6.1.2
6.1.1

AMERICAN LIBRARY ASSOCIATION

Item:	CHAPTERS	*Item Number:*	202.4
Approved by:	ALA Council	*Page:*	1 of 1
Issue Date:	January 1964	*Supersedes:*	

ALA responsibilities to chapters

VOTED, That the Council approves the following recommendations of the ALA Executive Board (and Committee on Constitution and Bylaws):

(1) *That a chapter be required to file with ALA a copy of its constitution and bylaws and amendments to them, and that the ALA constitutional provision requiring ALA certification of a chapter's constitution and bylaws be rescinded;

(2) That a statement of summary of conditions governing chapter affiliations as they are stated in various ALA policies and Constitution and Bylaws, be sent to each chapter for its acceptance as a certified statement of agreement between the chapter and ALA;

(3) *That in addition to the present provisions which allow for ALA to dissolve a chapter, provisions be made for a means whereby a chapter may withdraw from chapter status.

*Requirements 1 and 3 have since been written into the Bylaws and only 2 stands as policy not covered elsewhere in the documents of the Association.

AMERICAN LIBRARY ASSOCIATION

Item:	CHAPTERS	*Item Number:*	202.3
Approved by:	ALA Council	*Page:*	1 of 1
Issue Date:	January, 1960	*Supersedes:*	

Scheduling of state and regional meetings

Upon recommendation of the Exhibits Round Table -

VOTED, That the ALA Council asks the ALA chapters to give careful attention to the problem of conflicting meeting dates in the scheduling of state and regional association meetings and to consider suggested cooperative measures to insure better exhibits at these meetings.

ship shall constitute a quorum and a majority of those voting shall be required to carry.

The Executive Board shall have authority to set the time limit during which votes will be recorded but if no such time limit is set no vote shall be counted unless received within thirty days from the day the text of the ballot or question voted upon was mailed properly addressed to those entitled to vote on the matter involved. In the case of a vote by mail by the Association, the Executive Board may designate publication of the ballot or question submitted in the official journal of the Association as the appropriate method of submitting the matter to the members for their determination.

Sec. 6. Quorum. Two hundred members shall constitute a quorum at membership meetings.

Article III. Nominations and Elections

Sec. 1. (a) Prior to each annual conference of the Association, the Executive Board, upon recommendation of the Committee on Appointments, shall appoint an ALA Nominating Committee, no one of whom shall be a member of the Board, to nominate candidates for elective positions.

(b) Such committee shall nominate candidates from among the general membership for the position of president-elect annually; for the position of treasurer, whenever this is required by Article VIII, Sec. 1 of the Constitution; members of Council as provided in sections (c) and (d) below; and to fill vacancies.

(c) Such committee shall nominate annually not less than fifty candidates for twenty-five members-at-large of the Council for four-year terms. The position of the candidates on the ballot shall be determined by lot conducted by the Nominating Committee.

(d) Such committee shall also nominate and place on the ballot candidates for a vacancy in the membership of Council, representing the Association at large as provided in Sec. 1 (c) of this Article, to complete an unexpired term.

(e) No person may be nominated for or serve on the Council unless that person is a personal member of the American Library Association; no candidate may accept nomination from more than one group.

Sec. 2. (a) The ALA Nominating Committee shall report its nominations in the *American Libraries* not less than three weeks before the midwinter meeting of the Council. At that meeting, the names of the candidates shall be announced.

(b) No person shall be nominated by the committee whose written consent has not been filed with the executive director of the Association.

Sec. 3. (a) Nominations determined as herein provided shall be placed before the members of the Association on a printed ballot which shall be prepared under the direction of the Nominating Committee and which shall be known as the "Official Ballot."

(b) The ALA Nominating Committee shall also include on the official ballot other nominations filed with the executive director by petition of any twenty-five members of the Association at least four months before the annual conference, provided written consent of these nominees shall have been filed with the executive director of the Association.

(c) The professional address of each nominee shall be given on the Official Ballot.

Sec. 4. (a) The Executive Board shall appoint a Committee on Election which shall have charge of the conduct of the regular elections of the Association and the divisions, and the counting and tabulation of all votes cast.

(b) At least six weeks prior to the annual conference the executive director shall mail a copy of the ballot to each member of the Association in good standing. Ballots shall be marked and returned to the executive director in sealed envelopes bearing on the outside the words, "Official Ballot."

Sec. 5. For each office the candidate receiving the largest number of votes shall be elected and shall be so reported to the Association by the Committee on Election. In the case of a tie vote the successful candidate shall be determined by lot conducted by the Committee on Election. In the event that a candidate for election to Council withdraws from candidacy in the period between the mailing of ballots and the beginning of the new term of office, and the candidate is successful in the election, the Council seat affected will remain vacant until filled in the following annual election.

Sec. 6. (a) There shall be a Council Committee on Committees made up of four Councilors elected for one-year terms by Council as provided for in Article III, Sec. 6(b) of the Bylaws. The president-elect shall be the fifth member of this committee and its chairperson.

(b) The four elected members of the Council Committee on Committees shall be elected by ballot of the Councilors present and voting at the annual conference from a list of eight candidates submitted by the president-elect and included in the agenda mailed to Councilors before the annual conference. Additional nominations for the Committee on Committees may be made by Councilors from the floor.

(c) Such committee shall nominate annually candidates for two members of the Executive Board for four-year terms for election by the Council from among the members of the Council who are serving by virtue of election to it, as provided in Article IV, Sec. 2(b), (c), and (d) of the Bylaws, and who will have served at least one year preceding their prospective terms as Executive Board Members. Additional nominations for the Executive Board may be made by Councilors from the floor. Upon election to the Executive Board the member shall continue to serve as a member of the Council for the duration of the term for which elected to the Council and thereafter as a voting member ex officio for the duration of the term for which elected to the Executive Board.

Article IV. Council

Sec. 1. (a) Council membership requirement. No person, including a representative of a state, provincial, or territorial chapter, may serve on the Council unless a personal member of the American Library Association.

(b) Meetings. The Council shall hold at least two meetings each year. Such meetings shall be held, one at the time and place of the annual conference of the Association and one not less than three months before the next annual conference, at a time designated by the Executive Board. The latter shall be called the midwinter meeting. Other meetings may be called by the president and shall be called upon request of twenty members.

(c) Officers. The president, president-elect, and the executive director of the Association shall serve as officers of the Council, the executive director serving as its secretary. The presiding officer may vote only in case of a tie and the executive director shall not have the right to vote.

Sec. 2. (a) All personal members of the ALA shall be eligible for nomination to Council from their respective constituencies, as indicated in Article IV, Sec. 2(b), (c), and (d), without regard to any other prerequisites.

(b) Each state, provincial, and territorial chapter shall be entitled to one councilor to be elected for a term of four years by the members of the chapter.

(c) Each division of the Association shall be entitled to one councilor to be elected for a term of four years by the members of the divisions.

(d) One hundred councilors shall be elected by the Association at large, twenty-five being elected each year as provided in Article III, Sec. 1(c) of the Bylaws.

(e) All members of the Executive Board shall automatically be members of the Council.

(f) No person shall serve simultaneously as a member of the Council elected by a chapter or a division and as a member elected by the Association at large. A person who is a member by virtue of being a member of the Executive Board may simultaneously be a regularly elected member according to paragraphs (b), (c), and (d), but such person shall have but one vote.

Sec. 3. All elected councilors shall serve for terms of four years or until their successors are selected and qualified.

Sec. 4. Each chapter shall accredit its councilor to the secretary of the Council in advance of the first meeting after the election.

Sec. 5. A vacancy in the membership of Council representing the Association at large shall be filled at the following election to complete the unexpired term.

Sec. 6. A vacancy in the membership of Council representing a state, provincial or territorial chapter, or a division of the Association may be filled by the chapter or division on an interim basis. Each chapter or division shall accredit its interim councilor to the secretary of the Council in advance of the first meeting after selection. The interim councilor shall serve as a voting member until the next regularly scheduled election or for a maximum of one year, by which time an election shall have been held to elect a successor.

Article V. Chapters

Sec. 1(a) The purpose of a chapter is to promote general library service and librarianship within its geographic area, to provide geographic representation to the Council of the American Library Association, and to cooperate in the promotion of general and joint enterprises with the American Library Association and other library groups.

(b) The Council may establish a chapter of the American Library Association in any state, province, territory, or region in which a majority of the ALA members residing within the area involved and voting on the issue favors such action; provided, however, that the total number of persons voting on the issue shall not be less than ten percent of the total number of ALA members residing within the area. A regional chapter may consist of any area composed of three or more contiguous states or provinces.

(c) Any legally constituted state, provincial, territorial, or regional library association may, as its request, be designated a chapter of the American Library Association provided the membership of the association applying for chapter status has expressed approval of the application; and providing a majority of the ALA members residing in the area involved voting on the issue is in favor of such action: provided, however, that the total number of persons voting on the issue shall not be less that ten percent of the total number of ALA members residing within the area involved, and provided that there is no conflict in principle between the constition and bylaws of the association involved and the Constitution and Bylaws of the American Library Association, and that copies of the chapter constitution and bylaws, and subsequent amendments to them are filed with the American Library Association and dues are paid in accordance with Article I of the Bylaws.

(d) No more than one chapter of the American Library Association shall exist in any state, province, or territory.

(e) In establishing regional chapters, no state, provincial, or territorial association may be included in more than one such region.

Sec. 2. A chapter may admit members who are not members of the American Library Association.

Sec. 3. Each state, provincial, territorial, or regional chapter shall be the final authority within the American Library Association in respect to all programs and policies which concern only the area for which the chapter is reponsible provided they are not inconsistent with any programs and policies established by the ALA Council. Any chapter may establish committees and boards which parallel national committees and boards in order to carry out over-all programs within its own area and to maintain liaison between its members and the national committees and boards. State, provincial, and territorial chapters may establish local chapters within the respective areas involved.

Sec. 4(a) Any chapter may withdraw from chapter status provided the issue has been submitted to a vote of the chapter membership and is favored by a majority of the members voting; and provided further that notice of withdrawal is sent to the executive director of the American Library Association.

(b) A chapter may be dissolved by the Council and

shall be dissolved if it becomes inactive or fails to comply with the provisions of this Article.

Article VI. Divisions

Sec. 1. The Council may establish divisions under the following conditions:

(a) The Council may authorize the organization as a division of any group of not less than 500 members of the Asssociation who are interested in the same field of librarianship, upon petition of such group. Under exceptional circumstances, the Council may admit as divisions, groups having fewer than 500 members.

(b) The Council by a vote of two consecutive meetings may discontinue a division when, in the opinion of the Council, the usefulness of that division has ceased.

Sec. 2. (a) The purpose of a division is to promote library service and librarianship within and for a particular type of library or as it relates to a particular type of library activity, and to cooperate in the promotion of general and joint enterprises within the Association and with other library groups. Each division shall represent a field of activity and responsibility clearly distinct from that of other divisions.

(b) A division shall have authority to act for the ALA as a whole on any matter determined by Council to be the responsibility of the division.

Sec. 3.(a) Divisions are of two distinct kinds: "Type-of-library" divisions and "Type-of-activity" divisions.

(b) Type-of-library divisions focus attention upon planning in and evaluation of all functions as they contribute to the services of the library. Type-of-library divisions are interested in the general improvement and extension of service to the clientele and agencies served. Each such division has specific responsibility for: (1) Planning of programs of study and service for the type of library as a total institution; (2) Evaluation and establishment of standards in its field; (3) Synthesis of the activities of all units within the Association that have a bearing on the type of library represented; (4) Representation and interpretation of its type of library in contacts outside the profession; (5) Stimulation of the development of librarians engaged in its type of library, and stimulation of participation of members in appropriate type-of-activity divisions; and (6) Conduct of activities and projects for improvement and extension of service in its type of library when such projects are beyond the scope of type-of-activity divisions, after specific approval by the Council.

(c) Type-of-activity divisions focus attention upon study and development of such functions as reference, cataloging, personnel administration, etc., as they apply to all types of libraries. Type-of-activity divisions are interested in the improvement and extension of their functions. Each such division has specific responsibility for: (1) Continuous study and review of the activities assigned to the particular division; (2) Conduct of activities and projects within its area of responsibility; (3) Synthesis of the activities of all units within the Association that have a bearing on the type of activity represented; (4) Representation and interpretation of its type of activity in contacts outside the profession; (5) Stimulation of the development of librarians engaged in its type of activity, and stimulation of participation by members in appropriate type-of-library divisions; and (6) Planning and development of programs of study and research for the type of activity for the total profession.

(d) Type-of-activity divisions may develop and adopt technical standards as official ALA standards. Type-of-activity divisions may participate in the development of nontechnical standards by type-of-library divisions but nontechnical standards may be adopted, or approved as official ALA standards, only by type-of-library divisions.

Sec. 4. (a) Each division shall be organized under a board of directors with overlapping terms and with authority to make decisions between conferences of meetings of the division.

(b) Each division may establish such committees, sections, and other subordinate units as may be required to discharge properly the responsibilities assigned to it, but no committee, section, or other unit devoted to an activity assigned to a type-of-activity division shall be established in a type-of-library division.

(c) A division may affiliate with itself regional state, or local groups interested in the same field of library service or librarianship. Such groups may admit members who are not members of the division or of the Association.

Sec. 5. (a) A division shall accept as members all members of the Association who elect membership in that division according to the provisions of Article I of the Bylaws. Only members of this Association may be members of a division.

(b) Only personal members of a division shall have the right to vote and to hold office.

Sec. 6. (a) Each division shall establish annual dues. Funds so collected shall be subject to the provisions of paragraphs (b), (c), and (d).

(b) All dues paid for membership in divisions may be put to the credit of the division. Additional allotments may be made on the basis of need as determined by the Executive Board upon recommendation of the Committee on Program Evaluation and Support.

(c) All divisional funds are to be in the custody of the Executive Board, to be accounted for and disbursed by its designated officer on authorization of the division officers.

(d) A division shall have the right by vote of its members to impose additional fees. Funds so collected shall be subject to the provisions of paragraphs (a) and (b).

Sec. 7. No division shall incur expense on behalf of the Association except as authorized, nor shall any division commit the Association by any declaration of policy, except as provided in Sec. 2(b) of this Article.

Sec. 8. (a) A division may: Issue publications; hold meetings; organize sections; retain or adopt a distinctive name; appoint committees to function within the field of its activities; in general, carry on activities along the lines of its interests. Divisions shall exercise editorial and managerial control over their periodicals. The ALA Publishing Committee will be informed of

"a Dues on Chapter Status"
which has not paid its dues as of
ch year, and which continues such
or one month after notice has been
nger a member and no longer enti-
a Councilor, until such time as the
umes payment of dues.

AMERICAN LIBRARY ASSOCIATION

Item:	CHAPTERS	*Item Number:*	202.5
Approved by:	ALA Constitution and Bylaws Committee	*Page:*	1 of 1
Issue Date:	January, 1971	*Supersedes:*	

Status of chapters whose dues are unpaid

An interpretation by the Constitution and Bylaws Committee presented to the ALA Executive Board

"Article V, Section 1(c) of the Bylaws provides that any state, provincial, territorial or regional library association may, at its request, be designated a chapter of ALA provided, along with other requirements, that dues are paid in accordance with Article I of the Bylaws.

Under Article I, Section 5, of the Bylaws, any member whose dues are unpaid on March 1 of each year and who shall continue such delinquency for one month after notice of the same has been sent, shall be dropped from membership. Since no distinction is made in the Bylaws as to type of membership affected, the Constitution and Bylaws Committee interprets it to include chapter and organizational members, as well as individual members.

It is the Constitution and Bylaws Committee opinion, under the provisions of Article I, Section 5, and Article V, Section 1(c) of the Bylaws as outlined above, that a chapter which has not paid its dues is no longer a member and no longer entitled to have a Councilor as provided under Article IV, Section 2(a) until such time as it resumes payment of dues."

End of Section

Effect of Unpaid Dues on Chapter Status

A Chapter which has not paid its dues as of March 1 of each year, and which continues such delinquency for one month after notice has been sent, is no longer a member and no longer entitled to have a Councilor, until such time as the chapter resumes payment of dues.

6.1.2

AMERICAN LIBRARY ASSOCIATION

Item: CHAPTERS *Item Number:* 202.5

Approved by: ALA Constitution and Bylaws Committee *Page:* 1 *of* 1

Issue Date: January, 1971 *Supersedes:*

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End of Section

6.1.3

EXHIBIT 27

205.4.1

RESOLUTION ON LIBRARY ISSUE CAUCUSES

Whereas there is deep concern that there be more membership input and involvement in the American Library Association,

Whereas there is a real need by councilors and members to learn more effectively what library issues are and what the facts and opinions regarding the issues are,

Whereas councilors are part of the leadership of the American Library Association and responsible and in a position to listen for, identify and act on issues at the national level for the benefit of libraries and librarians and library users,

Whereas the chapter councilors and councilors-at-large are in a position to effect communication on issues in their respective states, regions or type of library organizations,

Now therefore be it resolved. that chapter councilors and councilors-at-large work together wherever possible to establish library issue caucuses at state library association and type-of-library association meetings with the goal of identifying, developing information and communicating recommendations on library issues to ALA Council and/or other appropriate bodies for consideration.

REVIEWED FOR CONFORMANCE WITH GUIDELINES by Council Resolutions Committee

ARR 1/19/76 4:30 p.m.

Submitted by Dave Remington
Councilor-at-large

1/19/76 12 Noon

End of Section

Approved by the ALA Council at the 1993 Midwinter Meeting

Discussion Group:
A discussion group is an informal organization that allows discussion of topics of common interest during the Conference and Midwinter Meeting. Results of discussion may be prepared by the group for distribution to the relevant parent body. A leader may be chosen by the group to coordinate discussion.

1992-93 CD# 28-

6.10

End of Section

a.) 6.11 Assembly

An assembly is a body of individuals or representatives from ALA units and committees that shares information or acts as a resource to an ALA Committee. There are two different types of assemblies: Assemblies to Council Committees, that act in an advisory capacity, reviewing documents and issues, representing unit and committee interests and reporting back to units and committees; and Assemblies to Standing Committees, that provide a forum for sharing information, coordinate activities and promote awareness.

Adopted by the ALA Council
~~June~~, 1999 MW
Codified by Council, 1999 AC

End of Section

6.12

At the 2009 ALA Annual Conference, upon recommendation by the Council Policy Monitoring Committee, the ALA Council approved the codification of ALA Policy 6.12, Membership Initiative Groups (MIG), which read:

6.12 A Membership Initiative Groups (MIG) is formed when a group of ALA members identifies a common concern or interest about librarianship which falls outside the delegated responsibility of a single division, roundtable, or unit, and wishes to establish a short-term mechanism to address this concern or interest. To establish a MIG, which must be approved by COO and reported to Council, a group must submit to the Committee on Organization a statement of purpose, at least one hundred signatures of ALA members in good standing, and the names and addresses of designated organizers.

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

Membership Initiative Groups. In conjunction with considering possible changes to policy to reflect use of electronic signatures, it was noted that Membership Initiative Groups are not described in the Policy Manual. Instead, the description of MIGs and processes pertaining to them appears on page 154 of the 2008-2009 ALA Handbook of Organization. In response to a request from PMC, The Committee on Organization included a definition for Membership Initiative Groups as an information item in its report at Midwinter, 2009. Since the wording is the same as has appeared on page 154, and since that wording was approved by Council when it was first written, it is now ready for insertion into the *Policy Manual*.

End of Section

c.) 6.13 Interest Group

An interest group is a sub-body established to facilitate the exchange of ideas and experiences, that may sponsor formal conference programs, institutes, and seminars, or prepare publications.

Adopted by the ALA Council
June, 1999 MW
Codified by the ALA Council
1999 AC

End of Section

d.) 6.14 Section

A section is a formal membership unit within a division that focuses on areas of specific concern. Sections may provide education, advise the parent body regarding service guidelines and enhancements, promote awareness, and prepare publications.

Adopted by the Art Council
June, 1999 MW
Codified by Council, 1999 AC

End of Section

e.) 6.15 Forum

A forum is a formal sub-body of a section that allows for discussion, promotion, and improvement of library services for special population groups.

Adopted by the ALA Council
June, 1999 MW
Codified by Council
1999 AC

End of Section

6.17

At the 2009 ALA Midwinter Meeting, Council approved a Policy on Open Activities, on recommendation from the Task Force on Electronic Member Participation, 2008-2009 ALA CD#35, Item 3, Policy on Open Activities.

At the 2009 ALA Annual Conference, on recommendation by the Policy Monitoring Committee, the ALA Council approved the codification of the new Policy 6.17, Policy on Open Activities, which read:

> 6.17 Open Activities. All activities of the committees, boards, etc. of the American Library Association and its units should be conducted as openly as is feasible. Therefore, it shall be the policy of the American Library Association that all governance related activities, sponsored by the ALA or one of its units, taking place outside of official meetings should be accessible to the membership of the sponsoring body.

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

> As with ALA's Open Meetings Policy, 7.4.4, the primary purpose of the policy on Open Activities is to facilitate transparency of the Association's governance. The policy is intended to cover all activities of committees, boards, etc. of the Association and its units that take place between the meetings held at the Midwinter Meeting and Annual Conference and other official meetings scheduled between conferences. Activities such as communications, mailings, emails, discussion lists, blogs, etc. which do not meet the definition of a meeting, ALA Policy, 7.4.1, are examples of activities covered by this policy.
>
> Exceptions to this Open Activity Policy are permissible for committees, boards, etc. whose discussions frequently touch on matters of privacy regarding individuals, institutions, and/or organizations, or where, in the opinion of the body, its work would be hindered by open member accessibility to discussions.

AMERICAN LIBRARY ASSOCIATION

Item: PETITIONS *Item Number:* 213.1

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

Issue Date: July, 1966 *Supersedes:*

Petitions

Finding that no guidelines have been established for the format of petitions submitted requesting the creation of new divisions, round tables, etc. of the American Library Association, the Committee on Organization proposes the establishment of the following as minimum acceptable standards for such documents:

1. The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages.

2. Each signature page shall contain this statement: "I favor this petition to...".

3. Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition.

4. Information about this format and a sample petition will be supplied from ALA Headquarters to anyone inquiring.

5. Petitioners shall be personal members of ALA.

End of Section

6.12 –IS NOW 6.20

At the 2009 ALA Annual Conference, on recommendation by the Policy Monitoring Committee (PMC), the ALA Council voted that 6.12 Offices, be RENUMBERED to 6.20 Office.

The revise numbering of policies in this section will be:

6. UNITS, COMMITTEES, ETC.
6.1.1 ALA Responsibilities to Chapters
6.1.2 Effect of Unpaid Dues on Chapter Status
6.1.3 Library Issue Caucuses
6.2 New Units of ALA
6.2.1 Petitions for Establishment of New Units of ALA
6.3 Round Tables of ALA Role and Function
6.4 Divisions
6.4.1 Policies of the American Library Association in Relation to its Membership Divisions
6.5 Units
6.6 Committees
6.6.1 Types of Committees
6.6.2 Kinds of Committees
6.6.3 Leadership Development Program for ALA Committee
6.7 Subcommittees
6.8 Commissions
6.9 Task Forces
6.10 Discussion Groups
6.11 Assemblies
6.12 Membership Initiatives *(new additional on recommendation by PMC)*
6.13 Interest Groups
6.14 Sections
6.15 Forums
(Currently, there is no 6.16, 6.18 or 6.19 to leave room for possible future addition of other types of membership entities)
6.17 Open Activities
6.20 Offices

End of Section

AMERICAN LIBRARY ASSOCIATION

Item: Round Tables *Item Number:* 219.1

Approved by: ALA Council *Page:* 1 *of* 3

Issue Date: January/July 1976 *Supersedes:*

AMERICAN LIBRARY ASSOCIATION - ROUND TABLES
STATEMENT OF ROLE AND FUNCTION

Round Tables are provided for in the ALA Bylaws, Article VII.

I. ROUND TABLES ROLE WITHIN ALA. Round tables may conduct continuing educational activities; study and discuss topics of round table concern; work with other ALA units on joint projects; issue publications with the advice, assistance and approval of the ALA Publishing Committee; conduct projects and programs in the areas of the round table's purpose; and, recommend activities and policies to any and all units of the Association, including the Council.

II. POLICY FUNCTIONS. As noted in the Constitution, Article VI and in the Bylaws, Article VII, there are three bodies within the Association which have the authority to determine and act for the ALA in matters of policy. These three bodies are: the Council, the Divisions, and the Membership. The Council determines all policies of the Association. Divisions have responsibilities only within the area of the particular division's concern; membership has the authority to set aside Council action as outlined in Article VI, Section 4c. Recommendations of round tables regarding a lack of policy, a new policy, or suggested changes in policy should be forwarded by the round table to the appropriate body for action. Adoption and promulgation of policies can be made only by those bodies of the ALA so authorized by the ALA Constitution and Bylaws.

III. FINANCES. Round tables shall not incur expenses on behalf of the Association except as authorized. All round table funds are to be in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the round table officers. In accordance with ALA policy, the ALA is responsible to all round table members to assure that round table funds are expended and accounted for properly. Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups or individuals must be authorized by the Executive Board or the ALA Executive Director; the acceptance of all unsolicited funds must be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies and avoid conflicts of interest. The receipt and disbursement of all round table funds will be processed by the ALA administrative offices in the same manner as such fiscal activities are conducted for all ALA units. Contracts, grant agreements, project proposals, and other similar financial documents are signed by the ALA Executive Director for all ALA activities and units.

IV. SERVICES OF ALA TO THE ROUND TABLES. The ALA will supply to the round tables such support services as: staff liaision and related staff services; maintenance of round table membership and subscription records; accounting services (preparation of monthly budget reports, bill payment); preparing, distributing and counting ballots for annual election of round table officers; services of the Conference Arrangements Office (scheduling and announcement of annual and midwinter conference meetings and other special events, cartage of materials to the ALA meetings); services of the Public Information Office (preparation and distribution of press releases regarding round table events); specialized reference services of the ALA Headquarters Library; use of the ALA mailroom for routine and special mailings; storage of supplies, documents and equipment at the ALA warehouse; organization and storage of round table documents at the ALA Headquarters Library and archives. Round tables will deposit at least two copies of all periodicals and other round table publications in the ALA Headquarters Library. Charges for data processing services, reproduction of materials, mailings, and other similar supoprt services will be charged to the round table at the same rate as such services are made available to other ALA units.

Staff liaison services are made available to round tables to aid the officers and members: in coordinating projects and programs with other units; in handling financial obligations and records; in orienting new round table officers and groups; in determining procedures to expedite or conduct round table projects and programs; in administrative or secretarial phases of round table activities; in planning round table activities.

V. SERVICES OF ROUND TABLES TO THE ALA. The ALA round tables, through their programs and services, implement and enhance the overall ALA program, further the Association's Goal and Objectives, and provide an added dimension to the ALA structure. Although the round tables differ significantly among themselves in purpose and interest, they share one common characteristic: all round tables are membership units which provide an additional avenue for membership discussion, opinion, and response. In addition, the round tables provide a mechanism for continuing education to the profession. Further, the round tables' purposes and activities are supported by other units of the Association through an interrelated structure of committees, membership units, publications and staff.

At this time, round table personal membership dues range from $2.00 to $5.00. As membership fees charged by round tables are relatively low and as such membership fees constitute the bulk of round table funds, it is not currently possible for the round tables to bear a charge which will cover the complete direct and indirect cost of

services to the round tables from the ALA. However, it is fair and equitable for all membership units of the Association to share in the cost of the Association, as well as in the overall benefits of the Association. Therefore, the ALA Council adopted a schedule of charges ranging from a low of 5% maximum of 10% of a round table's total dues income. The assessment of each round table shall be based on the best estimate of services performed recently by Headquarters staff.

End of Section

Policy Monitoring Comm. 1994 Annual Conf.

6.4.1 VIII

ALA Policy 6.4.1.VIII Division National Conferences...: Insert new fourth sentence in second paragraph: The division shall contact the chapters immediately after determining the date availability with the host city. Add to the end of the last sentence of the second paragraph: in consultation with the Chapters.

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

Adopted by Council 1994 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:

6.4.1

POLICIES OF THE AMERICAN LIBRARY ASSOCIATION IN RELATION TO ITS MEMBERSHIP DIVISIONS

APPROVED BY ALA COUNCIL

JUNE 28, 1989

Policies of the American Library Association in Relation to its Membership Divisions

I. PREAMBLE

The American Library Association (ALA) is unique among American associations in the manner in which it is structured. It is one association, with indivisible assets and a single set of uniform administrative, financial, and personnel policies and procedures. It is governed by one Council, from which its Executive Board is elected, and is managed by an Executive Director who serves at the pleasure of that Board.

It is also the home for eleven Divisions, each of which has:

* a statement of responsibility developed by its members and approved by ALA Council;
* a set of goals and objectives established by its members, which drive its activities;
* an Executive Director and other personnel as necessary to carry out its programs;
* responsibility for generating revenue to support staff and carry out its programs; and,
* a separate Board of Directors, elected by its members, and responsible to ALA Council.

Divisions and all other units of ALA are inextricably interrelated in structure, personnel, resources, overall mission, and operations. All members of Divisions are first members of ALA. Their voluntary selection of Division membership is an indication of their special interests, in addition to their general concern for libraries and librarianship, and it demands the commitment of the Divisions to serve those special interests.

By this commitment, expressed in publications, conference programming, advisory services, and other educational activities germane to their mission statements, the Divisions serve the American Library Association as a whole. By supporting Division operations through the provision of space and services, ALA gives tangible evidence of its recognition of the importance of Divisions in meeting the needs of its members.

The nature of the relationships among the various ALA units is a dynamic one. Divisions and ALA are committed to maintaining a collaborative style of interaction and to remaining flexible enough to address the ever-changing issues facing libraries and librarians.

This collaborative model implies mutuality in all relationships, the ability of any aggregation of units to work together for the common good, and the co-existence of Division autonomy and ALA unity.

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This policy document implies the need for a mutual understanding of the differences between Divisions and other ALA units, differences which are balanced by a similarity of interest and activity. It underscores the Divisions' willingness to support and contribute to ALA as a whole and their recognition of the interdependence of all ALA units.

These policies must be based on an appreciation by the total membership and by other ALA units of the Divisions' contributions to ALA as a whole. An activity carried out by a Division is an ALA activity. Division staff members are ALA staff members and represent ALA as well as their own Divisions in work with members and the general public. Division officers and members must recognize the value to the Division of the services provided by ALA, and ALA members and units must recognize the value to ALA as a whole of the services provided by Divisions.

Divisions are integrally involved in the decision-making process of the Association. They exercise their decision-making prerogatives through the following means:

- Full authority within those areas of responsibility designated by ALA Council *(ALA Bylaws, Article VI, Section 2b)*
- Representation on ALA Council to raise issues and to set policy *(ALA Bylaws, Article IV, Section 2c; ALA Policy 5.4)*
- Representation on the Planning and Budget Assembly *(ALA Bylaws Article VIII, Section 2)*
- Negotiation of performance objectives of Division Executive Directors with the ALA Deputy Executive Director
- Day-to-day involvement of Division staff in the operations and deliberations of the Association
- Representation on Association-wide bodies including the Legislative Assembly, the Library Education Assembly, and the Membership Promotion Task Force
- Participation in the planning process.

In sum, this document is designed to continue a cooperative framework in which the inevitable questions of organizational relationships can be addressed and resolved.

II. CURRENT ORGANIZATIONAL VALUES OF ALA

This statement reflects the current organizational values of the American Library Association and was developed through reference to existing ALA documents.

A. Unity

ALA is one association. It has a single set of administrative, financial, and personnel policies and procedures, as well as indivisible assets. All

members of Divisions are members of ALA. Divisions and all other ALA units are inextricably interrelated in structure, personnel, resources, overall mission and operations.

B. Diversity

ALA has a stake in the work of each of its Divisions. Division activities and services are of value and importance to the Association. They provide for a rich and diverse program that gives opportunities to all segments of the profession for involvement, leadership and participation in activities that carry out the mission, goals and priorities of the Association.

C. Authority

Recognizing the significant contribution, resources, and expertise of its Divisions, ALA delegates to each division the authority and responsibility to represent the Association in designated areas. Each Division provides unique programs and services to its members, to all members of the Association, to the profession of librarianship, to the broader educational community, and to the public at large.

D. Autonomy

ALA provides leadership for the development, promotion and improvement of library service. ALA values the strength and effectiveness of its Divisions. Divisions are best able to carry out their missions when their members have the autonomy, independence and freedom to pursue goals and objectives of particular concern to them, as well as to participate democratically in the Division's direction, governance and financial decisions.

E. Collaboration/Cooperation

ALA and its Divisions have opportunities through the Association's unique governance and administrative structure to stimulate and build on one another's strengths and resources to advance shared, as well as diverse, goals.

III. PURPOSE, SCOPE, IMPLEMENTATION, REVIEW PROCESS, & DEFINITIONS

A. Purpose and Scope

Divisions have a substantial degree of autonomy and responsibility; however, the corporate and legal entity is the American Library Association. Any responsibilities not specifically delegated to Divisions remain within the authority of the Executive Board and ALA Council. The principal intent of this document is to define the policies governing the relationship between ALA and its membership Divisions.

In addition to the ALA Constitution and Bylaws and other ALA Policies, this document provides a framework of guiding principles for that relationship. As a policy document, its adoption and approval of revisions are the responsibility of the ALA Council. ALA has other policies and procedures that govern the relationships with other organizational units.

B. Implementation

Implementation of these policies will be carried out under the direction of the ALA Executive Director, working with the Department Heads and Division Executive Directors. Major operational decisions made in that implementation will be codified in documents referred to as "Operational Practices."

C. Review Process

To make this agreement responsive to the needs of the Association, it shall be reviewed on an annual basis by those responsible for the governance of ALA and its membership Divisions. Changes may be recommended by Division leadership, ALA staff and management, or other interested parties at any time; however, COPES shall initiate the review process annually according to the following schedule:

Fall COPES Meeting - At this meeting, COPES develops agenda of major emerging issues and requests input from Divisions. The annual indirect cost study shall be available.

Midwinter - Divisions discuss any operating agreement issues identified by COPES and raise other operating agreement issues to be discussed by COPES at its Spring meeting. The Planning and Budget Assembly (PBA) may be used as a forum for PBA participants to identify operating agreement issues of concern.

Spring COPES Meeting - Mandated discussion of operating agreement issues raised by Divisions, ALA staff and management, and/or other interested parties. COPES recommends mechanism and time table for cooperative actions with Divisions to address proposed changes.

Annual - Operating agreement is a mandated item on PBA agenda. Division Boards review any COPES recommendations and respond to COPES. COPES forwards any necessary recommendations to Executive Board for action by Council.

Any changes undertaken in this operating agreement shall be implemented consistent with the budget cycle of ALA and its Divisions and shall be done in such a manner as to minimize negative impact on the program of ALA and of the Divisions.

Roles of Key Parties to operating agreement

Division Boards: identify problem areas and issues; initiate actions necessary for revisions; work with Division staff and other Divisions as appropriate to explore problems and solutions; make recommendations to COPES to initiate revisions.

COPES: identify problem areas and issues; communicate information concerning the operating agreement through PBA to Council and to ALA at large; work with Division leaders and ALA management to recommend solutions and consequent revisions to operating agreement.

ALA Management: identify problem areas and issues and work with the Division Executive Directors to explore problems and solutions. Review

policies and make recommendations as appropriate to COPES and Executive Board.

Division Executive Directors: identify problem areas and issues and review as appropriate with management and Division Boards.

D. Definitions

The following definitions are guidelines for members and staff in the development, review, and implementation of these policies:

- **Policies:**
  Guiding principles that provide the framework for the relationship between ALA and its membership Divisions. Policies reflect the views and thinking of membership, and provide a guide to action to achieve the goals of the American Library Association. Policies are adopted by the Council of the American Library Association.

- **Operational Practices:**
  Definitions of the manner or method of implementing policies. Operational Practices (1) deal with terms under which services will be provided free of charge or at a cost; (2) define roles and responsibilities in policy implementation; and (3) reflect other issues contained in the "Policies" document that may require negotiation between departments and membership Divisions.

  Operational Practices are developed by the ALA Executive Director with the ALA Department Heads in consultation with the Division Executive Directors and appropriate personnel in the department responsible for the activity described. Department personnel will provide draft copies of those procedures for review and comment to appropriate ALA staff members whose work will be affected by those procedures. Copies of Operational Practices are supplied to appropriate membership units responsible for the governance of ALA and its membership Divisions.

  Detailed information about implementation of the policies outlined throughout this document are found in the Operational Practices for the Implementation of Policies of the American Library Association in Relation to Its Membership Divisions.

- **ALA Basic Services:**
  Those services made available to all ALA Members at no additional charge beyond their ALA dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as approved by the Executive Board. Basic ALA services include: *American Libraries*, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services; offices: research, outreach services, government relations, intellectual freedom, accreditation; Headquarters Library.

- **Division Basic Services:**
  Those services made available to all Division members at no additional charge beyond their Division dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other

options as determined by Division Boards. Basic Division services include: periodical publications designated as perquisites of membership, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships, membership promotion/retention, executive/administrative/financial services.

- **Overhead:**
  a) Internal (definition to be supplied)
  b) External (definition to be supplied)

- **Fund Balance:** Accumulated net revenue.

IV. USE OF ALA SERVICES

All ALA Divisions must use exclusively the following services provided by the ALA Administrative Services Department: Personnel, Membership Services, telephone, insurance, purchasing, Fiscal Services Department, Legal Counsel, and Archives. ALA Divisions must be housed in properties owned or leased by the Association.

V. FINANCIAL

Divisions are governed by prevailing ALA fiscal policies and procedures. Divisions shall participate in formulating and revising these policies and procedures.

A. Dues

Divisions have the right to establish their own personal and organizational dues structures and set membership perquisites. (ALA Bylaws, Article I, Section 2; Article VI, Section 6)

Discount and special promotion dues authorized by the ALA Executive Board apply only to that portion of dues applying to ALA membership. Divisions receive proportionate reimbursements for "free" Division choices of continuing and life members. (ALA Bylaws, Article I, Section 2 A.7)

B. Council Actions with Fiscal Implications

Council resolutions that would impose specific assignments on a division shall be reviewed by COPES with the Division Board of Directors to assess any financial implications of that assignment. COPES shall report back to Council with recommendations as to any budgetary adjustments necessary to implement such assignments prior to final Council action on that item. (ALA Policy 5.3)

C. Services and Charges

The fiscal arrangements between ALA and its membership Divisions in regard to charges for services can be categorized in five ways. The five categories are defined below. Specific examples of the services in each category are given.

1. ALA provides to Divisions at no direct charge the following services of ALA Departments and Offices:

   a. **Administrative Services Department**
      - Office space and related services
      - Telephone services: switchboard, 800 number, and internal service, as defined in an Operational Practice
      - Distribution services
      - Basic furniture and equipment (as defined in an Operational Practice) for each regular Division staff member
      - Equipment maintenance on equipment supplied by ALA
      - Membership services
      - Personnel services
      - Purchasing
      - Data processing (as defined in an Operational Practice)
      - Storage and warehouse space

   b. **Communications Department**
      - Conference Arrangements, including:
        - Staff travel costs and per diem for Midwinter Meetings and Annual Conferences;
        - Equipment (e.g., AV and computers including the cost of labor), supplies, services, and space for programs, meetings and offices at the Midwinter Meeting and Annual Conference (as defined in an Operational Practice)
        - Exhibit space at Annual Conference.
      - Public information services, including the preparation and distribution of news releases

   c. **Fiscal Services Department**
      - Accounting
      - Financial systems
      - Planning and budgeting
      - Business expense (insurance, legal, audit)
      - Credit and collections

   d. **Publishing Department**
      - Copyright service
      - Rights and permissions

   e. **Executive Office**

   f. **Washington Office**

   g. **Office for Intellectual Freedom**

   h. **Office for Library Outreach Services**

   i. **Office for Library Personnel Resources**

   j. **Office for Research**

   k. **Headquarters Library**

2. ALA charges Divisions for the actual costs of the following services of ALA departments:

   a. **Administrative Services**
      - Specialized data processing, as defined in an Operational Practice
      - Equipment maintenance for equipment purchased by the Division over which the Division exercises sole use and control
      - Printing and duplication, as defined in an Operational Practice
      - Telephone services not specified in V.C.1.a., as defined in an Operational Practice
      - Postage for special mailings, as defined in an Operational Practice

   b. **Fiscal Services**
      - Overhead on non-dues revenue-generating activities. The rate will be set annually according to an ALA Operational Practice and will be assessed as explained below on non-dues revenue at a composite rate.

      - Overhead will be assessed at 100% of the ALA composite rate (at the end of a 4-year phase-in period, beginning in 1991 and ending in 1994) in revenue from:
        - registration fees
        - exhibit space rental
        - meal functions, except for separately-ticketed events

        (The schedule for phase-in of the ALA composite overhead rate on revenues is:
        - 50% of the ALA composite rate in 1991 and 1992
        - 75% of the ALA composite rate in 1993
        - 100% of the ALA composite rate in 1994)

      - Overhead will be assessed at 50% of the ALA composite rate (at the end of a 5-year phase-in period, beginning in 1991 and ending in 1995, in equal annual increments) on revenue from:
        - net sales of materials
        - subscriptions
        - advertising except in those publications which are provided to Division members as a perquisite of membership
        - other miscellaneous fees

      - Overhead will not be assessed on revenue from:
        - dues
        - donations
        - interest income
        - ALA royalties to Divisions
        - travel expense reimbursements from outside organizations
        - separately-ticketed events at conferences, (e.g., tours and meal functions)
        - advertising in those publications which are provided to Division members as a perquisite of membership.

   c. **Publishing**
      - Subscription and order billing services
      - ALANET
      - Central Production Unit Services
      - Marketing Services

3. ALA and the Divisions share the costs of the following:
   - Division Leadership Enhancement Program
   - Awards promotion

4. Divisions assume total responsibility for the following costs:
   - Division personnel compensation
   - Projects and activities of the Divisions except as specified in this agreement.
   - Membership group support (governance--boards, committees, etc.)
   - Furnishings and equipment purchased by Divisions and over which they have sole control and use

   See also Section IX, Annual Conference and Midwinter Meeting

5. Divisions may:
   - Purchase services or products from other ALA units and outside agencies, consistent with ALA policy

D. Fund Balances

1. ALA Divisions build and maintain fund balances appropriate to their needs. A fund balance is defined as accumulated net revenue.

2. Divisions will not receive interest on fund balances or deferred revenue.

E. Endowments

Divisions may establish endowments or add to existing Division endowments from any source including existing fund balances once the Division has reached a minimum fund balance as determined by the Division and approved in accordance with the budget review process and approved financial plan. The establishment of Division endowments will follow the guidelines outlined in ALA policy. The use of the interest from these Division endowments will be subject to Division Board approval and applicable ALA policy.

F. Furniture and Equipment

ALA will provide basic furniture and equipment to each regular Division staff member.

Divisions will retain sole control and use of all furniture and equipment purchased with Division funds.

Divisions may acquire additional furniture and equipment in two ways:

1. Above the capitalization limit:
   a. Divisions have authority to purchase capital equipment outright by paying the full price to ALA, with ALA taking the depreciation.
   b. Divisions can purchase furniture and equipment through ALA budget request process by paying the scheduled depreciation, subject to ALA priorities and approvals.

2. Below the capitalization level, Divisions have the authority to purchase equipment outright.

G. Division Budget Review

Division Boards have responsibility for developing and approving budgets and multi-year program and financial plans, which are then reviewed by

ALA management and COPES. Annual budgets are approved by the ALA Executive Board. Divisions also have the responsibility to alert the Association of any planned activities that could have a potential negative impact upon the fiscal stability of the Association.

H. Divisions with Small Revenue Bases/Number of Members

ALA Council has assigned specific responsibilities to Divisions. To carry out these responsibilities, each Division requires a base of operating revenue. ALA recognizes that each Division must have staff and must provide basic services to its members as defined in Section III. When a Division's current revenue from dues and other sources excluded from overhead is not sufficient, ALA recognizes its obligation to provide supplemental financial support up to a maximum of 50% of the funding required. This support would be provided only as a result of a well-planned process that is an integral part of the annual budget process that includes review by COPES and approval by the Executive Board. This type of support would not be available to a Division, which, at the end of a fiscal year happened to find itself in a deficit position.

Annually COPES and the Executive Board will determine and approve the specific amount of funding required to provide a minimum level of staff and basic services, compare this amount to the Division's estimated revenue, and allocate an appropriate General Fund supplement.

Divisions must generate from dues and other revenue excluded from overhead at least 50% of the funding required to provide basic services. If a Division is unable to meet this 50% level for two consecutive years, its status as a Division must be referred to Council by the Executive Board, with an appropriate recommendation. Money from the General Fund will not be used to offset expenses for non-dues revenue-generating products and services. Divisions may retain the net revenue from these activities to initiate and support other similar activities in the future.

I. Association Finances

The Divisions will be kept informed about the Association's financial health and will be involved in meaningful consultation when there is potential impact on Divisions, collectively or individually.

J. Other

1. Credit and Collections
   Management will provide effective credit and collection policies and services to the Divisions. Divisions will be charged for their bad debts in accordance with ALA policy.

2. Unrelated Business Income Taxes (UBIT)
   To the extent that Divisions incur unrelated business income, they will assume responsibility for paying the resulting taxes.

VI. PUBLISHING ACTIVITIES

The ALA Publishing Committee has the responsibility for control of the ALA imprint.

A Division may publish materials in three ways: through ALA Publishing Services, on its own, or through an outside publisher. Materials prepared by a Division for other than its own publication must be offered to ALA Publishing Services for first consideration. A Division has the right to accept or reject ALA's offer and pursue other publishing opportunities.

Divisions exercise editorial and managerial control over their periodicals.

The ALA Publishing Committee shall be informed of plans for any new Division periodicals prior to publication.

A Division may purchase production and distribution services from the Central Production Unit. A Division may also purchase marketing services from the Publishing Services Department.

ALA Publishing Services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing Services on royalties and other variables of publishing. An "Intra-mural Agreement of Publishing Responsibility" is signed by the Division Executive Director and the Director of Publishing Services for each publishing project.

ALA has the sole right to record and market tapes of programs at ALA conferences with the advance consent of the units and speakers. Divisions receive royalties from the sale of tapes of a Division's conference programs. Divisions have the right to record and market tapes of Division preconferences, programs at ALA Annual Conferences which ALA chooses not to record, Division national conferences and regional institutes.

VII. PERSONNEL

All ALA personnel are responsible to the ALA Executive Director, and through the Executive Director to the entire membership. Unlike other ALA personnel, Division Executive Directors are also responsible to Division Boards and through those boards to the memberships of their respective Divisions.

All ALA employees are subject to ALA's personnel policies. Each Division shall be responsible for generating the income required for the salaries, wages, and benefits of Division employees.

Each Division Executive Director serves as an ALA Program Director, a senior professional position, and is responsible for advising on ALA plans and preparing recommendations on priorities and alternatives, especially as they relate to the Division's priorities, goals and objectives. The Division Executive Director meets regularly with other ALA staff members and communicates, cooperates, and coordinates Division activities with those of other ALA units.

The assignment of the appropriate grade for Division staff is made according to ALA personnel policies. The determination of the appropriate staffing pattern (number and position descriptions) shall be made by the Division Executive Director and the Division Board in consultation with the ALA Executive Director.

The recruitment, appointment, and termination of Division Executive Directors shall be a process involving consultation by the ALA Executive Director with the Division Board of Directors or its designates.

Each Division's Board of Directors shall annually review the performance of the Division's Executive Director based upon a single set of goals and objectives as agreed upon by the Division Board, Deputy Executive Director, and Division Executive Director. The Division Board shall convey its recommendation to the Deputy Executive Director, to whom the ALA Executive Director has delegated the responsibility for evaluating the performance of Division Executive Directors. The Deputy Executive Director shall discuss the confidential report of the performance review with the Division's President upon request.

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees consistent with ALA personnel policies and procedures.

Assignments of Division staff to ALA internal committees are arrived at in the context of Division priorities and are kept at a reasonable level.

VIII. DIVISION NATIONAL CONFERENCES, PRECONFERENCES, AND RELATED ACTIVITIES

Divisions may conduct preconferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities. (ALA Policies 7.4.7)

Division National Conferences shall be defined as "non-business conferences removed in time and place from the American Library Association's Annual Conference" and Midwinter Meeting in order "to view and explore areas of divisional concerns in depth." Proposals for Division National Conferences should be made to the ALA Executive Board at least two years in advance of the anticipated meeting date following a prescribed 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. 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.

IX. ANNUAL CONFERENCE AND MIDWINTER MEETING

ALA provides the support necessary for Divisions to conduct business and plan and present Conference programs. Some Conference program costs may be borne by the Division except financial support for staffing and equipment as described in Section V. C. 1. b. Recognizing that conference programming benefits all attendees, financial support in the form of General and Special

6.4.1 VIII

Allocations from ALA to Divisions and other units for Annual Conference programming shall be provided; this support will be arrived at as the result of an explicit and equitable process in which the Divisions participate. Meal functions and special events must be self-supporting.

X. SPECIAL PROJECTS OF DIVISIONS

Divisions may seek external (non-ALA) funding to pursue projects to enhance Division program priorities. Division Boards of Directors have the responsibility for assessing programmatic impact and must approve all requests for funding external projects. Additionally, all proposals and contracts for such funds are signed by the Executive Director of ALA in the name of the Association. All special projects are reviewed, approved, and conducted in accordance with established ALA policies and procedures and the conditions of the grant or contract.

All costs for projects funded through grants or contracts from outside agencies or organizations should be covered by project funding.

XI. PLANNING

Each Division has autonomy in its own planning processes within its area of responsibility as designated by ALA Council, subject to present and future ALA policies. They have the responsibility to develop and implement a planning process to guide their program and allocate their resources within the areas of responsibility assigned to them by the ALA Council. Since Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multi-year financial plan consistent with ALA's existing financial policies and resting on multi-year program plans reflecting the priorities of the Division's members.

Divisions have a responsibility to assist and inform the Planning Committee of their strategic plans on a regular basis, and to inform the Planning Committee of their work through timely and comprehensive reporting to the annual Action Inventory.

End of Section

Item #4
(PM, p. 136

ALA Policy 6.5 Units: Add new paragraphs:

The ALA is one association, legally responsible for the actions of all its subunits. Divisions, other membership units, and committees are bound by the Association's Constitution, Bylaws, and Policies. The governing authorities (parent bodies) of divisions, other membership units, and committees that create subunits or subcommittees are responsible for orientation/training and guidance to ensure that such subunits/subcommittees work within the framework provided by the Constitution, Bylaws, and Policies of the Association.

If divisions, round tables, other ALA membership units, or committees are thought to have violated the ALA Constitution, Bylaws, or Policies, the Council is empowered to take actions to ensure compliance with established ALA policy. The Council, ALA Executive Board, or other designated body may investigate the actions of the unit or committee and recommend a course of action. Actions that may be taken include, but are not limited to, internal sanction, limiting communication and/or spending by the unit or committee, or disestablishment of the unit or committee.

If violations are found to be the result of an individual member presuming to act in the name of the Association without the approval of the parent body, the ALA Executive Board may, under the authority of the Constitution (Article III, Section I), suspend that individual's membership in the American Library Association.

[This is to accomplish the intent of 1993-94 CD#22.1, which Council adopted.]

American Library Association 1993-94 CD#22.1

Committee on Organization

1994 Annual Conference, Miami Beach

Report to Council

I. Action Items:

A. Units which violate ALA policy.

As reported to Council at Midwinter, the Executive Board asked COO to recommend a course of action to be taken when an ALA unit violates existing policy. In response to this request, COO has developed the following language which we recommend Council approve as policy:

> The ALA is one association, legally responsible for the actions of all its subunits. Divisions, other membership units, and committees are bound by the Association's Constitution, Bylaws, and Policies. The governing authorities (parent bodies) of divisions, other membership units, and committees which create subunits or subcommittees are responsible for orientation/training and guidance to ensure that such subunits/subcommittees work within the framework provided by the Constitution, Bylaws, and Policies of the Association.
>
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>
> If violations are found to be the result of an individual member presuming to act without the approval of the parent body, the ALA Executive Board may, under the authority of the Constitution (Article III, Section I), suspend that individual's membership in the American Library Association.

B. Coordinating Committee on Access to Information.

In response to a request from the Coordinating Committee on Access to Information, COO is recommending that the Committee be disestablished.

> COO recommends that the Coordinating Committee on Access to Information be disestablished at the end of this Conference.

End of Section

6.6 Committees

6.6.1 *Types of Committees*

1) *Standing.* A standing committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the Association or its subdivisions that it should have a continuing life.

2) *Special.* A special committee is a committee established to study various aspects of policy, planning, and administration. It should have a specific assignment and make recommendations based on that assignment. Its life should depend on the need for continued study in its area of assignment, but in accordance with the Bylaws it is normally limited to a two-year existence.

3) *Ad Hoc.* An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

End of Section

6.6.2 *Kinds of Committees*

The following kinds of committees will be one of the three types defined above: standing, special, or ad hoc, depending on the life and objectives of the committee established.

1) *Advisory.* An advisory committee evaluates programs, policies, or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization.
2) *Coordinating.* A coordinating committee receives information from two or more sub-units and supervises the integration of the work of those units.
3) *Interdivisional.* An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.
4) *Joint.* A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

End of Section

1992-93 CD24.1

Report to Council
Policy Monitoring Committee
June, 1993

For Action

Item #1 Add item "ALA Policy 6.6.3, Leadership Development Program for ALA Committees. The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA President-Elect. All ALA committees may have interns."

Approved by the ALA Council at the 1993 Annual Conference

Council III
Wednesday, January 27, 1993, 8:00 a.m.-12:30 p.m.

LEADERSHIP DEVELOPMENT PROGRAM FOR ALA COMMITTEES, CD#14.1, Exhibit 23. Kay Cassell provided background information on the program for new Councilors. President-Elect Franklin said that the Executive Board did not have an opportunity to review CD#14.1, and thus it brought no recommendation to Council.

Councilor Stephen L. Matthews said he believed the idea behind the program was wonderful but still maintained the same reservations he expressed at the 1992 Annual Conference about committees having the right to determine: (1) voting status of interns and (2) whether expenses of interns to participate in meetings outside of the two regular meetings would be covered. He did not believe that lacking experience, an intern should be granted second-class status on a committee. Councilor Sally G. Reed expressed her disappointment with the mixed message being sent to interns that says: "We want your participation, but it is conditional."

Councilor Gail Warner said that the same concerns have been expressed several times. She said that it was a fact that past interns and committees loved the program. This program is an opportunity for ALA to encourage member participation. She felt that the program should be approved without any further comment and, if the program does not work, it can be reevaluated at a later time.

Councilor Irene B. Hoadley asked that the Membership Committee clarify the statement under "Who can be appointed?" to mean "Individuals who have never held an ALA committee appointment or elected office in the Association. Division and other unit services are excluded."

Councilor Jean W. Farrington voiced her support of the program by saying that it has worked well for ALCTS. The program gives opportunities to people who might not otherwise get appointed to committees. She felt it was time for Council to go on record in support of the program.

It was moved that the Leadership Development Program for ALA Committees be adopted as it is described in CD#14.1. By CONSENT, the motion was amended by adding: "that a report on the effectiveness of the program be given to Council by the Membership Committee at Annual Conference 1995." Council then

VOTED, To approve CD#14.1 as amended.

REPORT OF THE CONSTITUTION AND BYLAWS COMMITTEE, CD#15, Exhibit 24. In the absence of Thomas Alford, chair, Peggy Sullivan reported on the American Film and Video Association's (AFVA) affiliation request. She said that the AFVA request had been reviewed by ALA staff and that it conformed with the ALA guidelines for affiliation. The ALA Constitution and Bylaws Committee had reviewed the AFVA constitution and bylaws and determined that they did not conflict with the ALA Constitution and Bylaws. The Executive Board reviewed the request for affiliation and recommended Council's approval. It was moved and seconded and then

VOTED, To approve the AFVA affiliation request.

Gary Handman, representing AFVA, had been at the conference until Tuesday and had been prepared to accept affiliation status on behalf of AFVA. In his absence, President-Elect Franklin congratulated and welcomed AFVA as the newest ALA affiliate.

Councilor Frances Sedney, Constitution and Bylaws Committee member, presented the rest of the report.

QUORUM AT ALA MEMBERSHIP MEETINGS. Councilors Beverly Lynch and Julie Cummins moved, and Council

VOTED, That the Constitution and Bylaws Committee be directed
to prepare a change in Bylaw, Article II, Sec. 6 (quorum)
to read: Quorum: 1% of ALA personal members shall constitute
a quorum at membership meetings.

Speaking to the motion, Councilor Lynch said that when the original bylaw was passed adopting 200 members as a quorum at a membership meeting, the Association was considerably smaller. She felt that one percent (550 persons) of the membership should be speaking to issues of importance to the Association.

Councilor Frances Sedney, Constitution and Bylaws Committee member, said that the committee had discussed this issue informally and thoroughly supported it. She pointed out that since a membership quorum is currently 200 members, it is possible for a 3/4 vote (150 members) to reverse any decision made by Council, according to the Bylaws.

1992-93 CD24.1

Report to Council
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June, 1993

For Action

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1992-93 CD #14.1

TO: ALA Council

FROM: Kay Cassell, ALA Membership Committee Chair

RE: **Leadership Development Program for ALA Committees**

DATE: January 23, 1993

When Council considered this program at the 1992 Annual Conference in San Francisco, the Membership Committee was asked to address three major topics. We have done this and submit the Leadership Development Program for ALA Committees to you for approval at this Midwinter Meeting.

1. The first topic was the use of the term "intern." We reviewed practice in ALA units, in other associations and in the literature on mentoring and recommend retaining this terminology. Other terms that we discussed were "committee associate," "protege," "leadership development member," and "fellow." The retention of "intern" truly reflects the intent of this leadership development program. Regular members of ALA Committees are typically experienced in the association and the profession. Interns of a Committee are newer to the association and the profession, and the position of intern enables learning through experience.

2. The Council asked the Membership Committee to reexamine the recommendation that voting status of the intern be determined by the individual Committee on which the intern is serving. In evaluating the trial two-year internship program, we found that some Committees permitted interns to vote and some did not. We recommend providing each Committee with the flexibility to determine the appropriate role for interns in terms of voting but strongly recommend that the interns be allowed to vote.

3. The Council also asked the Membership Committee to reexamine the recommendation that travel be determined by the individual Committee on which the intern is serving. We recommend that each Committee should determine if the intern will attend meetings outside of the Midwinter Meeting and the Annual Conference. We do strongly recommend that if a Committee has such meetings the intern should be included if the budget allows.

LEADERSHIP DEVELOPMENT PROGRAM FOR ALA COMMITTEES

ALA has demonstrated a commitment to the development of new leaders for the profession and for the association. In 1986, the ALA Membership Committee recommended the establishment of the ALA Committee Internship Program to introduce members who have never served on ALA-wide committees to the work of those committees. In 1988, Council approved the ALA Committee Internship Program on a two-year experimental basis. COO and the Membership Committee have evaluated the program and are now recommending that Council approve the extension of this program.

Highlights of this program are:

1. An emphasis upon leadership development opportunities by providing candidates with a way to meet and work with active ALA member leaders;

2. An emphasis upon introducing members who have never served on an ALA committee to the work of those committees;

3. An emphasis upon encouraging ALA Presidents-Elect to consider former interns as candidates for appointment to ALA Committees as a result of their work as effective members of the Committee on which they served;

4. An emphasis upon the role of the ALA Membership Committee as the coordinating committee for the internship program.

Guidelines for the Leadership Development Program for ALA Committees

The internship program began its two-year trial period in 1988. This program, initiated by the ALA Membership Committee, was designed to provide an avenue for interested members to become more easily involved in ALA activities and to introduce new people and ideas to ALA committee discussions and decision-making. The hope is that the experiences gained by the interns will aid their official appointment on an association committee.

These guidelines are designed to: (1) clarify the role of the intern on the committee and the process by which an intern is appointed; and (2) suggest responsibilities for intern appointments, such as duties on the committee, voting status, etc.

Who can be appointed: Individuals who have never held an appointment or elected office in the Association.

Who appoints interns: Interns will be appointed by the ALA President-Elect. Names of possible interns will be forwarded to the ALA President-Elect by individuals, Committee chairs, and others.

Which Committees can have interns: All ALA Committees may have interns. It is voluntary for a Committee. The intern position is an extra membership slot on the Committee.

Terms of appointment: Each intern will serve for a period of two years. After the two year period, the intern should not be appointed to another ALA Committee as an intern. Successful interns should be considered by the ALA President-Elect as candidates for appointment as members of ALA Committees. Service as an intern is not counted in accumulating the four years of maximum consecutive service on a committee.

Appointment Letter: An appointment letter detailing the conditions of the internship appointment should be sent to each appointee. The conditions of the appointment, such as expectations, duties, voting rights, reappointment possibilities, should be explained. This should be supplemented with information about the committee (e.g., its charge, the last set of minutes, etc.) on which the intern will be serving.

Duties: The Committee chair will determine the most appropriate duties for the intern on a specific committee. Duties will depend in large part on the nature of the work of a particular committee. An intern should participate fully in the work of the committee to which she/he is appointed.

Voting Status: The Committee will determine the voting status of the intern.

Travel: If the Committee meets outside of Midwinter and Annual Conference, the Committee will determine if the intern will attend the meeting.

Attendance at Meetings: An intern is expected to attend both the Midwinter Meeting and the Annual Conference.

RECOMMENDATIONS:

1. The ALA Membership Committee will coordinate, publicize and evaluate the internship program and report annually to Council and the Executive Board on the program.

2. The ALA Membership Committee will sponsor a one-hour orientation meeting for new interns at each Midwinter Meeting.

3. The ALA Membership Committee will work with interns and their Committee chairs to evaluate the program.

4. The Leadership Development Program for ALA Committees should be described in the ALA Handbook of Organization and included in the charge of the ALA Membership Committee.

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

MEMORANDUM

TO: ALA Executive Board

FROM: John Mayeski, 1986-87 Chair, ALA Membership Committee

RE: Internship Proposal

DATE: September 4, 1997

The Membership Committee, after considerable study, discussion and communication, has endorsed a recommendation to establish internship positions on ALA Committees. The recommendation came from a subgroup of the Committee.

It is recommended that internship positions be established on those ALA Committees which are willing to participate on an experimental basis during the 1988/89 and 1989/90 terms and that the divisions and round tables of ALA be encouraged to continue or to establish internship positions on their respective committees. ALA committees will be encouraged to request the appointment of one or two interns, at the committee's discretion, by the President Elect of ALA. Such appointments shall be members who have not previously served on an ALA Committee or in an elected position in ALA. Members or former members of such groups as the ALA Membership/Promotion Task Force, the Library Education Assembly, and the Planning and Budget Assembly will be eligible if they have not served on another ALA committee.

Upon approval of this experiment by the members of the Executive Board, the Membership will send letters to all ALA committees informing them of this procedure and such committees will be encouraged to submit names of interns to the President Elect for appointment effective July 1988.

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

MEMORANDUM

TO: ALA Committee on Organization

FROM: Deborah Miller, Chair, ALA Membership Committee

RE: Internship Proposal for ALA

DATE: May 11, 1986

The ALA Membership Committee recommends the establishment of an Internship Coordinating Committee for the Association:

to introduce members who have never served on an ALA committee to the work of those committees;

to allow committee chairpersons to identify members who will be effective regular committee appointees in the future;

to provide a way for new members to meet and work with active ALA members;

and to provide recognition of new members by listing them on committee rosters and in the ALA Handbook of Organization.

Attached is a proposal outlining the details of this activity. Thank you for your consideration.

Respond to:

Deborah Miller
840 Rosedale Lane
Hoffman Estates, IL 60195

MEMBERSHIP COMMITTEE 1986

COMMITTEE INTERNS: A PROPOSAL

The ALA Membership Committee recommends that an internship program be established within ALA and the divisions and round tables for the following reasons:

1. to introduce members who have never served on an ALA-wide (division, round table) committee to the work of those committees.
2. to allow committee chairpersons to identify members who will be effective regular committee appointees in the future.
3. to provide a way for new members to meet and work with active ALA members.
4. to provide recognition of new members by listing them on committee rosters and in the ALA Handbook of Organization.

The creation of this program falls into two parts: establishment of internships on ALA-wide committees and encouragement directed toward divisions and round tables urging them to initiate similar programs.

Both parts of the program hinge on the appointment of an internship coordinator or coordinating committee at the ALA level. An internship committee is suggested to provide the visibility that the program will need. Members interested in committee internships will be alerted to the existance of the committee and will know exactly where to write for further information. Creation of a committee also shows that ALA is committed to the program, a fact which may promote the creation of internships in divisions and round tables. The charge of the committee is suggested as follows:

> The Committee will serve as an information clearinghouse for all internships within ALA, its divisions and round tables. The Committee will publicize all internships available and will contact committee chairpersons for evaluation of the program and of the interns serving on their committees. The Committee will maintain contact with the appointing authorities and will be charged with helping divisions and round tables without an internship program to develop such a program. Members of the Internship Coordinating Committee shall be appointed for two-year terms by the ALA President.

The following program which is suggested for ALA-wide committees is based on the RASD program, in existance since 1969:

Composition

One intern position for each committee or group should be established (the Internship Coordinating Committee should consult with the appropriate authorities to decide whether any ALA committees are inappropriate for intern assignments.) Interns will be selected from ALA members who have not had significant experience on an ALA committee, though participation in division or round table committees will not disqualify a potential intern. Recommendations from divisions, round tables and ALA chapters are to be solicited by the Internship Coordinating Committee.

Terms of office

Each intern shall serve for a period of one year beginning at the conclusion of an annual conference and may not be reappointed as a committee intern. The one-year service as an intern is not to be included in the four year maximum of committee service. Interns who have successfully performed assigned work will be considered for appointment on ALA committees.
(Any publicity of the program should clearly state that internship experienc is not a guarantee of appointment as a regular committee but only of consideration for a committee appointment.)

Specific duties

Interns shall participate fully in the work of the committee to which they are assigned. The question of voting privileges for interns will be determined by the committee sponsoring the intern.

Division and Round Table Internship Programs

The ALA President and/or Council should write to each division and round table urging the group to develop an internship program. ACRL and RASD already have internship programs which have been operating for several years. A letter of this kind would be followed by communication from the Internship Coordinating Committee. The Committee would offer help in the following areas:

1. development of guidelines for the division or round table program

2. centralized publicity for the entire internship effort
3. centralized recruiting for interns (or at least the assurance that any request for intern slots in a particular division or round table would be forwarded to the appropriate appointing authority.)
4. possible centralized evaluation of interns and internship programs. Other possible activities which could be centralized would be a mailing for all new members describing the various internship programs including a generic intern application and addresses of the various appointing authorities or a single request to each state organizaton for recommendations of possible committee interns.

The decision on the voting status of intern on division and round table committees should be made by the division or round table.

INTERNSHIP PROPOSAL (Information item. Exhibit V)

Mary Hicks read the wording of the ALA committee internship proposal which the Committee on Organization (COO) had approved at its meeting at Annual Conference. This proposal would go to Council for action. Carol Di Prete commended Mary for following up on the ALA committee internship proposal for several years. Carol Di Prete will send a letter about the ALA committee intern experiment to ALA committee chairs, and the division and round table presidents.

The internship proposal, as presented by the ALA Committee on Organization, was approved by Council at Council III.

"The Committee on Organization recommends that a two-year trial period be established for the Membership Committee's internship proposal. It is recommended that internship positions be established on those ALA committees which are willing to participate on an experimental basis during the 1989/90 and 1990/91 terms and that the divisions and round tables of ALA be encouraged to continue or establish internship positions on their repsective committees. ALA committees will be encouraged to request the appointment of one or two interns, at the committee's discretion, by the President-elect of ALA. Such appointments shall be members who have not previously served on an ALA committee or in an elected position in ALA. Upon approval of this experiment by the members of the Executive Board and Council, the Membership Committee will send letters to all ALA committees informing them of this procedure to establish an internship. Such committees will be encouraged to submit names of interns to the President-elect for consideration for appointment effective July, 1989. After a two-year trial period, the proposal will be returned to the Committee on Organization for evaluation, and the necessary recommendations will be made at that time."

JOINT DUES WITH CALIFORNIA LIBRARY ASSOCIATION (Information item)

ALA's proposal to CLA has been set to CLA. This trial will be conducted for two years--allowing CLA members to join ALA for the first time for $10 off ALA dues, and ALA members in California to join CLA for the first time for $10 off CLA dues.

During the discussion, Jim Bennett turned the meeting over to Carol Di Prete, before leaving for another meeting.

Horrocks noted that the proper designation for the group was "membership initiative group" rather than "video interest group" and asked that this be changed to make sure that the correct terminology was used. Norman Horrocks/Richard Ostrander moved to accept the MIG statement with the editorial changes suggested by COO. The motion carried; the item will be reported to Council as information only.

2. COO DOCUMENT 5, 5.1. COMMITTEE INTERNSHIPS PROPOSAL. Patricia Scarry, staff liaison to the Membership Committee, and Mary Hicks, Chair of the Membership Committee, presented the proposal. Susan Brynteson noted that when she had been Chair of the Legislation Committee and of the Publishing Committee, she had written a letter to the Membership Committee expressing concerns about the fiscal impact of the internship program and noting that interns should be persons with some experience in the Association. Ostrander asked what the basic purpose of the proposal was; Hicks said it was to give people a chance to get involved. In terms of the fiscal concerns, Hicks and Scarry said that not all committees should or would have interns, but those committees that chose to do so would solve their own funding questions. Committees would have the option to participate in the program. The program is only a mechanism to encourage participation. Ostrander asked if this would result in a self-perpetuating committee--that is, would the intern be guaranteed a regular appointment to the committee after the internship period was over? Hicks stated that this was not the intent. Rather, the proposal would be a good way to identify potential leaders for the Association. Norman Horrocks stated that he felt this was a worthwhile initiative and that COO should encourage it and approve it in principle. Hicks noted that the proposal had been revised to be less specific, that the trial period would allow some of the problems to be addressed and resolved, and that the specifics could be written after the proposed trail period had ended. McAdams expressed concern over whether or not interns would hold full voting membership on committees and whether it would be the committees' prerogative to make that decision. Patricia Scarry read the document which had been transmitted to the Executive Board to clarify what COO is voting on. Mary Hicks gave background information on the issue, including the question of dealing with internships on the Planning and Budget Assembly. Carol Starr suggested that the section which reads: "Members or former members of such groups as the ALA Membership/Promotion Task Force, the Library Education Assembly, and the Planning and Budget Assembly will be eligible if they have not served on another ALA committee." (From memo to ALA Executive Board from John Mayeski, dated September 4, 1987) Horrocks thought this was acceptable and added that COO should review the program after the two-year trial period. Susan Brynteson said she felt that committees should have discretion in the matter; saying that a committee should suggest names implies that the committee wishes to have an intern. Sharon Hammer suggested that the last paragraph in the Mayeski memorandum be changed to read: "Upon approval of this experiment

Director's Office
818 Harlan Hatcher Graduate Library
Ann Arbor, MI 48109-1205
(313) 764-9356

University Library
The University of Michigan
Ann Arbor, Michigan 48109

November 29, 1990

RECEIVED
DEC - 6 1990
EXECUTIVE OFFICE

Suzanne LeBarron
Chair
Committee on Organization
The Wyoming State Library
Supreme Court and State Library Building
Cheyenne, Wyoming 82002-0650

Dear Suzanne:

Thank you for your November 21, 1990 memo inquiring about the status of a committee intern for the Committee on Research and Statistics. I have checked with central staff as I was not aware of the intern program as described in your memo. The files indicate that this was considered under a previous chair's administration and, after some extended discussion, the committee voted not to appoint an intern. The audience at the Committee on Research and Statistic meetings is generally very small, and there is opportunity for them to participate in the discussion and to share an interest in the work of the committee. Given this alternative for people to participate in the activities, little benefit was seen for having a formal intern, especially for a committee more concerned with policy issues than programming.

Your memo indicates that we should be at the end of the two-year trial period and an evaluation is to occur. It appears that only some of the interns actually were appointed and that the organizational structure within ALA to handle this process was never put into place. I look forward to receiving from you the evaluation on the current status of this intern program and the recommendations of the Committee on Organization as to its future. The Committee on Research and Statistics (Statistics was added in 1989/1990) would be willing to revisit this topic if the recommendation is to continue a formal intern program with supporting ALA staff to manage appointments.

Thank you for raising this question. Please let me know if I may be of additional assistance.

Sincerely yours,

Bill Gosling

William A. Gosling
Chair, Committee on
Research and Statistics

WAG:jl

cc: Mary Jo Lynch
Roger Parent
Gerald Hodges

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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Dr. Burton Ramer,
District Superintendent

Patricia H. Mautino, Director,
Instructional Support and
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DEC 10 1990

EXECUTIVE OFFICE

1990-91 COO #8.1

December 5, 1990

Suzanne LeBarron
State Librarian
Wyoming State Library
Supreme Court & State Library Building
Cheyenne, WY 82002-0650

Dear Suzanne,

I am writing in response to your November 21 memo on "Committee Interns" and on behalf of the Chapter Relations Committee.

Our Committee has participated in the trial program for two years.

In selecting the intern, we reviewed the attendance from our various events, especially seeking to identify any "Chapter leaders" who had been visible and active. One person who emerged had attended three of the Presidents'-Elect Orientation programs we sponsor and seemed ready for more involvement. Thus, a recommendation to this effect was advanced to the Committee on Appointments/appropriate channels. As a result, the individual was appointed as our intern.

Regarding status within the Committee, we were very open and allowed the relationship to develop naturally. In turn, it has resulted that the intern does cast votes and participates fully, even taking on Committee tasks and program responsibilities by request.

We determined at the outset that the intern should receive all Committee mailings and materials and be expected at all Committee events. For example, the recent planning meeting held (in November) by the Chapter Relations Committee included the intern on an expenses-paid basis along with Committee members.

As far as ALA's continuance of this program for interns, although the experience of the Chapter Relations Committee is positive, I am not certain how necessary such a program is. Among the some 1300 entities within ALA, there seems ample opportunity for involvement, even early on in one's membership life, considering one is energetic and assertive about pursuing such. I would feel a better alternative might be to structure a mechanism within the Committee on Appointments and similar Divisional/Unit bodies which ensures a healthy degree of "new blood" on each year's rosters.

Should the internship program be continued, however, I would recommend:

- *that an <u>orientation</u> be provided for interns on the purpose of the role and expectations for filling it;*

- *that a consistency for intern service be developed across the organization, i.e. similar guidelines for their participation;*
- *that the intern experience be structured to be meaningful to both the intern and the Committee; and*
- *that each intern, based upon a successful experience, be placed on a committee as a full-fledged member within 1-2 years of the internship.*

I hope this information will assist your evaluation of the program. Please feel free to contact me if you wish further discussion.

Sincerely,

Pat

Patricia Mautino
Chair
ALA Chapter Relations Committee

PM:cb
cc: Roger Parent
Gerald Hodges

DEC - 6 1990

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OFFICE OF THE LIBRARIAN

SANTA BARBARA, CALIFORNIA 93106

November 30, 1990

Suzanne LeBarron
State Librarian
Wyoming State Library
Supreme Court and State Library
Building
Cheyenne, Wy 82002-0650

Dear Ms. LeBarron:

In reference to your letter of 11/21/90, concerning ALA committee interns: the ALA Awards Committee has an intern (Rosemary Arneson) and is very pleased with her performance. It is my understanding that interns are (or were in the past) selected by the president of ALA (but I will check on that). Our intern serves on one of the awards juries, as a committee representative, and does vote. We very heartily recommend continuing the intern program; interns are of considerable assistance to the committee, and the interns benefit from the exposure to ALA and how it works. My only additional comment is that I would have loved to have an intern for the Map and Geography Round Table the year I was chair!

Sincerely,

Mary L. Larsgaard

Mary L. Larsgaard
Chair, ALA Awards Committee

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET CHICAGO, ILLINOIS 60611 U.S.A.
312-944-6780 800-545-2433
TELEX 4909992000 ALA CI FAX 312-440-9374 TDD 312-944

January 14, 1991

Suzanne LeBarron, Chair
ALA Committee On Organization

RE: Intern for AMERICAN LIBRARIES

The AMERICAN LIBRARIES Advisory Committee met today and discussed the topic of a Committee intern. We wish to report that the Advisory Commitee supports the idea of a permanent internship program. Our Committee had one intern who made valuable contributions to the Committee, providing very helpful insights and advice to the editor of AMERICAN LIBRARIES. In our case, the way that the intern was originally identified was as an author of an article which was published in AMERICAN LIBRARIES. Subsequently, the editor recommended her to the ALA president who then appointed her as an intern.

Some of the questions you have asked of this committee are not pertinent within the context of our basic charge which is limited to advising the Editor on editorial matters; we do not introduce resolutions, endorse proposals, sponsor programs, or other activities which are typical of most ALA committees and which require committee votes.

It is our feeling that an internship program is indeed desirable as it can provide a valuable opportunity for newer ALA members to contribute to the work of the Association and allow ALA committees to benefit from their perspectives. If a proposal for a permanent internship program in ALA is introduced and approved, Editor Tom Gaughan informed the Committee that this would be anounced in an issue of AMERICAN LIBRARIES.

We hope that this information is helpful to you; thanks for giving us this opportunity to comment.

Sincerely,

Salvador Guerena, Chair
AMERICAN LIBRARIES Advisory Committee

cc Tom Gaughan

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET CHICAGO, ILLINOIS 60611 U.S.A.
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JAN 30 1991

M E M O R A N D U M

TO: Suzanne LeBarron, Chair
Committee on Organization

FROM: Anne Marie Allison, Chair
Committee on Professional Ethics

SUBJ: Internship Program

DATE: January 25, 1991

At the time the American Library Association internship program was initiated in 1989, the Committee on Professional Ethics was not in a position to participate. Since that time, the composition of the Committee has changed, and the internship program itself has been further developed.

The present Committee on Professional Ethics discussed the intern program at its January 13, 1991, meeting. We believe the program has proven valuable, and that ALA should continue it. Furthermore, the Committee is now in a position to participate in the program, and requests that an intern be assigned to it as soon as possible.

Thank you for this opportunity to comment.

AMA/rg

cc: Roger Parent

1991-92 CD #19.1 Revised
1991-92 EBD #71.1

MEMORANDUM

To: ALA Council

From: Committee on Organization (COO)

Date: January 27, 1992

Subject: 1992 Midwinter Meeting Report, Part II

ACTION ITEMS:

I. Recruitment Assembly.

The Office of Library Personnel Resources (OLPR) Advisory Committee brought forward a request to form a Recruitment Assembly.

> COO recommends to Council approval of forming a Recruitment Assembly and that the following charge be approved:
> o to facilitate communication about activities related to recruiting for the profession among ALA units and other groups
> o to foster coordination and cooperation of recruitment efforts among ALA units and other groups
> o to avoid unnecessary duplication and enhance individual and collective recruitment efforts
> o to develop a multi-year systematic national recruitment plan as outlined in The Decade of the Librarian 1990 - 2000 and to assist in implementing and monitoring other recruitment strategies outlined in the plan
> o to expand the "Each One Reach One" network through publicity and involvement
> o to make recommendations for recruitment policies, programs, publications, or other activities to appropriate bodies
> o to communicate with other national library/information organizations with an interest in recruitment
> o to report to and advise the OLPR Advisory Committee and office on issues and activities related to recruitment.

II. ALA Committee Internship Program

The Council asked COO to work with the Membership Committee on an ALA Committee Internship Program. After work by a joint subcommittee, the Membership Committee brought back to COO a request to establish an ALA Committee Internship Program and

presented a draft set of guidelines.

COO recommends that the ALA Committee Internship Program be reinstituted after Annual Conference, 1992, by which time the ALA Membership Committee will have developed guidelines for the program, and that the Membership Committee assume responsibility for the program.

To accommodate the assignment of this responsibility,

COO recommends that the charge of the Membership Committee be revised as follows:

To establish general policies, programs, and procedures to secure new members; to be responsible for the implementation of these programs; to coordinate membership promotion activities of all units and chapters of the Association; **to coordinate the ALA committee internship program**; to make recommendations concerning membership dues; and to serve the Association as a sounding board on membership. VOTED unanimously.

III. **ALA Representation**

In 1990, COO was charged with examining the issue of ALA representation to other organizations and to consider, at a minimum, the questions:

- o is there a difference between official representation and informal liaisons?
- o can divisions appoint representatives and/or liaisons?
- o who decides which individual will be the representative/liaison?

COO recommends the acceptance of the following definitions of terms involved in the issue of ALA representation to other organizations:

1. AFFILIATE: A group having purpose or interests similar to those of the Association or its Divisions/Round Tables which has made formal application for affiliate status to Council (national or international group) or Division/Round Table (local, state or regional groups.) No subdivision of the Association may separately affiliate itself with an organization with which ALA as a whole is affiliated.

2.1 OFFICIAL REPRESENTATIVE TO OUTSIDE ORGANIZATIONS: A member of the Association who is appointed to an outside organization for the purpose of fully participating in their meetings or in the establishment of Councils, joint committees and other groups which work together in activities of mutual interest.

2.2 OFFICIAL REPRESENTATIVE TO OUTSIDE ORGANIZATIONS serves 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. Should an outside organization request an official representative from the Association, the request goes to the Executive Board and Council. If approved, the Committee on Organization identifies the appropriate ALA unit and makes this recommendation to the Executive Board. In the case of potential or actual involvement of more than one ALA unit, COO refers the appointment to the Executive Board Personnel Subcommittee.

3. REPRESENTATIVE TO OTHER ALA UNITS: An appointed member of an ALA unit whose duties include attending meetings of other ALA units for such purpose as communication or information dissemination.

4. LIAISON: A member of an ALA unit appointed by the unit to perform networking or coordinating functions with units inside or with organizations outside the Association. The liaison has no formal role in the governing structure of the other unit or organization.

Note: definitions 1, 2.1, 3, and 4 will be in the new definitions section of the ALA Handbook of Organization. Definition 2.2 will appear as the header over the "Representatives" section in the Handbook.

IV. **Terminology - "Task Force"**

After consultation with appropriate ALA units, the last of the terms defining organizational units has been finalized.

COO recommends to Council the definition of Task Force as follows:

A task force is an action oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following:

1. Gathering information and making recommendations
2. Studying an issue and preparing a report
3. Carrying out a specific project or activity
4. Conducting programs at conferences
5. Establishing committees or other sub-units.

A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response.

Members of the Committee on Organization:

Rebecca T. Bingham
Melissa Buckingham
Ginnie Cooper
Joseph R. Edelen, Jr.
Salvador Guerena
Suzine Har-Nicolescu
W. Lee Hisle
Phyllis A. Jose
Gail P. Warner
Ramonda S. Wertz
Karen A. Whitney
J. Linda Williams
Suzanne J. LeBarron, Chair

Ref.:coorep2.126

COMMITTEE ON ORGANIZATION REPORT, PART II (CD#19.1, Exhibit 25). Suzanne LeBarron, Chair, presented the second part of the COO report.

On motion by Suzanne LeBarron, Councilor and COO Chair, it was

> VOTED, To approve of forming a Recruitment Assembly with the charge: To facilitate communication about activities related to recruiting for the profession among ALA units and other groups; to foster coordination and cooperation of recruitment efforts among ALA units and other groups; to avoid unnecessary duplication and enhance individual and collective recruitment efforts; to develop a multi-year systematic national recruitment plan as outlined in The Decade of the Librarian 1990-2000 and to assist in implementing and monitoring other recruitment strategies outlined in the plan; to expand the "Each One Reach One" network through publicity and involvement; to make recommendations for recruitment policies, programs, publications, or other activities to appropriate bodies; to communicate with other national library/information organizations with an interest in recruitment; to report to and advise the OLPR Advisory Committee and office on issues and activities related to recruitment.

Linda F. Crismond reported that in the 1992 budget, a new OLPR Program Officer position was approved and that person's responsibility will be to implement the "Decade of the Librarian." It is estimated that 5% of his or her time will be spent supporting the Recruitment Assembly, which is about $1,500 to $2,000 in staff time. There would also be some expenses in postage, printing, and telephone use, which are estimated between $200 and $300. Ms. Crismond noted these expenses, however, could be covered in the OLPR budget.

Suzanne LeBarron presented Item #2--ALA Committee Internship Program. In 1988, the Council approved an ALA Committee Internship Program as originally proposed by the ALA Membership Committee, with a requirement that COO evaluate the program after two years. After contacting the chairs of ALA committees, COO felt there was clearly support for the program, but the lack of procedures caused confusion and inconsistency. The Membership Committee offered to work with COO in developing some guidelines. COO felt that it had two areas of responsibility: (1) to ensure that sufficient procedures were in place and that the program had organizational viability; and (2) to find a home for ongoing responsibility for the program and to ensure regular evaluation and adjustments as needed. The guidelines developed by a joint working group of the Membership Committee and COO were approved by the Membership Committee and brought to COO. COO believes that all the identified problem areas were adequately addressed in the guidelines. An addition to the Membership Committee's charge, which identified the Membership Committee as having ongoing responsibility for the program was also approved. COO members recognized that not having copies of the guidelines available created some problems. However, because there were a few areas in which COO asked the Membership Committee to enhance the guidelines, they were not attached to the COO report. However, COO decided to bring this matter before Council so that the program could begin with the next round of appointments after the Annual Conference.

COO felt that the guidelines will provide an avenue for interested members to become involved in ALA activities and will introduce new people and ideas to ALA committee discussions and decision making. The guidelines will also clarify the role of the intern on the committee and the process by which the intern is appointed and will suggest responsibility for intern appointments. The guidelines also contain a recommendation for an intern orientation, which would be sponsored by the Membership Committee, and recommends a process for evaluating the program.

On motion by Suzanne LeBarron, Councilor and COO Chair, it was moved that the Committee Internship Program be reinstituted after Annual Conference, 1992.

Councilor Stephen L. Matthews questioned the purpose of the internship program. He asked whether the program created a second-class citizen on the committee and wondered whether these were members of the Association who are identified as not having the knowledge or who are seen as not being ready to fully participate on a committee. Kay Cassell, ALA Membership Committee Chair, said the aim was not to make them second-class citizens. This program provides another avenue for people who have not previously had the opportunity to get involved with committees. They would have all the rights and privileges of committee members except voting status.

Councilor Matthews said he applauded the attempt to involve more people in the Association, but he did not like the idea of making some members non-voting members simply because they do not have the experience or connections to hold a full appointment.

Councilor Robert Newlen urged the Membership Committee to consult with the New Members Round Table in preparing the guidelines. NMRT has established a network of liaisons to various ALA committees and has been very helpful in giving members a good start in working on committees.

In response to the concern about second-class citizenship on committees, Suzanne LeBarron said that from a technical perspective, if an intern became a voting member of the committee it would be adding another member to the committee. COO is responsible for the number of members on every ALA committee. If an increase in committee membership was proposed, COO would need to seek approval from Council for each increase.

Councilor Margaret Kimmel said one of the reasons for developing this program came out of the recruitment effort. The program was an attempt to get newer people involved in the Association without changing the committee structure. She strongly endorsed reinstatement of the intern program.

Councilor Regina U. Minudri also supported the concept but felt there was a terminology problem. She felt there was great merit in involving new or younger and underrepresented members on ALA's major committees.

Councilor and COO member Ginnie Cooper said that the guidelines specifically suggest that an intern might go on to committee appointment. If the intern had a vote, it would mean that there might be potential for six consecutive years of service, which would conflict with ALA rules. Also, the intern appointment would be intended to counteract the notion that getting on an ALA committee is difficult to do.

Councilor Mary Reichel said that when she was Chair of ACRL's Appointments and Nominations Committee, a similar program was instituted. She felt it was extremely effective and that it opened up committees, giving more opportunities for committee membership. She did not run into problems with the term "intern."

Councilor Beverly Lynch pointed out that the problem is with the terminology and not the concept. She also believed that members of Council who have concerns should be given an opportunity to review the guidelines.

Councilor Irene Hoadley questioned the cost of the program because many ALA committees meet between ALA conferences. Treasurer Stoffle said that committees who meet between conferences will not have interns. She stated that additional costs would be incurred for committees with interns with the inclusion of additional persons on conference calls, mailings, listings in the *ALA Handbook of Organization*, and the directory.

Treasurer Carla Stoffle commented she had some concerns about what we might be saying to our colleagues of color and what seems to happen when we create things to supposedly open doors. If we want to open up the opportunity to serve on ALA committees, we should make it a regular slot and identify it as a new member and a fully participating member. She, too, was concerned with the terminology. She felt that it might be easy to target colleagues of color for the internships so that integration of the committees would be achieved via a slot that is "second-class." If we are really considered with broader representation on the committees, let's have a slot that says it is a new member and write the guidelines that way.

Councilor Rebecca Bingham complimented the Council for their feelings that minorities have been neglected in being incorporated into the committee structure, but she did not want the intern position to become a euphemism for minority members.

Councilor Toni Carbo Bearman said there seemed to be two concerns: (1) a strong desire to bring along potential leaders, particularly those from underrepresented groups; and (2) that these people be included on committees but not with second-class status. She felt there needs to be a leadership program so that members are brought into the program and given additional training through workshops while serving as full members of committees at the same time. She proposed a substitute motion.

On motion by Councilors Toni Carbo Bearman and Judith Meyers, it was

VOTED, To refer the Internship Program issue to the Membership Committee to bring a revised version to Council at Annual Conference.

On motion by Suzanne LeBarron, Councilor and COO Chair, it was moved to accept the definitions of four terms involved in ALA representation to other organizations. (See CD#19.1, pages 2 and 3).

1991-92 EBD# 71.3
1991-92 CD # 19.2

M E M O R A N D U M

TO: ALA Council

FROM: Committee on Organization

DATE: June 29, 1992

SUBJECT: Committee on Organization Report, 1992 Annual Conference

Action Items

1. RESEARCH AND STATISTICS ASSEMBLY

COO recommends the establishment of a Research and Statistics Assembly with the following charge:
The purpose of the Assembly will be:

- o to provide a forum for the exchange of information about library research and statistical activities throughout the association and with other library groups and associations sharing an interest in those topics,

- o to enhance the effectiveness of research and statistical activities throughout the association,

- o to strengthen ALA's efforts to promote quality work in the areas of research and statistics.

2. MEMBERSHIP COMMITTEE CHARGE/INTERNSHIP PROGRAM

Pending Council's approval of the establishment of an ALA Committee Internship Program, COO reaffirmed its earlier decision to recommend the following change to the charge of the Membership Committee, to incorporate oversight of the internship program:
To establish general policies, programs, and procedures to secure new members; to be responsible for the implementation of these programs; to coordinate membership promotion activities of all units and chapters of the Association; to coordinate the ALA committee internship program; to make recommendations concerning membership dues; and to serve the Association as a sounding board on membership.

3. COO CHARGE
The Committee recommends the following revised charge for itself: To advise and assist regarding structural and organizational concerns in ALA. To recommend to Council the establishment or discontinuance of divisions, round tables, membership initiative groups, ALA committees, assemblies and joint committees, as the needs of the Association may require. To define the functions of these units, subject to the approval of Council. To recommend to Council the establishment, including the name and size, of other standing committees to consider matters of the Association that require continuity of attention by the members. To recommend to Executive Board the appropriate unit to appoint Official Representatives to outside organizations. To receive notification of the formation of interdivisional committees.

Information Items

1. DISCUSSION GROUP DEFINITION

COO discussed the definition of a discussion group as part of its general work on the definitions of ALA bodies. A draft definition has been developed and will be shared with division officers and discussion groups immediately after conference for their reaction; COO will bring the definition forward to the Executive Board as soon as possible.

2. FUNDRAISING POLICY

In answer to a question from the Executive Board, COO reviewed current policy as to whether a committee or subcommittee may engage in fundraising without Board permission. COO moved that the Chair inform the Executive Board that a committee or subcommittee may indeed raise funds without permission and suggested that, if the Executive Board wishes to explore the matter further, it ask the Development Office Advisory Committee to do so.

3. ALA ORGANIZATIONAL STUDY

COO discussed the several proposals regarding studies of ALA and endorsed the concept of an organizational study and directed that this be a part of our written report to the Executive Board and Council.

4. CHARGE OF THE ALA ELECTION COMMITTEE

COO deferred full discussion of this item until after the Council takes action.

Respectfully Submitted
Committee on Organization
Suzanne LeBarron, Chair
Rebecca Bingham
Melissa Buckingham
Ginnie Cooper
Joe Edelen
Salvador Guerena
Suzine Har-Nicolescu
W. Lee Hisle
Phyllis Jose
Gail Warner
Ramonda Wertz
Karen Whitney
J. Linda Williams

Guidelines for Internship Program

The internship program began its two-year trial period in 1988. This program, initiated by the ALA Membership Committee, was designed to provide an avenue for interested members to become more easily involved in ALA activities and to introduce new people and ideas to ALA committee discussions and decision-making. The hope is that the experiences gained by the interns will aid their official appointment on an association committee.

These guidelines are designed to: (1) clarify the role of the intern on the committee and the process by which an intern is appointed; and (2) suggest responsibilities for intern appointments, such as duties on the committee, voting status, etc.

Who can be appointed: Individuals who have never held an appointment or elected office in the Association.

Who appoints interns: Interns will be appointed by the ALA President-Elect. Names of possible interns will be forwarded to the ALA President-Elect by individuals, Committee chairs, and the ALA Committee on Committees.

Which Committees can have interns: All ALA Committees may have interns. It is voluntary for a Committee. The intern position is an extra membership slot on the Committee.

Terms of appointment: Each intern will serve for a period of two years. After the two year period, the intern should not be appointed to another ALA Committee as an intern. Successful interns should be considered by the ALA President-Elect as candidates for appointment as members of ALA Committees. Service as an intern is counted in accumulating the four years of maximum consecutive service on a committee.

Appointment Letter: An appointment letter detailing the conditions of the internship appointment should be sent to each appointee. The conditions of the appointment, such as expectations, duties, voting rights, reappointment possibilities, should be explained. This should be supplemented with information about the committee (e.g., its charge, the last set of minutes, etc.) on which the intern will be serving.

Duties: The Committee chair will determine the most appropriate duties for the intern on a specific committee. Duties will depend in large part on the nature of the work of a particular committee. An intern should participate fully in the work of the committee to which she/he is appointed.

Voting Status: The Committee will determine the voting status of the intern.

Travel: If the Committee meets outside of Midwinter and Annual Conference, the Committee will determine if the intern will attend the meeting.

Attendance at Meetings: An intern is expected to attend both the Midwinter Meeting and the Annual Conference.

RECOMMENDATIONS:

1. The ALA Membership Committee will coordinate, publicize and evaluate the internship program and report annually to Council and the Executive Board on the program.

2. The ALA Membership Committee will sponsor a one-hour orientation meeting for new interns at each Midwinter Meeting.

3. The ALA Membership Committee will work with interns and their Committee chairs to evaluate the program.

4. The internship program should be described in the ALA Handbook of Organization and included in the charge of the ALA Membership Committee.

1991-92 EBD# 115
1991-92 CD# 52

ALA Committee Internship Program

WHEREAS the ALA Membership Committee initiated the ALA Internship Program in 1988; and

WHEREAS the program has been evaluated by the ALA Membership Committee and the Committee on Organization as mandated by Council;

THEREFORE be it resolved that the ALA Committee Internship Program be continued under the auspices of the ALA Membership Committee following the guidelines appended to this document.

Submitted by: Kay Ann Cassell, ALA Membership Committee Chair, Councilor-at-Large

June 27, 1992

COMMITTEE ON ORGANIZATION (CD#19.2, Exhibit 34). Karen Whitney, Councilor and COO member, moved the adoption of the three action items contained in CD#19.2:

1. Establishment of a Research and Statistics Assembly, which included a charge to the assembly;

2. Delegation to the ALA Membership Committee of responsibility for the Committee Internship Program;

3. Revised charge for the Committee on Organization.

By **CONSENT**, Council approved Items 1, 2, and 3 of the report.

On motion by Councilors Norman Horrocks and Joseph Boisse, Council approved by **CONSENT**, that COO be asked to re-examine 1991-92 CD#19 concerning the definition of "task force" to clarify how a task force is established and that the committee report to Council at Midwinter 1993.

In speaking to the issue of fundraising as reported in CD#19.2, Item #2, Councilor Horrocks said that the statement was based on a very narrow interpretation of the *ALA Policy Manual*, which states that "units may not engage in fundraising without Executive Board permission." He said that "units" have now been defined, but that committees and subcommittees were excluded from the definition without examination of how this exclusion might impact such activities as fundraising. He stated that he did not believe it was intended that committees and subcommittees have a blanket license to go out and raise funds without Executive Board permission.

Councilor Karen Whitney said COO did recognize that there was some difficulty with the definition of "unit."

COPES REPORT (CD#27.2, Exhibit 2). By **CONSENT**, the COPES action item on the elimination of attaching exhibits to Council Minutes was deferred until the 1993 Midwinter Meeting.

RESOLUTION ON THE EXECUTIVE BOARD (CD#53, Exhibit 35). By **CONSENT**, the Resolution on the Executive Board was deferred until the 1993 Midwinter Meeting.

End of Section

Item #2: CD#48, Members Serving as Independent Contractors. The following statement will appear in the next printing of the *ALA Policy Manual* under Section 4:

> "ALA may secure the services of members on a fee for service basis as independent contractors. Members who serve as independent contractors will enter into contractual arrangements to provide services to ALA or any of its units or components. In the Association-contractor relationship, the contract will include mutually agreed-upon parameters for the work of the member contractor. The member as contractor reports to and is accountable to the Association's project director. The contractual arrangement may also provide for reimbursement of expenses."

Item #3: CD#49, Preservation Policy, Part II (Federal Legislative Policy) will appear as a replacement for the existing 51.4.4. Part III (Services and Responsibilities of Libraries) will appear as a replacement for the present 52.2.

Item #4: CD#69, Policy on Literacy, will appear as 50.7.2 and the present 50.7 will be renumbered 50.7.1. This item will now be headed Literacy and the Role of Libraries.

Item #5: CD#70.5, Resolution on Youth Services, will be placed in the *ALA Policy Manual* as 52.5.1; the existing 52.5.1 will become 52.5.2, and the present 52.5.2 will become 52.5.3.

Item #6: PMC and COO recommended the following changed wording in the definition of "subcommittee" appearing in the terminology section of the *ALA Handbook of Organization*, page 160:

6-7 amendment approved by Council at the 1992 Midwinter Mtg.

> "...Such subcommittees are appointed by ***the chair of the parent committee***, but are not limited to members of the parent committee..."

Policy Monitoring also proposed to move the Terminology section from Appendix A to the *Policy Manual* section of the *ALA Handbook of Organization*.

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#11.

The PMC report included the following information items:

Item #7: Council Policy 5.4, Guidelines for Preparation of Resolutions for Council Presentation, appears in the Midwinter Program Book, pages 64 and 66, in a revised version. However, no change was made by Council to the policy as shown in the *ALA Policy Manual*.

End of Section

Report to Council

Committee on Organization

Monday, January 9, 1989

The Committee on Organization (COO) presents the following items for Council for their review and approval.

ACTION ITEMS:

Action Item 1. Report of the Review Committee on the Staff Committee on Mediation, Arbitration and Inquiry
(1987-88 CD #47, 47.1)

COO recommends the following proposed functions, name and size:

Standing Committee on Review, Inquiry and Mediation

The committee is assigned responsibility for review, inquiry and mediation as appropriate to tenure, status, fair employment practices (including discrimination and sexual harassment), due process, ethical practices, and the principles of intellectual freedom as set forth in policies adopted by the Council of ALA. This standing committee should be comprised of five (5) individuals from the membership plus the Deputy Executive Director as the staff liaison; ex-officio members are the directors of the Office of Library Personnel Resources and the Office of Intellectual Freedom.

Action Item 2. Terminology (see p. 249-250, ALA Handbook of Organization, 1988/89)

COO recommends to Council that it adopt a formal definition of "commission" as one acceptable form within the ALA committee structure.

"A commission is a body of persons from ALA members and recognized authorities in other fields who are appointed by the ALA President or President-Elect and approved by the Executive Board for the purpose of considering, investigating, or recommending action on certain matters or subjects as assigned. A commission may be created only after existing ALA structures, such as special or joint committees are considered, and only when the subject requires such a broadbased body. A commission has a limited term of existence, reports regularly to the President and to the Executive Board and is advisory to the Association. Commission report(s) may be published by ALA, but will not be considered ALA policy until officially adopted by Council."

adopted by Council at the 1989 Midwinter Mtg

End of Section

American Library Association

Committee on Organization

Report to Council

1994 Midwinter Meeting

The Committee on Organization brings only one item to Council for action at this Meeting.

Action Item

COO recommends to Council:

> That the sentence: "Leaders of task forces are appointed in accordance with the policies of the parent group." be added to the end of the previously-approved definition of task forces ("Any parent body may establish a task force, determine its duration, monitor its progress and terminate its function") as an addendum to Policy 6.9.

Information Items

1. COO received a request from the ALA Ad Hoc White House Conference (WHC) Committee for standing committee status. COO is pleased to report that the Committee on Legislation voted on Monday to assume these responsibilities following the end of the 1994 Annual Conference. The Ad Hoc Committee is aware of and is pleased with this outcome. Therefore, no further action by COO, the Executive Board, or Council is needed.

2 and 3. The Board asked COO to discuss two issues: (1) ALA units taking positions in contradiction to the official positions of ALA and (2) Ways units monitor the use of ALA's name by their subunits. COO made substantial progress on these issues at Midwinter and hopes to be able to bring a recommendation to Council for its action at the Annual Conference in Miami.

OLD

1991-92 CD# 19.1 Rev.

COO recommends to Council the definition of Task Force as follows:

A task force is an action oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following:

1. Gathering information and making recommendations
2. Studying an issue and preparing a report
3. Carrying out a specific project or activity
4. Conducting programs at conferences
5. Establishing committees or other sub-units.

A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response.

Council ~~accepted~~ adopted the revised ~~Charge~~ definition of "Task Force" at the 1992 Midwinter Meeting

COO Report Midwinter Report
1992-93 CD# 28.1

2. Terminology.

As part of COO's ongoing work on terminology, the definition of task force was referred back for inclusion of a statement on authorization.

COO recommends the addition of the underlined sentence to the end of the definition of task force now found in ALA Policy 6.9, as follows:

"A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following: (1) gathering information and making recommendations; (2) studying an issue and preparing a report; (3) carying out a specific project or activity; (4) conducting programs at conferences; (5) establishing committees or other subunits. A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response."

<u>Any parent body may establish a task force, determine its duration, monitor its progress and terminate its function.</u>

<u>Information Items:</u>

1. Minutes Committee.

COO does not recommend establishment of a Minutes Committee. If there are areas of concern in the current practice of producing Council minutes, those concerns should be brought to the attention of and be corrected by staff responsible for preparation of the minutes. COO believes the establishment of such a committee would create another unnecessary bureaucratic layer within the association. Corrections from the floor of the Council have not been substantive and do not seem to warrant the creation of this committee.

End of Section

6.2.1

At the 2008 Fall Executive Board Meeting, the ALA Executive Board voted to support the use of electronic signatures wherever the American Library Association Constitution, Bylaws, and *ALA Policy Manual* require members to petition for candidacy or other action. At the 2010 ALA Annual Conference in Washington, DC, to bring the *ALA Policy Manual* in agreement with this resolution, the Policy Monitoring Committee recommended and the ALA Council approved the following revision to Policy 6.2.1:

Change Policy 6.2.1 from this current text:

6.2.1 Petitions for Establishment of New Units of ALA

Minimum acceptable standards for petitions requesting the establishment of new divisions, round tables, and other units of ALA are: 1) The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages. 2) Each signature page shall contain this statement: "I favor this petition to…" 3) Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition. 4) Information about this format and a sample petition will be supplied from ALA headquarters to anyone inquiring. 5) Petitioners shall be personal members of ALA.

To this text:

6.2.1 Petitions for Establishment of New Units of ALA

Petitions requesting the establishment of new divisions, round tables, and other units of ALA may be filed in electronic or paper format. Minimum acceptable standards for petitions requesting the establishment of new divisions, round tables, and other units of ALA are: For electronic petitions the process found on the ALA website shall be used in the petition process. For petitions using paper format, 1) The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages. 2) Each signature page shall contain this statement: "I favor this petition to…" 3) Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition. 4) Information about this format and a sample petition will be supplied from ALA headquarters to anyone inquiring. 5) Petitioners shall be personal members of ALA.

Report on Electronic Signatures on Petitions – EBD #12.19 (Exhibit 22)
Mary Ghikas reported on requests for the use of electronic signatures wherever the ALA Constitution, Bylaws and Policy Manual require members to petition for candidacy or other action. She received two requests to use electronic signatures on petitions to form new ACRL interest groups, and for Council candidate petitions. Ghikas reported:

- Using electronic signatures on petitions is technologically feasible and can be done within the resource budget, and with no legal impediments.

- ALA Policy requires signatures either to refer a Council action to a vote of members or to form a new entity. Signatures are required within ALA Bylaws in relation to divisions, round tables, and member initiative groups, or candidates running for office.

- Currently, individuals supply a membership ID number, place of employment and written signature on petitions. A comparable level of assuredness can be provided using electronic signatures on online petition forms with a log-in process on the ALA Web site.

On a motion by Charles Kratz, seconded by Mario Gonzalez, the Executive Board

Voted to, support the use of electronic signatures wherever the American Library Association Constitution, Bylaws, and Policy Manual require members to petition for candidacy or other action. *E-Signatures*

Task Force on E-Member Participation – EBD #12.18 (Exhibit 23)
Janet Swan Hill, Chair, Task Force on E-Member Participation (TFOEMP), joined the Board via conference call, to provide an update on activities of the Task Force.

The Task Force has begun work on the final report for Council to be submitted at the 2009 Midwinter Meeting. The Task Force submitted a report to BARC to review the recommendations, and performed a voluntary survey on the use of electronic communications and participation in association activities and business by virtual members. Hill reported on the Task Force's preliminary recommendations. Highlights of the recommendations include:

- Encourage all units of the Association to engage in active experimentation with providing electronic access to non-governance activities.

- Develop a new interpretation of Open Meetings Policy 7.4.4, which acknowledges that a primary purpose of openness is to assure transparency of Association governance. A task force that is a subset of the TFOEMP should be charged to write the interpretation.

- Develop a policy addressing openness of between-meeting activities of committees and boards that reflects the Association's commitment to transparency of Association governance, while protecting the privacy of individuals. The task force developing a new interpretation of Policy 7.4.4 should also be charged to write this policy.

- Eliminate Policy 6.16 (Virtual Members) and enable appointment of full committee members who may attend meetings virtually.

OLD 62.1

AMERICAN LIBRARY ASSOCIATION

Item: PETITIONS *Item Number:* 213.1

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

Issue Date: July, 1966 *Supersedes:*

Petitions

Finding that no guidelines have been established for the format of petitions submitted requesting the creation of new divisions, round tables, etc. of the American Library Association, the Committee on Organization proposes the establishment of the following as minimum acceptable standards for such documents:

1. The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages.

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