of the divisions and the president-elect of the Association, who shall serve as chairperson, to advise the president-elect of the Association on nominations for committee appointments."

[2] Bylaws, Article VIII, sec. 2, (b) states: "Appointment to the Committees of the Council will be made by the Council Committee on Committees..."

End of Section

Report to Council
Policy Monitoring Committee
June 2003

In accordance with Policy 5.6 of the *ALA Policy Manual*, the Policy Monitoring Committee (PMC) has reviewed all actions taken by the ALA Council during the 2003 Midwinter Meeting for possible incorporation into, addition to, or changes to the *ALA Policy Manual*. Based on Council action at the Midwinter Meeting in Philadelphia, the following additions and changes are recommended:

ACTION ITEMS:

Item 1. Based on CD #27, Section C (Midwinter Meeting 2003), submitted by the ALA Committee on Organization, approved by the consent of Council, the PMC recommends Policy 6.16 be revised to read:

Policy 6.16 Virtual Members

1. ***Definition of Virtual Members***
   Virtual members of committees or task forces have the right to attend meetings, participate in debate, and make motions. Virtual members are not counted in determining the quorum nor do they have the right to vote.
2. ***Appointment of Virtual Members to Standing Committees of the Association***
   Virtual members of standing committees of the Association are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(a)(i). Inclusion of virtual members on a standing Committee of the Association requires the recommendation of the Committee on Committees and the approval of Council. No more than one third of the membership on a standing committee may be virtual members.
3. ***Appointment of Virtual Members to Standing Committees of Council***
   Virtual members of Committees of the Council are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(b). Inclusion of virtual members on a Committee of the Council requires the recommendation of the Committee on Committees and the approval of the Council. No more that one third of the membership of a Council committee may be virtual members.
4. ***Appointment of Virtual Members to Committees of Round Tables and Divisions***
   Virtual members of division or round table committees are appointed in accord with each respective division's or round table's appointment procedures for committee members. No more than one third of the membership of a round table or division committee may be virtual members.

And add to Policy 4.5

With the exception of [e-members] **virtual members...**

Taken from 2002-2003 ALA CD# 17.1 (PMC Report) at the 2003 ALA/CLA AC.

Item 2. Based on Council Document #27, Section D (Midwinter Meeting 2003), submitted by the Committee on Organization, approved by ALA Council, the PMC recommends Policy 7.4 be revised to read:

Policy 7.4 Regulations and Guidelines: Conferences and Meetings

7.4.1 Definition of meeting

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meeting subject to the open meetings policy (ALA Policy 7.4.4). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time.)

7.4.2 Meetings Outside of Annual Conference and the Midwinter Meeting

Notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced ten days prior to the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference and Midwinter Meeting should convey a summary of the discussion of each item considered by the assembly and the decision made.

7.4.3 Emergency Meetings

When an emergency necessitates a meeting outside of Annual Conference or Midwinter Meeting, the ten-day notice requirement is waived. The reporting requirement applies to emergency meetings; furthermore, the report of an emergency meeting must explain the nature of the emergency that made a meeting necessary.

Renumber the remaining sections as follows:

7.4.4 (formerly 7.4.3) Open Meetings
7.4.5 (formerly 7.4.1) Registration at Conferences and Midwinter Meetings
7.4.6 (formerly 7.4.2) Preferential Registration Fees
7.4.7 (formerly 7.4.4) Distribution of Materials at ALA Council and Membership Meetings
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decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.3). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do *not* constitute meetings because they are not an official assembly with a designated starting time.)

Adopt the following corollary policy and incorporate it into Policy 7.4:

7.4.2 Notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced ten days prior to the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference and Midwinter Meeting should convey a summary of the discussion of each item considered by the assembly and the decisions made.

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INFORMATION ITEMS

1. Through a November 20, 2002, communication from Elizabeth Dreazen of the ALA Governance Office, COO has learned that

   > Language is needed to clarify the obligations of the Association to support the participation of emembers. Div execs are hearing from their members that the existence of this new virtual member policy language carries with it the expectation that ALA will bear the cost of bringing the virtual members into meetings, via telephone lines or T1 lines or whatever, and that there will be no cost to the members to participate electronically.

   Nothing in any recommendation COO has made to Council supports an assumption that ALA, its divisions, and its round tables are obligated to subsidize in the cost of participation in meetings by virtual members of committees. In COO's judgment, division executive directors and other staff are on firm ground when they explain to virtual members that they should not rely on ALA, its divisions, or its round tables to bear the cost of their participation. This is analogous to the responsibility members take to participate in meetings held within the Annual Conference or Midwinter Meeting; those members bear the cost of their participation through the fee they pay through conference registration and through the other costs they incur by being at the Annual Conference or Midwinter Meeting.

   Furthermore, in COO's judgment ALA, its divisions, and its round tables are not obligated to bear the cost for members to observe of electronic or telephone meetings. This is also analogous to the responsibility members take to observe meetings held within the Annual Conference or Midwinter Meeting; those members bear the cost of observing meetings through the fee they pay through conference registration and through the other costs they incur by being at the Annual Conference or Midwinter Meeting.

2. As reported to Council in the "2002 Annual Conference Implementation Report to ALA Council at the 2003 Midwinter Meeting" (CD#9), Keith Michael Fiels, ALA executive director, has formed a task force to work on implementation of a calendar of meetings held outside of Annual Conference and the Midwinter Meeting. A copy of the task force's January 21, 2003, report to COO is appended (ALA CD#27.2). COO met with the task force's leaders in Philadelphia on Saturday, January 25. During that meeting COO requested that the proposed form also capture information about the medium (e.g., telephone conference call, chat software, etc.) through which

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End of Section

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June 2003

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End of Section

7.4.4 renumbered by Council at the 2003 ALA

OPEN MEETING POLICY: An Interpretive Statement
of the American Library Association

The policy on Open Meetings, ~~7.4.3.~~ 7.4.4, reads as follows:

> "All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

The American Library Association is a national educational association with an organizational pattern of units and sub-units with distributed responsibility for the conduct and accomplishment of its business. As a membership association, its structure, procedures, and actions do not parallel public or governmental bodies.

In support of its goal of promoting and improving library service and librarianship, the ALA conducts activities such as: developing standards; accrediting library school programs; granting scholarships, awards, and other recognitions; developing and conducting continuing education programs; publishing monographs and periodicals; reviewing and recommending publications; publicizing library needs and services; recommending legislation; providing advisory assistance; conducting many other projects and programs related to the development or improvement of library services.

Many of these activities require discussion by a planning or evaluating group, and an assessment of individual or institutional achievement. Questions have been raised concerning the manner in which the Open Meeting Policy relates to ALA's activities.

In implementing the above policy, the following general concepts should be kept in mind:

> Personnel assessment areas in association activities should be structured so that no individual's right to privacy will be abridged or endangered.
>
> Discussions of confidential information regarding an institution should not abridge the institution's right to privacy.
>
> Information regarding individuals and institutions may be considered by the individual or institution to be confidential or highly sensitive (private) at one date, but public information at a later date; the association may need to take timing into account in identifying specific matters of privacy.
>
> ALA members and other interested persons should be encouraged to attend meetings where business is conducted; closed meetings should be planned only when they are essential to protect privacy.

7.4.4

(over)

Matters affecting the privacy of individuals or institutions frequently include such areas as:

Deliberations concerning the performance of personal members, or institutions, or paid staff of the ALA and its units.

Deliberations concerning professional achievements, contributions, and qualifications of members being considered for office.

Deliberations concerning the qualifications of individuals or institutions being considered for grants, scholarships, or similar recognition.

Deliberations concerning the ability of an institution to meet published criteria or standards.

Deliberations concerning contractual matters, and matters with legal or financial implications for individuals or institutions.

Deliberations concerning awards to individuals for achievements and/or creative works.

Deliberations concerning awards to institutions or organizations.

The work of the Association should normally be accomplished at the Annual and Midwinter meetings, in sessions open to all of the membership. It is the responsibility of the chair of each unit to insure that the spirit of the open meeting policy is enforced. Each chairperson should identify any need for a closed portion of a meeting at the time the meeting is announced; that fact should be made known in advance. No matters other than those requiring protection of privacy may be discussed during that time period. All actions taken in closed session must be reported to the membership of the parent unit and made public at the earliest possible time after the closed session.

Although a unit's workload may be such that some of its business must be conducted through correspondence or meetings held outside of conference, notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced prior to the meeting and the results of the meeting made public at the earliest possible time.

Questions or complaints regarding adherence to the Open Meeting Policy should be addressed to the chief officer of the governing unit.

January 31, 1981

1978 AC
Exhibit #5

* 106.4.3 Open Meetings

7.4.4

All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

106.4.4 Distribution of Materials at ALA Council and Membership Meetings

Permission for the distribution of materials within the ALA Council and Membership Meeting areas, if the material is not official documentation, must be granted by the Executive Director or the ALA President.

106.4.5 Media Access to Information

National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

106.4.6 Purpose of Midwinter Meetings

The ALA Midwinter Meeting shall be devoted primarily to carrying on the business of the Association through meetings of the Council, boards and committees. There are to be no programs, general business or membership meetings of the divisions, sections or Round Tables except as a limited number of program meetings, institutes, conferences or workshops may be specifically authorized by the Executive Board.

106.4.7 Meetings of the Executive Board

The ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

~~2.4.3.~~
1.4.4

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.15
Approved by:	ALA Council	*Page:*	1 of 2
Issue Date:	June, 1971	*Supersedes:*	

Open meetings

VOTED, That it be the established policy of the American Library Association that all meetings of the Association be declared open to all members and recognized members of the press with closed meetings being only for the discussion of matters affecting privacy of individuals or institutions.

GROUND RULES FOR COMMITTEES OR OTHER UNITS:

1. The chairmen of committees or other units should notify the editor of AMERICAN LIBRARIES, in time for publication in advance of the meeting, of the date, place, and subject of meetings held outside the Midwinter Meeting or Annual Conference.

2. If possible the meeting room should be large enough to accomodate the expected number of Observers.

3. It is desirable that members of the press be provided with the agenda for meetings, not necessarily with documentation.

4. Requests for information from observers should be accepted by the committees.

5. The committee may hold executive sessions for discussion of matters, affecting the privacy of individuals or institutions. Whenever possible, such sessions, for the convenience of observers should be grouped at the beginning or end of meetings.

GROUND RULES FOR OBSERVERS:

1. Observers are asked to notify the committees of their planned attendance in advance of the meetings.

2. Observers are asked to bear in mind the obligations of the committees to transact Association business.

3. Observers are requested to bear in mind space restrictions which may sometimes prevail and recognize that space provisions for observers may be limited by factors beyond the committee's control.

INFORMATION FOR THE PRESS:

The American Library Association welcomes the press to the meetings of the Association and its units.

The Press Room and the Press Table at meetings of the Membership, Council, and Executive Board, are intended to help the Press cover meetings of those bodies.

The National Library Press will receive all information and documentation that is sent to the Council and Executive Board prior to meetings of those bodies except, in the case of the Executive Board, anything affecting the privacy of individuals and institutions, and all information presented to those registering at meetings of the Association.

The National Library Press is welcome to attend meetings of ALA units held outside the Annual and Midwinter meetings. It is desirable that the Press be provided with the agenda of those meetings, not necessarily with all documentation.

Finally, it should be borne in mind by all that it is the committee's meeting and the chairman should take all steps necessary to carry out the purpose of the meeting.

End of Section

106
CONFERENCES AND MEETINGS (cont.)

106.3 Exhibits/Exhibitors (cont.)

106.3.2 Admission to Exhibits (cont.)

Exhibitors are entitled to visitor badges for issuance to their customers.

106.3.3 Exhibit Space for Professional Groups

The American Library Association conference management shall, at each Annual Conference, provide a reasonable amount of exhibit space for the use of ALA groups. The amount of such space set aside in any one year shall be determined by the conference management, which shall also determine locations and space allocations.

No rental fee shall be charged to the ALA groups assigned space, and the Association will bear the expense of setting up the regulation backwall for one booth or equivalent for each group. ALA groups having their own funds are to pay fees for rental of such booth furnishings selected if furnishings have to be rented and to pay the cost of backwalls in excess of one unit.

No rental fee for space may be accepted from any group within the Association for the purpose of granting preference in the allocation of space.

Exhibits of other professional and non-library organizations and government agencies may be accomodated as liberally as possible but not at the expense of groups within the Association.

7.4.5
106.4 Rules and Regulations: Conferences and Meetings

* 106.4.1 Required Registration at Conferences and Midwinter Meetings

Adopted by Council at the 1978 AC

Registration at Annual Conferences and Midwinter Meetings is required of all those attending meetings of the Association, its units, committees, etc., except as specifically waived by action of the Executive Board.

Registration badges shall be shown for admission to all meetings.

106.4.2 Preferential Registration Fees

At Annual Conference and Midwinter Meetings, there shall be a preferential registration fee for ALA members.

End of Section

7.4.6 renumbered by Council at the 2003 AC.

7.3.2 & 7.4.2.

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.6
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	November, 1960	*Supersedes:*	

Registration fees

It was agreed by the Board that there should be a differential in fees for ALA members and non-members and that liberal use be made of guest cards for non-librarians.

Amended by the ALA Council at the 1978 Annual Conf.

Monitoring meetings

AGREED that division general sessions continue to be monitored but that guest cards be issued to the divisions to care for those non-members who ought not to be required to register.

106
CONFERENCES AND MEETINGS (cont.)

106.3 Exhibits/Exhibitors (cont.)

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Exhibitors are entitled to visitor badges for issuance to their customers.

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7.4.6
* 106.4.2 Preferential Registration Fees

Amended by Council at the 1978 AC

At Annual Conference and Midwinter Meetings, there shall be a preferential registration fee for ALA members.

End of Section

Distribution of materials

It was the consensus that distribution of unauthorized materials within the authorized ALA meeting area be prohibited.

1978 AC

106
CONFERENCES AND MEETINGS (cont.)

106.4 Rules and Regulations (cont.)

106.4.3 Open Meetings

All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

7.4.7 * 106.4.4 Distribution of Materials at ALA Council and Membership Meetings

Amended by Council at the 1978 AC.

Permission for the distribution of materials within the ALA Council and Membership Meeting areas, if the material is not official documentation, must be granted by the Executive Director or the ALA President.

106.4.5 Media Access to Information

National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

106.4.6 Purpose of Midwinter Meetings

The ALA Midwinter Meeting shall be devoted primarily to carrying on the business of the Association through meetings of the Council, boards and committees. There are to be no programs, general business or membership meetings of the divisions, sections or Round Tables except as a limited number of program meetings, institutes, conferences or workshops may be specifically authorized by the Executive Board.

106.4.7 Meetings of the Executive Board

The ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

End of Section

1978 AC

106
CONFERENCES AND MEETINGS (cont.)

106.4 Rules and Regulations (cont.)

106.4.3 Open Meetings

All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

106.4.4 Distribution of Materials at ALA Council and Membership Meetings

Permission for the distribution of materials within the ALA Council and Membership Meeting areas, if the material is not official documentation, must be granted by the Executive Director or the ALA President.

106.4.5 Media Access to Information

Adopted by the ALA Council at the 1978 AC.

National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

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106.4.7 Meetings of the Executive Board

The ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

End of Section

7.4.6 *Purpose of Annual Conferences*

Annual Conferences of the Association are an ~~Association~~-wide activity pertinent to all members regardless of divisional affiliation. The ALA Annual Conference shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association. Agendas of Membership Meetings shall provide priority to discussion of membership resolutions.

(*See* "Current Reference File": 1985–86.)

1993-94 CD#18.1

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JUNE, 1994

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

FOR ACTION

Item #1 *ALA Policy 7.4.6 Purpose of Annual Conferences:* Change title of Section to: Annual Conferences. Insert new second sentence: "A membership meeting shall be held during the first two days of the Annual Conference, excluding days when preconferences are held, and at such other times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws.

[This is to accomplish the intent of ~~1993-94~~ 1992-93 CD#69, (MD#18) which directed a change in the Bylaws but which the Constitution and Bylaws Committee determined should be handled through a policy change.]

1992-93 MD#18

RESOLUTION ON MEMBERSHIP MEETING AT ANNUAL CONFERENCE

WHEREAS, the highest attendance of ALA membership at Annual Conferences occurs during the first two days of the Conference (excluding days when pre-conferences are held)

WHEREAS, the greater the number of ALA members attending the Membership Meeting(s), the more likely the meeting(s) will reflect the will of the general membership

WHEREAS, the current practice of ALA is to hold the Membership Meetings during the third evening and the fifth morning of the Annual Conference (excluding days when pre-conferences are held)

THEREFORE BE IT RESOLVED, that Article II, Section 4 of the ALA By-Laws be amended to read as follows:

> "...A membership meeting shall be held during the first two days of the Annual Conference (excluding days when pre-conferences are held) and at other such times as may be set by the Executive Board."

Moved by: Jack Forman
Jack Forman

Seconded by: Joseph A. Boisse
Joseph Boisse

Date: June 28, 1993

7.4.6 *Annual Conferences*

Annual Conferences of the Association are an association-wide activity pertinent to all members regardless of divisional affiliation. A membership meeting shall be held during the first two days of the Annual Conference, excluding days when preconferences are held, and at such other times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws. The ALA Annual Conference shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association. Agendas of membership meetings shall provide priority to discussion of membership resolutions.

1993-94 CD#18.1

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JUNE, 1994

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

FOR ACTION

Item #2 *ALA Policy 7.4.6 Annual Conferences:* Add new second and third paragraphs:

Guidelines for Preparation of Resolutions for Membership Meetings:

1) Any member of the American Library Association may prepare and submit for consideration resolutions at any membership meeting.

2) The resolution must indicate the names of the mover and seconder, and their local telephone numbers and places of contact.

3) The resolution should address only one topic or issue.

4) All resolutions to be considered by the ALA membership must be reviewed by the Council Committee on Resolutions for inclusion on the membership meeting agenda.

Guidelines for Preparation of Resolutions for Membership Meetings (cont.)

5) If the proposed resolution amends or creates policy, the policy to be changed must be clearly cited.

6) If the resolution calls for a specific action or course of action, the resolution should specify the Association resources needed to carry out this specified action.

7) All resolutions for consideration at any membership meeting must be subtitled to the Council Committee on Resolutions for review at least 6 hours prior to the convening of the membership meeting in order to allow time for reproductions and distribution.

8) Members assembled at any membership meeting may waive the submission time requirements by a majority vote.

9) All resolutions approved by the membership will be presented to the next meeting of Council.

Note: Consistent with parliamentary authorities, an item that is not completed at the membership meeting(s) of an Annual Conference lapses, but then may be re-introduced as a new item at a subsequent convention.

Actions approved by membership are placed on the agenda of the next Council meeting. The Chair of the Council Committee on Resolutions will indicate which Membership Resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.

[This is to accomplish the intent of 1993-94 CD#38, which Council adopted.]

Item #3 *ALA Policy 6.9 Task Forces:* Add new final sentence: Any parent body may establish a task force, determine its duration, monitor its progress, and terminate its function.

[This wording was adopted by Council in action on the report on the Committee on Organization (1993-94 CD#22).]

8) Members assembled at any membership meeting may waive the submission time requirements by a majority vote.

9) All resolutions approved by the membership will be presented to the next meeting of Council.

Note: Consistent with parliamentary authorities, an item that is not completed at the membership meeting of an annual conv lapses, but then may be re-introduced as a new item at a subsequent convention.

PENDING BUSINESS:

The committee continues to discuss the revisions of CD#2, 3, and 4; and further guidelines for the preparation of memorials and tributes, and for the preparation of resolutions by Councilors.

The ALA Midwinter Meeting is convened
the primary purpose of expediting the business
of the Association through sessions of its govern-
ing and administrative delegates serving on
boards, committees, and Council; programs de-
signed for the continuing education and devel-
opment of the fields of library service shall be
reserved for Annual Conference except by spe-
cific authorization of the Executive Board acting
under the provisions of the ALA Constitution.
Hearings seeking membership reactions and
provisions for observers and petitioners at meet-
ings of Council, committees, and boards are to
be publicized; programs of orientation or lead-
ership development to Association business are
encouraged; assemblies of groups of individuals
for information sharing vital to the development
of Association business shall be accepted as ap-
propriate to the purposes of the Midwinter
Meeting.
(*See* "Current Reference File": 1989-90
CD#30.)

COUNCIL DOCUMENT # 49
Assigned by Resolutions
Committee Sum
Member Initial

Added 7.4.6 "Purpose of AC" to policy in 1986

ngs are for ALA members desiring to bring up
ideration by the Council (in accordance with
e ALA Constitution*); and

WHEREAS, this should be the prime purpose of Membership Meetings;
NOW THEREFORE BE IT

RESOLVED, That future agendas of Membership Meetings provide priority for discussion of membership resolutions.

Norman Horrocks, Councilor at Large
Eric Moon, Councilor at Large

Policy

*ALA Conference Program, 1986, p. 52

ALA Policy Manual 7.4.6, Purpose of Annual Conference

July 1, 1986

REVIEWED FOR CONFORMANCE WITH
GUIDELINES
by Council Resolutions Committee

End of Section

7.4.10

At the 2009 ALA Midwinter Meeting, upon recommendation by the Council Resolutions Committee, 2008-2009 ALA CD#14, the ALA Council approved the revision of ALA Policy 7.4.10, Membership Meetings.

At the 2009 ALA Annual Conference, upon recommendation by the Policy Monitoring Committee, the ALA Council voted to DELETE of all but the first paragraph of 7.4.10, Membership Meetings, and REPLACEMENT with the revised text as contained in 2008-2009 CD #14, Guidelines for Preparing ALA Membership Resolutions, which read:

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

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).

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..."

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.

PROCESS:

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

2. Any member of the American Library Association may prepare and submit for consideration resolutions at a membership meeting.

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 for review by the Council Committee on Resolutions at least six hours prior to the convening of the membership meeting to allow time for reproduction and distribution. Members assembled at any membership meeting may waive the submission time requirements by a majority vote.

5. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.

6. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the last Membership Forum.

An electronic copy of the guidelines is available at:

http://www.ala.org/ala/aboutala/governance/council/resolutionguidelines/index.cfm#samp_resolution

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]

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

COUNCIL DOCUMENT # 30
Assigned by Resolutions
Committee Bbm
Member Initial

7.4.11 renumbered by Council at the 2003 AC.

RESOLUTION ON MIDWINTER MEETING PURPOSE

~~7.4.8~~

Whereas the investigation by the Executive Board into the use of the Midwinter Meeting has produced some definitions of non-program activities appropriate to the purpose of the business of the Association, I move that the following language be forwarded to Council at its 1990 Annual Conference subject to the Constitution and By-Laws Committee for review and recommendation as substitution for the current policy:

7.4.7 Purpose of Midwinter Meetings

The ALA Midwinter Meeting is convened for the primary purpose of expediting the business of the Association through sessions of its governing and administrative delegates serving on boards, committees and Council. Programs designed for the continuing education and development of the fields of library service shall be reserved for Annual Conference except by specific authorization of the Executive Board acting under the provisions of the ALA Constitution. Hearings seeking membership contributions; provisions for observers and petitioners at meetings of Council, committees and boards are to be publicized; programs of orientation or leadership development to Association business are encouraged; assemblies of groups of individuals for information sharing vital to the development of Association business shall be accepted as appropriate to the purposes of the Midwinter Meeting. And, be it further resolved, that this policy statement shall appear on appropriate advisory forms used in the planning of Midwinter Meetings and shall be publicized to the membership of the Association in announcing Midwinter Meeting planning and housing reservations.

Amended ~~Adopted~~ by the ALA Council of the 1990 Annual Conf.

Gerald R. Shields
Councilor
New York Library Association

Seconded — Herbert Stelts
Councillor at Large

REVIEWED FOR CONFORMANCE WITH
GUIDELINES
of Council Resolutions Committee

The Resolutions Committee believes that this is a matter for consideration by the Policy Monitoring Committee rather than Constitution & Bylaws. bbm

7.4.7
7.4.6
~~204.4~~

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS *Item Number:* 204.4.1

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

Issue Date: January, 1966 *Supersedes:* 104.4

Midwinter meetings

VOTED, That ALA Policy Number 204.4 be amended to read:

That the ALA Midwinter Meeting be primarily devoted to carrying on the business of the Association through meetings of the Council, boards, and committees, and that there be no programs, general business, or membership meetings of the divisions, sectios, or round tables except as a limited number of program meetings, institutes, conferences, or workshops may be specifically authorized by the Executive Board.

(OVER)

7.4.1
~~7.4.6.~~

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS *Item Number:* 204.4.2

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

Issue Date: January, 1966 *Supersedes:*

Midwinter meetings

VOTED, That Chicago be the location of the Midwinter Meeting at least in alternate years, but that the Executive Board authorize the occasional movement of the Midwinter Meeting to an appropriate center other than Chicago when some worthy purpose of program, regional recognition, or public relations warrants meeting elsewhere.

For consideration by the appropriate bodies and application as warranted by the circumstances, we recommend:

1. That "limited number" of program meetings, institutes, conferences or workshops be normally interpreted as meaning not more than two days preceding or following the Midwinter Meeting, and not more than one day (or a total of three meeting periods) during the course of Midwinter.

2. That the Executive Board provide a program within the Midwinter Meeting only on matters of vital importance to a large segment of the Association. Meetings of boards and committees in conflict with such programs should be permitted.

3. That moving out of the Chicago area be ordinarily contingent upon the suitability of the suggested "outside" location to provide the background for the program planned for that meeting.

4. That the ALA staff be permitted to experiment with a limited number of commercial exhibits at Midwinter Meetings, whether in Chicago, or elsewhere.

5. That the present practice on registration be continued.

6. That the ALA staff be requested to explore the desirability of holding Chicago Midwinter Meetings either in a single- or multi- hotel location outside the Loop and reasonably near to ALA Headquarters.

7.4.7

AMERICAN LIBRARY ASSOCIATION

Item: EXECUTIVE BOARD *Item Number:* 207.4

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

Issue Date: July, 1967 *Supersedes:*

Meeting dates

ADOPTED, That the Executive Director suggested the Board might wish to regularize its Fall and Spring dates and decide upon a period of time as ongoing guidance in scheduling the Board's Spring and Fall Meetings. Because of various fiscal factors involved, he suggested the weeks beginning with the last Mondays in April and October.

AMERICAN LIBRARY ASSOCIATION

Item:	EXECUTIVE BOARD	*Item Number:*	207.3
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	June, 1967	*Supersedes:*	

Docket

VOTED, That the Executive Board requires the Executive Director to place the Docket for the meetings of the Executive Board in the hands of the Executive Board, together with full documentation, no later than two weeks before such meetings; and

That any docket items received from members, membership units, or staff after twenty-four days preceding the meetings be brought to the attention of the Board at the first session of such meetings; and

That the Board decide at that session if it will receive items received after twenty-four days for consideration at such meetings; and

That the procedures listed in the above paragraphs shall apply, the chairman consenting, to meetings of committees and subcommittees of the Board; and

FURTHER, That the Executive Board requires the Executive Director as Secretary to the Council, to place the Agenda for meetings of the ALA Council in the hands of the Council, together with such documentation as has been provided by members and units, no later than two weeks before such meetings.

106
CONFERENCES AND MEETINGS (cont.)

.06.4 Rules and Regulations (cont.)

106.4.3 Open Meetings

All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

106.4.4 Distribution of Materials at ALA Council and Membership Meetings

Permission for the distribution of materials within the ALA Council and Membership Meeting areas, if the material is not official documentation, must be granted by the Executive Director or the ALA President.

106.4.5 Media Access to Information

National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

106.4.6 Purpose of Midwinter Meetings

Amended by the ALA Council 1978 AC

The ALA Midwinter Meeting shall be devoted primarily to carrying on the business of the Association through meetings of the Council, boards and committees. There are to be no programs, general business or membership meetings of the divisions, sections or Round Tables except as a limited number of program meetings, institutes, conferences or workshops may be specifically authorized by the Executive Board.

106.4.7 Meetings of the Executive Board

The ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

End of Section

7.4.12 renumbered by Council at the 2003 AC

FOR ACTION

Item #2 (cont.)
PM, p. 138

<u>*Guidelines for Preparation of Resolution for Membership Meetings*</u>:
(continues through end of current 7.4.6) Add new final paragraph:

If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed.

Renumber current 7.4.7-7.4.11 to 7.4.8-7.4.12

[This is to accomplish the intent of Council's action on 1994-95 CD#2.2, Item #I-2.]

Item #3
PM, p. 132

<u>Policy 5.1 Relationships of Executive Board and Council:</u>
Add sentence to the end of this section:

Biennially, the Executive Board shall prepare and submit to Council a progress report on the health of the Association. This report shall bring together the data needed to assess the Association's progress in accomplishing its objectives.

[This is to accomplish the intent of Council's action on 1995-95 CD#2.2, Item #II-6.]

* **Item #4**
PM, p.138

<u>7.4.8 Meetings of the Executive Board:</u>
Add the following words to the beginning of the section:

In addition to its meetings at Annual Conference and Midwinter Meeting.

FOR INFORMATION

PMC has under review a number of matters being discussed by various units of the Association. We will report to Council on these matters at future meetings. These include the following:

Item #1 — **ALA Policy 54 Library Personnel Practices (OLPR Advisory Committee)**

Item #2 — **ALA Policy 59.3 Goals for Indian Library and Information Service (OLOS Library Service to American Indians Subcommittee)**

Item #3 — **Policy revisions related to Americans with Disabilities Act (ASCLA Americans with Disabilities Act Assembly)**

Item #4 — **Code of Professional Ethics (Committee on Professional Ethics)**

106
CONFERENCES AND MEETINGS (cont.)

06.4 Rules and Regulations (cont.)

106.4.3 Open Meetings

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106.4.6 Purpose of Midwinter Meetings

Amended by the ALA Council 1978 AC

The ALA Midwinter Meeting shall be devoted primarily to carrying on the business of the Association through meetings of the Council, boards and committees. There are to be no programs, general business or membership meetings of the divisions, sections or Round Tables except as a limited number of program meetings, institutes, conferences or workshops may be specifically authorized by the Executive Board.

106.4.7 Meetings of the Executive Board

The ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

AMERICAN LIBRARY ASSOCIATION

Item: EXECUTIVE BOARD *Item Number:* 207.4

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

Issue Date: July, 1967 *Supersedes:*

Meeting dates

ADOPTED, That the Executive Director suggested the Board might wish to regularize its Fall and Spring dates and decide upon a period of time as ongoing guidance in scheduling the Board's Spring and Fall Meetings. Because of various fiscal factors involved, he suggested the weeks beginning with the last Mondays in April and October.

End of Section

~~7.4.9~~ ~~7.4.10~~

Exhibit 17

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

ot' AC.

RESOLUTION ON SCHEDULING EVENTS SOLICITING LIBRARY PARTICIPATION

WHEREAS, Events from time to time at the ALA chapter, affiliate, and other national and international levels (such as the recent Frankfurt Book Fair) have been scheduled in conflict with the observance of major high holy days; and

WHEREAS, Such conflicts restrict participation and can cause undue hardship on those compelled to choose between religious obligation and professional duty; NOW THEREFORE BE IT

RESOLVED, That the American Library Association will establish and maintain a ten-year advance planning calendar of religious events considered to be most obligatory to practitioners of major groups and will circulate the document annually to all units and affiliates plus other agencies indicating an interest; AND BE IT FURTHER

RESOLVED, That it shall be ALA policy to advise all units that the scheduling of events of interest to libraries and their staffs should avoid those dates and allow for no-conflict travel to and from such events.

ADOPTED BY THE
COUNCIL OF THE AMERICAN LIBRARY ASSOCIATION
January 21, 1987, in Chicago Illinois
Transmitted by

Thomas J. Galvin, Secretary of Council

End of Section

Parliamentarian

VOTED, That hereafter ALA employ a parliamentarian who is not a member of the ALA for the Council and Membership meetings of the Association.

End of Section

7.1.1

At the 2010 Annual Conference, in Washington, DC, the ALA Council adopted ALA CD#45, revised, A Resolution on Non-Discrimination in Conference Contracts. To bring the *ALA Policy Manual* in agreement with this resolution, the Policy Monitoring Committee recommended at the 2011 Midwinter Meeting, in San Diego, CA, and Council adopted the following revision to ALA Policy 54.16, which read:

Change ALA Policy 7.1.1 from this current text:

7.1.1. 2nd Paragraph – Non Discrimination in Conference Contracts

The ALA will enter into conference center site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.

To this text:

7.1.1 – Non Discrimination in Conference Contracts

There shall be no discrimination, including that based on race, origin, color, sex, sexual orientation, creed or disability, in the use of any facilities used by the American Library Association. This policy shall become a part of ALA contracts for the use of space. The ALA will avoid entering, whenever possible, into convention center contracts with organizations and legal bodies in cities, counties, or states that by law discriminate against gay, lesbian, bisexual or transgender people. ALA will provide materials for promoting sensitivity to sexual orientation, gender identity, and gender expression for all employees on the floor of each convention center, including employees of companies to which the convention center has contracted for services on the floor of the convention. (See Policy Reference File: A Resolution on Non-Discrimination in Conference Contracts, 2009-2010 ALA CD#45, revised)

ALA COUNCIL DOCUMENT # 45
Assigned by Council Resolutions
Committee WT
Member Initial
Date 6/25/10

A Resolution on Non-Discrimination in Conference Contracts

Whereas, Transgendered members of the American Library Association were harassed by the staff of a company contracted by the McCormick Place convention center in Chicago at last year's annual conference; and

Whereas, The American Library Association has affirmed its stand against discrimination based on sexual orientation, gender identity, or gender expression;

Whereas, It is more widely understood that Gay Rights is not an acceptable short-hand term for all groups based on sexual orientation, gender identity, or gender expression;

Whereas, In the past transgendered people have been ignored as one of the groups based on sexual identity or sexual expression; now, therefore, be it

Resolved, that the American Library Association (ALA) shall change Policy 7.1.1 from this current text:

7.1.1--Non-Discrimination in Conference Contracts

The ALA will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.

to this text:

7.1.1--Non-Discrimination in Conference Contracts

The ALA will avoid entering, whenever possible, into conference-site contracts with organizations and legal bodies in cities, counties, or states that by law discriminate against gay, lesbian, bisexual, and transgendered people. ALA will provide specific materials for sensitivity training about sexual orientation, gender identity, and gender expression for all employees on the floor of each convention center, including employees of companies to which the convention center has contracted for services on the floor of the convention.

Mover: Larry Romans, Executive Board, 615-479-5440

Seconder: John Sandstrom, GLBTRT Councilor, 915-479-8266

REVIEWED FOR CONFORMATION W
DEADLINES
Council Resolutions Committee

ALA RESOLUTION FORM: CONFERENCE CONTRACTS

REVISED

1. TITLE OF RESOLUTION: *A Resolution on Non-Discrimination in Conference Contracts*

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

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

4. FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution's directive(s)): none.

5. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT: Council Secretariat, Policy Monitoring Committee

6. IMPACT ON ALA POLICIES AND POSITIONS: This policy removes a requirement that no contracts be signed with convention centers in cities or states that discriminate on the basis of sexual orientation, but requires ALA to avoid such signings and adds transgendered people as folks who should not be discriminated against. The resolution also calls for sensitivity training.

7. INITIATING COMMITTEE OR UNIT (IF ANY): GLBTRT

8. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.): This resolution is in response to harassment of transgendered members of ALA. The resolution increases the scope of the policy to include transgendered people, but narrows the solution, in that the policy will be that ALA avoids signing contracts in cities and states that don't have antidiscrimination legislation rather than insisting that ALA not enter into such contracts under any circumstances.

9. MOVER/SECONDER INFORMATION:

   Mover's Name and Local Telephone Number: Larry Romans – 615-479-5440

   Seconder's Name and Local Telephone Number: John Sandstrom - 915-479-8266

1998-98 CD#17.2
(1998 Annual Conference)

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JUNE 1998

In accordance with policy 5.6, the Policy Monitoring Committee has reviewed all Council actions taken at the 1998 Midwinter meeting for possible incorporation into, addition to, or changes to the ALA Policy Manual. We do not believe that any existing policies were changed or any new policies were approved at that meeting.

However, we have received requests from several members of Council and ALA units for review of existing policies, together with recommendations for updating or otherwise changing existing policies. The Committee has considered these requests and recommendations, and we propose the following changes:

ACTION

Amended by Council, 98 AC

* Item 1. ALA Policy 7.1.1 (Non-discrimination in Conference Contracts)
To bring ALA policy into conformity with federal civil rights legislation, we recommend adding the words "disability" and "sexual orientation" to the list of prohibited types of discrimination in the first line of this policy, so that it will read: "There shall be no discrimination, including that based on race, origin, color, sex, sexual orientation, creed, or disability..."

7. CONFERENCES AND MEETINGS

7.1 Facilities

7.1.1 *Non-Discrimination in Conference Contracts*

There shall be no discrimination, including that based on race, origin, color, sex, sexual orientation, creed or disability, in the use of any facilities used by the American Library Association. This policy shall become a part of ALA contracts for the use of space.

The ALA will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.

1993-94 CD#18
1993-94 EBD#10.10

REPORT TO COUNCIL
POLICY MONITORING COMMITTEE
JANUARY, 1994

In accordance with Policy 5.6, the Committee has reviewed all Council Actions taken in June 1992 for possible incorporation, additions to, or changes in the ***ALA Policy Manual.***

FOR ACTION

Item #1 ALA Policy 10.1 ***American Libraries***: Add new first sentence: "The ALA is the publisher of the magazine, ***American Libraries.***

This is to accomplish the intent of 1992-93 CD#18.3, Attachment #4.

Item #2 ALA Policy 54.18 Advertising Salary Ranges: Change the first sentence to read: "***Available*** salary ranges..."

Change first sentence of second paragraph to read: "All ALA and unit publications printing classified job advertisements shall list the salary ranges for open positions ***where available...***"

This wording was approved when Council adopted 1992-93 CD#18.4, Attachment #2.

Item #3 ALA Policy 12 Organization Membership Dues: Change category designation from "***Special Members***" to "***Corporate Members.***"

This change was approved when Council adopted 1992-93 CD#14.2.

Item #4 ALA Policy 7.1.1 Non-Discrimination in Conference Facilities. Change title to "***Non-Discrimination in Conference Contracts.***"

Add new second paragraph: "***The American Library Association will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.***"

These two changes will implement Council's intent when it adopted CD#40 at the 1993 Midwinter Meeting. (This was not brought to Council at the 1993 Annual Conference because of an oversight.)

7.1.1 *Non-Discrimination in Conference Contracts*
There shall be no discrimination, including that based on race, origin, color, sex, or creed, in the use of any facilities used by the American Library Association. This policy shall become a part of ALA contracts for the use of space.
The ALA will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people.

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RESOLUTION ON CONFERENCE SITE CONTRACTS

WHEREAS, *Some states in the United States have already or may in the future enact legislation, pass constitutional amendments, or otherwise give legal sanction to discrimination against lesbian, gay and bisexual people; and*

WHEREAS, *The American Library Association has adopted several anti-bias, policies, most notably 54.3 and 54.17, which commit the Association to equal opportunity for all persons regardless of individual life-style; now, therefore, be it*

RESOLVED, *That the American Library Association will enter into conference-site contracts only with organizations and legal bodies in cities, counties, or states that do not by law discriminate against lesbian, gay, and bisexual people; and, be it further*

RESOLVED, *That copies of this resolution be sent to the Governor of the State of Colorado, the Mayor of the City of Denver, the Colorado Board of Tourism, the Mayor of the City of Tampa, the United States Chamber of Commerce, the United States Secretary of Commerce, the National Council of Mayors, the National Governors Conference, the national gay and lesbian press, and the national library press.*

ADOPTED BY THE
COUNCIL OF THE AMERICAN LIBRARY ASSOCIATION
January 26, 1993

Peggy Sullivan

Peggy Sullivan
Secretary to the ALA Council

Non-discrimination

ALA Council policy adopted in 1936: "In all rooms and halls assigned to the American Library Association hereafter for use in connection with its conference or otherwise under its control, all members shall be admitted upon terms of full equality."

In accordance with this policy the following paragraph is included in all our contracts: "To guarantee that every member of the ALA regardless of race will be furnished with equal facilities and privileges in meetings and meal functions in all rooms and halls assigned to the Association for use in connection with its Conference, or otherwise under its control."

ALA Executive Board's interpretation of the above Council policy as of January 23, 1949:

1. In all meeting rooms under ALA control there shall be:

   a. No segregation within the room.
   b. Meetings shall include receptions of any kind and informal committee meetings.
   c. No discrimination at meal functions in rooms officially under ALA control.

2. All members shall have access to rooms over which ALA has control by:

   a. Unrestricted use of all public entrances and exits.
   b. Unrestricted use of all public stairways and elevators.

3. In selecting a meeting place the following questions should be asked for the information of all ALA members:

   a. Will members be admitted, regardless of race or color, to public restaurants and to public dining rooms not under ALA control?

   b. Is there discrimination in housing, in hotels or other public places?

AMERICAN LIBRARY ASSOCIATION

Item:	CONFERENCES AND MEETINGS	*Item Number:*	204.3.1
Approved by:	ALA Executive Board	*Page:*	1 of 1
Issue Date:	October, 1970	*Supersedes:*	

Non-discrimination

VOTED, That the Executive Board amends its interpretation of the ALA Council Non-discrimination Policy adopted in 1936, section 3(a) to read, "Will members be admitted, regardless of race, color, sex or creed, to public restaurants and to public dining rooms not under ALA control?"