

**A.5.5-A.5.5.3**

**(old 4.5)**

**A.5.5.3 Provision of Explanation of Absences (Old Number 4.5.3)**

**Members of all ALA and unit committees, task forces, and similar bodies are expected to provide explanation of their absences and/or inability to participate to the committee chair or unit secretary. Failure to provide adequate explanation of absences from two consecutive synchronous meetings or to participate otherwise in the work of the committee constitutes grounds for removal, upon request of the chair and approval of the appropriate appointing official or governing board.**

## 4.5-4.5.3

At the 2009 ALA Midwinter Meeting, upon recommendation by the ALA Task Force on Electronic Participation, 2008-2009 ALA CD#35, Recommendation 5, the ALA Council adopted the following revision to ALA Policy 4.5, Requirements for Committee Service.

At the 2009 ALA Annual Conference, upon recommendation by the Policy Monitoring Committee, 2008-2009 ALA CD#17, Item #2, the ALA Council voted to DELETE the existing text of policy 4.5, and INSERT in its place the following:

### 4.5 Requirements for Committee Service

**4.5.1 Membership.** Except as specifically authorized (see Constitution and Bylaws VIII, Sec. 4) members of all ALA and unit committees, task forces, and similar bodies must be members in good standing of the group's parent organization.

**4.5.2 Participation.** Members of all ALA and unit committees, task forces, and similar bodies are expected to participate in the work of the group. Participation includes both attendance at synchronous meetings scheduled in conjunction with the Midwinter Meeting or Annual Conference or at other times during the year, as well as contributions through asynchronous communication methods that may be utilized by the group outside of formal meetings. Attendance at meetings may be in person, or through other means that enable synchronous communication.

**4.5.3 Provision of explanation of absences.** Members of all ALA and unit committees, task forces, and similar bodies are expected to provide explanation of their absences and/or inability to participate to the committee chair or unit secretary. Failure to provide adequate explanation of absences from two consecutive synchronous meetings or to participate otherwise in the work of the committee constitutes grounds for removal, upon request of the chair and approval of the appropriate appointing official or governing board.

what happens if things go wrong; whether provisions in the Bylaws concerning voting would apply to committee meetings conducted in part electronically.

TFOEMP requested COO's comments about this recommendation, and COO's response appears as Appendix D. The new task force should take COO's comments into account during its work.

❖ **RECOMMENDATION 5: CD #35.5**

*5. Revise Policy 4.5 (Requirements for Committee Service) as follows:*

**4.5 Requirements for Committee Service**

**4.5.1 Membership.** Except as specifically authorized, members of all ALA and unit committees, task forces, and similar bodies must be members in good standing of the group's parent organization.

**4.5.2 Participation.** Members of all ALA and unit committees, task forces, and similar bodies are expected to participate in the work of the group. Participation includes both attendance at synchronous meetings scheduled in conjunction with the Midwinter Meeting or Annual Conference or at other times during the year, as well as contributions through asynchronous communication methods that may be utilized by the group outside of formal meetings. Attendance at meetings may be in person, or through other means that enable synchronous communication.

**4.5.3 Provision of explanation of absences.** Members of all ALA and unit committees, task forces, and similar bodies are expected to provide explanation of their absences and/or inability to participate to the committee chair or unit secretary. Failure to provide adequate explanation of absences from two consecutive synchronous meetings or to participate otherwise in the work of the committee constitutes grounds for removal, upon request of the chair and approval of the appropriate appointing official or governing board.

**Discussion:**

*Is this dependent on other recommendations being passed?* NO, though it is closely related to Recommendation 4, CD #35.4.

*Does this have fiscal implications?* MINIMAL. The implications of the policy change could be large (as noted in the discussion of Virtual Members, CD #35.4), but the proposed wording is sufficiently flexible that, by itself the policy changes would not have much fiscal impact.

*Does this need to be referred first to BARC?* NO.

*Priority:* FIRST.

*Other:* Revision of 4.5 is necessary to provide explicit authorization for members of committees, boards, etc. to attend meetings either electronically, or face to face. Policy 4.5 was written at a time when essentially all committee business was conducted at face to face meetings at the twice-yearly conferences. Accordingly, it expressed the need for participation in committee work in terms of attendance only. As committees, boards, etc. do an increasing amount of their work and discussion electronically and asynchronously, contribution to the work of the committee must be defined as more than mere attendance.

**4.5 Requirements for Committee Service**

With the exception of virtual members, members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board.

*Revised by the ALA Council at the 2002 AC.  
Revised " " " " " " 2003 Midwinter Mtg.*

**Report to Council  
Policy Monitoring Committee  
June 2003**

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

**ACTION ITEMS:**

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

**Policy 6.16 Virtual Members**

**1. *Definition of Virtual Members***

Virtual members of committees or task forces have the right to attend meetings, participate in debate, and make motions. Virtual members are not counted in determining the quorum nor do they have the right to vote.

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

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

**4. *Appointment of Virtual Members to Committees of Round Tables and Divisions***

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

\* And add to Policy 4.5

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

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

*Appointment of virtual members to standing committees of the Council:*

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

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

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

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

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

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

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

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

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

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

*Taken from the 2003 Midwinter  
mtg. OMC Report.*

“In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.

(See “Current Reference File”: Privacy: An Interpretation of the Library Bill of Rights: 2001-2002 CD#19.5)

(Note: In order to place this “Interpretation of the Library Bill of Rights” with the already existing interpretations, current Policy 53.1.16 was renumbered to become Policy 53.1.17 (Use of Filtering Software), and Policy 53.1.17 (Intellectual Freedom Principles for Academic Libraries) was renumbered to become Policy 53.1.18.

#### INFORMATION ITEM



1. Based on CD#27.1, submitted by the Committee on Organization, revised ALA Policy #4.5 to read: **“With the exception of e-members, members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board. (This change has been added to the Policy Manual)**

(Submitted by: Policy Monitoring Committee: Stephen L. Matthews, Chair, Gloria J. Leonard, Joy L. Lowe)

American Library Association Committee on Organization  
Report to Council  
Annual Conference 2002—Atlanta, Georgia

**ACTION ITEMS**

COO brings the following five action items to Council in Atlanta:

- A. Pay Equity Committee: The Pay Equity Committee has requested that one of its membership seats be permanently filled by a library support staff worker. The Pay Equity Committee reports that at some times in the past the committee's membership has included a library support staff worker and that this has enriched the committee's work. This request does not increase the size of the Pay Equity Committee; it simply dedicates one of the existing seats to a library support worker (aka, a paraprofessional). This change does not affect the means of appointment to the Pay Equity Committee nor the conditions of service or length of term of the library support worker member.

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**ACTION #1:** Approve the dedication of one membership seat of the Pay Equity Committee to a library support staff worker.

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- B. Minority Concerns and Cultural Diversity Committee (CCMCCD): The CCMCCD has requested that its name be changed to the Committee on Diversity. The reason for this is to reflect the breadth of scope of the Committee's interests and work. The CCMCCD will continue to be a standing committee of Council.

The CCMCCD further has requested that its statement of purpose be revised to reflect the change of name and the breadth of scope of the interests and work implicit in the name change. The revised statement of purpose is appended to this report.

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**ACTION #2:** Change the name of the Minority Concerns and Cultural Diversity Committee to the Committee on Diversity; and  
Approve the new statement of purpose for the Committee on Diversity.

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- C. Requirements for Committee Service Policy (ALA Policy 4.5): At the 2002 Midwinter Meeting, upon recommendation from COO, Council approved the addition of e-members to existing committees. Like other committee members, e-members must meet the ALA Constitution's requirement that "Only personal members of the Association shall be appointed to committees except by authorization of the Executive Board." (ALA Constitution, Article VIII, section 4). At the request of the Policy Monitoring Committee, COO has during the 2002 Annual Conference defined e-members of committees as follows:

An e-member has the right to attend meetings, participate in debate, and make motions, but is not counted in determining the quorum and does not have the right to vote; and participates as a committee member primarily through electronic media.



Because an e-member is not obligated to attend a committee's meeting(s) during an Annual Conference or a Midwinter Meeting, the policy on Requirements for Committee Service need to be revised to accommodate e-members. Therefore COO recommends that Council revise Policy 4.5.

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**ACTION #3:** Revise ALA Policy 4.5 to read as follows: "***With the exception of e-members***, members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board. [New text in bold italics.]

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- D. Membership Committee: The Membership Committee has requested that its membership be expanded by the addition of six e-members and that one of these e-members be a library support worker. Its current strength is twelve members. Addition of six e-members conforms with the policy Council adopted at the 2002 Midwinter Meeting.

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**ACTION #4:** Increase the strength of the Membership Committee by six e-members, to be appointed at staggered terms; and  
That one of these e-members be a library support staff worker.

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- E. Notice and Reporting of Meetings Held outside of the Annual Conference and Midwinter Meeting:  
COO notes that:

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

*The Standard Code of Parliamentary Procedure*, 4<sup>th</sup> ed.) states: "All meetings...require advance notice to members." (p. 102)

COO also notes that the practice of providing notice of meetings held outside of Annual Conference and Midwinter Meeting is not observed universally within ALA. This is true of face-to-face meetings as well as of meetings conducted by conference telephone call or various electronic means.

COO continues to work on the complex issues of reconciling the Open Meetings policy and members' very reasonable desire to hold meetings outside of Annual Conference and Midwinter Meeting using means other than face-to-face or conference telephone call. As a pragmatic means to develop experience with these meetings (which we know are being held) and as a pragmatic means to provide members with a convenient, universally accessible way of honoring the notice and reporting requirements of the 1981 interpretation of the Open Meetings policy, COO recommends the following action item to Council:

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AMERICAN LIBRARY ASSOCIATION

Item: ELECTIONS AND APPOINTMENTS Item Number: 206.3.4  
 Approved by: ALA Council Page: 1 of 1  
 Issue Date: June 1969 Supersedes: \_\_\_\_\_

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COMMITTEE MEMBERSHIP - REMOVAL

Members of all ALA and unit committees are expected to attend all meetings, and failure to attend two consecutive meetings or groups\* of meetings without an explanation acceptable to the chairman constitutes grounds for removal upon request by the chairman to and approval of the appropriate appointing officer or governing board.

\* "Groups of meetings" is defined as all meetings of a committee that take place at one midwinter or annual conference.

**4.5 Requirements for Committee Service**

With the exception of virtual members, members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board.

*Revised by the ALA Council at the 2002 AC.*

*Revised " " " " " " 2003 Midwinter Mtg.*

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Policy Monitoring Committee  
June 2003**

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**ACTION ITEMS:**

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

**Policy 6.16 Virtual Members**

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**2. *Appointment of Virtual Members to Standing Committees of the Association***

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

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**4. *Appointment of Virtual Members to Committees of Round Tables and Divisions***

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

\* And add to Policy 4.5

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

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

**Policy 7.4 Regulations and Guidelines: Conferences and Meetings**

**7.4.1 *Definition of meeting***

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

**7.4.2 *Meetings Outside of Annual Conference and the Midwinter Meeting***

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

**7.4.3 *Emergency Meetings***

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

Renumber the remaining sections as follows:

**7.4.4 (formerly 7.4.3) Open Meetings**

**7.4.5 (formerly 7.4.1) Registration at Conferences and Midwinter Meetings**

**7.4.6 (formerly 7.4.2) Preferential Registration Fees**

**7.4.7 (formerly 7.4.4) Distribution of Materials at ALA Council and Membership Meetings**

**7.4.8 (formerly 7.4.5) Media Access to Information**

**(number remaining sections consecutively through 7.4.15)**

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

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

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

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

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decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.3). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do *not* constitute meetings because they are not an official assembly with a designated starting time.)

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

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

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

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## INFORMATION ITEMS

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

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

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

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

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

*Taken from the 2003 Midwinter  
mtg. BMC Report.*

**“In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.**

**(See “Current Reference File”: Privacy: An Interpretation of the Library Bill of Rights: 2001-2002 CD#19.5)**

(Note: In order to place this “Interpretation of the Library Bill of Rights” with the already existing interpretations, current Policy 53.1.16 was renumbered to become Policy 53.1.17 (Use of Filtering Software), and Policy 53.1.17 (Intellectual Freedom Principles for Academic Libraries) was renumbered to become Policy 53.1.18.

### INFORMATION ITEM



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(Submitted by: Policy Monitoring Committee: Stephen L. Matthews, Chair, Gloria J. Leonard, Joy L. Lowe)



American Library Association Committee on Organization  
Report to Council  
Annual Conference 2002—Atlanta, Georgia

**ACTION ITEMS**

COO brings the following five action items to Council in Atlanta:

- A. Pay Equity Committee: The Pay Equity Committee has requested that one of its membership seat be permanently filled by a library support staff worker. The Pay Equity Committee reports that at some times in the past the committee's membership has included a library support staff worker and that this has enriched the committee's work. This request does not increase the size of the Pay Equity Committee; it simply dedicates one of the existing seats to a library support worker (aka, a paraprofessional). This change does not affect the means of appointment to the Pay Equity Committee nor the conditions of service or length of term of the library support worker member.

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**ACTION #1:** Approve the dedication of one membership seat of the Pay Equity Committee to a library support staff worker.

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- B. Minority Concerns and Cultural Diversity Committee (CCMCCD): The CCMCCD has requested that its name be changed to the Committee on Diversity. The reason for this is to reflect the breadth of scope of the Committee's interests and work. The CCMCCD will continue to be a standing committee of Council.

The CCMCCD further has requested that its statement of purpose be revised to reflect the change of name and the breadth of scope of the interests and work implicit in the name change. The revised statement of purpose is appended to this report.

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**ACTION #2:** Change the name of the Minority Concerns and Cultural Diversity Committee to the Committee on Diversity; and  
Approve the new statement of purpose for the Committee on Diversity.

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-  C. Requirements for Committee Service Policy (ALA Policy 4.5): At the 2002 Midwinter Meeting, upon recommendation from COO, Council approved the addition of e-members to existing committees. Like other committee members, e-members must meet the ALA Constitution's requirement that "Only personal members of the Association shall be appointed to committees except by authorization of the Executive Board." (ALA Constitution, Article VIII, section 4). At the request of the Policy Monitoring Committee, COO has during the 2002 Annual Conference defined e-members of committees as follows:

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**ACTION #3:** Revise ALA Policy 4.5 to read as follows: "***With the exception of e-members***, members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an explanation acceptable to the committee chair constitutes grounds for removal upon request by the chair to and approval of the appropriate appointing official or governing board. [New text in bold italics.]

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- D. Membership Committee: The Membership Committee has requested that its membership be expanded by the addition of six e-members and that one of these e-members be a library support worker. Its current strength is twelve members. Addition of six e-members conforms with the policy Council adopted at the 2002 Midwinter Meeting.

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**ACTION #4:** Increase the strength of the Membership Committee by six e-members, to be appointed at staggered terms; and  
That one of these e-members be a library support staff worker.

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- E. Notice and Reporting of Meetings Held outside of the Annual Conference and Midwinter Meeting:  
COO notes that:

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

*The Standard Code of Parliamentary Procedure*, 4<sup>th</sup> ed.) states: "All meetings...require advance notice to members." (p. 102)

COO also notes that the practice of providing notice of meetings held outside of Annual Conference and Midwinter Meeting is not observed universally within ALA. This is true of face-to-face meetings as well as of meetings conducted by conference telephone call or various electronic means.

COO continues to work on the complex issues of reconciling the Open Meetings policy and members' very reasonable desire to hold meetings outside of Annual Conference and Midwinter Meeting using means other than face-to-face or conference telephone call. As a pragmatic means to develop experience with these meetings (which we know are being held) and as a pragmatic means to provide members with a convenient, universally accessible way of honoring the notice and reporting requirements of the 1981 interpretation of the Open Meetings policy, COO recommends the following action item to Council:

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AMERICAN LIBRARY ASSOCIATION

Item: ELECTIONS AND APPOINTMENTS Item Number: 206.3.4  
 Approved by: ALA Council Page: 1 of 1  
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COMMITTEE MEMBERSHIP - REMOVAL

Members of all ALA and unit committees are expected to attend all meetings, and failure to attend two consecutive meetings or groups\* of meetings without an explanation acceptable to the chairman constitutes grounds for removal upon request by the chairman to and approval of the appropriate appointing officer or governing board.

\* "Groups of meetings" is defined as all meetings of a committee that take place at one midwinter or annual conference.