Dear Affiliate Assembly Leaders:

Welcome to AASL Affiliate Assembly 2016-2017!

Whether this is your first experience serving AASL through the Affiliate Assembly or you are someone who has served in this capacity before, we are glad you are here. Obviously, those organizational members back in your home state value your commitment, judgement, and work ethic to have chosen you as their representative.

This assembly year is special for many reasons. First, it is a transitional year for our Concerns and Commendations process, the lion’s share of the work you were chosen to do. This handbook will serve as your roadmap to navigate the new process, as well as this entire assembly year.

Second, in this the 65th anniversary year of service of the American Association of School Librarians, I hope you will join me by participating—and encouraging your state organizations and individual state members to participate—in the giving campaign: It’s In Our Hands: Celebrate the Past & Transform the Future. Our participation sets the example and helps to ensure the future of the school library profession.

Finally, I want to encourage you to engage with your fellow Affiliate Assembly Delegates, Regional Representatives, and Directors. Though your time of service here may seem long, it will fly by. Be certain to leave each assembly gathering with new contacts of colleagues from across the country. Just as you, these people are known for educating students via library services. I ask that you foster that common bond and forge lifetime friendships as a memory of your participation here.

So, here’s how to get started:

First, log in to ALA Connect (http://connect.ala.org).

• Set up your personal profile, including adding your picture!
• Under My Communities on the left sidebar, make certain you are in the AASL Affiliate Assembly group and your Region group. If you are unsure of your region number, you will find a listing at this link: http://www.ala.org/aasl/about/affils/regions
• As you visit a Communities page, be certain to click the My Group settings link at the top of page and tick the box to enable notifications. NOTE: You must enable notifications for each Community, Committee, or Division to which you belong.
• You will find that ALA Connect is your way to stay connected to all members of Affiliate Assembly.

Next, download and save this AASL Affiliate Assembly Delegate Handbook. The handbook includes information about the framework of the organization, the leadership, and your role as a delegate. Take time to study it and electronically highlight what you feel is crucial for you to fulfill your duties as an assembly delegate.

Thank you for taking an active role in your professional association at both the state and national levels. I look forward to working with you this year as we empower leaders to transform teaching and learning. I’ll see you at both ALA Midwinter and ALA Annual!

Feel free to contact me if I can assist you during your time on AASL Affiliate Assembly.

Best,

Raymona (Mona) Batchelor
Affiliate Assembly Chair 2016-2017
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>July 1</td>
<td>New officers take seat on AACT</td>
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<tr>
<td>July 15</td>
<td>ALA Connect “turns over”. This means that the new AACT members will be added to the ALA Connect AACT account. For the Affiliate Assembly ALA Connect space updates are ongoing since elections are held at different times throughout the year and delegates typically turn over after the state elections.</td>
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<td>July 30</td>
<td>Affiliate Assembly minutes, approved concerns and approved commendations are posted to ALA Connect.</td>
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<td>October 1</td>
<td>Delegate ‘training’ will be posted. Two webinars will be developed 1) for new delegates to understand Affiliate Assembly and 2) for reviewing how concerns and commendations are developed. These will be recorded webinars that can be viewed at any time.</td>
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<tr>
<td>October 22-December 31</td>
<td>Delegates will be drafting concerns and the region will have a conference call to discuss and share their drafted concerns.</td>
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| ALA Midwinter      | Saturday, 1:00-3:00 pm- Affiliate Assembly 1  
|                    | Sunday, 8:00-9:00 am- Optional “Candidates Forum” (Breakfast Served)  
|                    | 9:00 am- 1:00 pm – Affiliate Assembly 2 |
| February 28        | Final concerns submitted to Headquarters/AACT.                         |
| April              | AASL executive committee reviews concerns and submits any comments back to AACT |
| May                | AACT works with Affiliates/Region for any additional refinement of concerns |
| May 31             | Final concerns and commendations due to AASL headquarters                |
| Early June         | AACT conference call/connect discussion and vote on final commendations to move forward and any recommendations on combining concerns |
| June               | Two weeks prior to ALA Annual final concerns and commendations posted to Affiliate Assembly ALA Connect space for delegates to review prior to ALA Annual |
| ALA Annual         | Schedule:  
|                    | Friday, Noon-4:00 pm- Optional “Affiliate Leadership Conference”  
|                    | Friday, 7:00-9:00 pm- Leadership Development Training  
|                    | Sunday, 8:00 am- Noon- Announcements, Elections, Concerns/Commendation Voting (Breakfast Served) |

**NOTE:** 2017 is not a reaffiliation year. No paperwork or submission is required for the 2016-2017 year.
Saturday, 1:00 pm-3:00 pm Affiliate Assembly I

This session will be used for small group work in developing topics of interest, or concerns, which can be addressed through affiliate discussion. A process in which the group discusses “aspirations” will be used to finalize the list of topics to carry forward to Sunday’s Roundtable Discussions. Examples may include how to engage new members who are new to the field, how to incorporate vendors in conference programming, or state level legislative efforts.

Sunday, 8:00 am-9:00 am Candidates Forum

This is not required event but all delegates are encouraged to attend and to share information with their affiliate upon return regarding the AASL candidates for the upcoming election. Breakfast will also be served at this time.

Sunday, 9:00 am-1:00 pm Affiliate Assembly II

  9:00  Introduction and Thanks to Our Sponsors
  9:15  AASL President Report

(Note, to assist in developing a more efficient and effective use of delegate’s time any request to make announcements during AA will be submitted to the AASL President who will then make all reports. There will no longer be individual reports given by various committees or group. An information table will be designated in which groups can leave material for delegates to pick up as they choose.)

  10:00  Roundtable Discussions
  11:00  Break
  11:15  Caucus- Delegates will work in small groups, typically by region, to work on their Concerns.
  Noon  Break
  12:15  ALA Presidential Nominee Speeches

  12:30  Final Announcements

    o  AASL Chair-Elect Nominees Announcement
    o  Review of deadlines before ALA Annual
    o  Meetings for Annual Conference

  1:00  Adjournment
**Friday, Noon-4:00 pm**

**Affiliate Leadership Conference (Optional)** - this will be an abbreviated version of the full day Affiliate Leadership Conference offered at ALA Annual 2015. For any new delegate or state leader this is a must attend event that may include:

- Overview of AASL governing structure including Affiliate Assembly, AACT and Regional Directors
- Overview of AASL’s mission, goals and strategic plan
- Overview of AASL headquarters and staff roles & responsibilities
- Leadership Development (How to develop leaders in your state organization)
- Review of Concerns and Commendations process
- Membership Development (Recruitment tips/resources and AASL’s current initiative)
- AASL Resources (Leadership state visits, material requests, publication sales, etc.)
- Take-away resources (draft budget templates, vendor support ideas, social media, etc.)

A final agenda will be sent to delegates in the spring.

**Friday, 7:00- 9:00 pm**

7:00 Welcome and Greetings

7:05 Call for Nominees for Recording Secretary

7:10 Approval of Midwinter Minutes

7:15 Leadership Development Training

8:45 Review of Concern/Commendation process for Affiliate II

9:00 Adjourn

**Sunday, 8:00 am- Noon**

7:30 am Delegate Credentialing- Each delegate will need to sign in and receive a voting paddle prior to the start of the assembly meeting.

8:00 am Welcome and Introductions

8:10 am AASL President Report

8:45 am Affiliate Assembly Candidate Speeches & Election

9:00 am Overview of concerns process

- Each concern will be presented by the AA Chair
- Open the floor for discussion
- Must come to microphone to speak
- 10 minute limit (can vote for 5 minute extension- no more than 15 minutes given to a single concern)
- All concerns will be voted on in the order in which they appear after all concerns have been discussed

9:05 am Concerns presented and discussion

10:15 am Break

10:30 am Concerns vote (individually)

10:35 am Overview of commendations process

- Review of criteria to receive a commendation
- Call to the delegates if any need to be pulled for discussion- Discussion if necessary- 5 minute time limit (no extensions)
- All commendations will be voted on in the order in which they appear after discussion has been completed

10:45 am Commendations presented and discussion

11:30 am Commendations vote

11:45 am Review of Regional Representatives Role

- Regional Roundtable to select Rep to AACT

Noon Announcement of Election Results/Reg Reps

Final Announcements/Adjournment
AASL Affiliates have a continuous and multi-layered connection to the governance structure of the association. Each Affiliate Organization has two paths of impact. First, AASL Affiliates are assigned a region and each region has a Director position that is elected through the general elections. Secondly, each AASL Affiliate designates a delegate to serve in the AASL Affiliate Assembly who brings forth Concerns to the AASL Board of Directors.

Raising issues of importance from the local level to the national board is the primary role of the Affiliate Assembly. On the reverse side, the Affiliate Organizations are also a vehicle for communications out to the state and local level school librarians. Aside from general information regarding AASL News and Events the association also relies on Affiliates to respond to ‘calls for action’ when a legislative or advocacy issues arises.
AASL Regional Directors

An AASL Regional Director serves as a voting member on the AASL Board of Directors and represents the interests of the AASL member-at-large, as well as those members within his/her region.

Throughout the year, an AASL Regional Director should:

- Submit a Region Report for inclusion in the AASL Board of Directors board book for the ALA Annual and ALA Midwinter meetings
- Reach out to each affiliate within their region and ask to be added to their communication vehicles (listservs, e-newsletters, etc.)
- Attend the AASL Affiliate Assembly meetings at ALA Annual and ALA Midwinter
- Be a communication vehicle regarding AASL Board of Director decisions and AASL Affiliate Assembly concerns

*Regional Directors are offered travel funds, through the AASL budget, to off-set attending a state conference held outside of the state in which they reside. Particularly for those states who are unable to send representatives to each Affiliate Assembly meeting it is critical to extend an invitation for this AASL representation to ensure the state level concerns are heard and that national information and news is being received. The visited affiliate is asked to waive conference registration fees and any tickets events.

Affiliate Assembly Coordinating Team (AACT)

The Affiliate Assembly Coordinating Team consists of a Chair, Chair-Elect, Secretary and then one Regional Representative for each region. Additionally, the Immediate Past Chair, AASL President, AASL Past President and AASL Executive Director serve as ex-officio members.

AACT serves to review and discuss the initial Concerns and Commendations submitted by the Affiliates and ensure that the most viable and pertinent ones are moved forward. Often several Concerns address similar issue and the AACT works to craft a combined Concern that addresses the requested action of more than one submission. If a Concern is submitted in which AASL simply has no jurisdiction to address they will likely withdraw from the Affiliate discussion so that the limited time available for discussion and voting goes to viable issues.

Throughout the year, the Affiliate Assembly Coordinating Team (AACT) should:

- Prepare and approve the agendas for the meetings
- (AACT Chair) Convenes and presides over meetings
- (AACT Chair-elect) Coordinate nominations and elections process
- (AACT Secretary) Record minutes and attendance for AACT and Affiliate meetings
Regional Representatives

The Affiliate Assembly Regional Representatives are elected from among the official Affiliate Assembly delegates by the regional delegation for a one-year term. Each Regional Representative receives an automatic seat on the AACT. As the Regional Directors are the go-between for the Affiliates and the AASL Board, the Regional Representatives are the go-between for the Affiliates and the AACT.

Throughout the year, the Regional Representatives should:

- Facilitate communication between the affiliates in their region between conferences
- Coordinate the annual concerns and commendations process
- Submit Concerns and Commendations
- Facilitate the conversation when regions caucus during assembly meetings

Regional Representatives are also invited to attend the AASL Board of Directors meetings at Annual Conference and Midwinter.

AASL Affiliate Assembly Delegates

An AASL Affiliate Assembly Delegate is someone who is actively involved in the state affiliated organization and who has a clear understanding of the issues, trends and concerns of school librarians within their state or region. Any delegate may bring forward a Concern to the Affiliate Assembly for discussion and also have one vote when Concerns are called for a vote by the Affiliate Assembly Chair. Throughout the year, and during the Affiliate Assembly meetings, an AASL Affiliate Assembly Delegate should:

- Confer with state Affiliate leadership and state members to vet possible Concerns
- Identify issues of mutual concern and benefit to the affiliate and AASL
- Communicate Concerns passed by Affiliate Assembly back to state leaders and members
- Stay informed of AASL activities and report to state members
- Promote AASL events, activities and offerings to state members
- Submit affiliate events, awards and activities to AASL for marketing and promotion

*It is recommended that each state affiliate ensure that their AASL Board Regional Director, and Affiliate Regional Representative, be included in state communication vehicles (listservs, e-newsletters, etc.).

Nominations and Elections

All candidates for Affiliate Assembly positions must be personal members of AASL, and have previous experience as a delegate to the Affiliate Assembly. Persons can hold only one elected office within the Affiliate Assembly.

Nominations (including self-nominations) for chair-elect of the Affiliate Assembly will open at the Midwinter meetings. Nominations will close on February 1st. The Affiliate Assembly Coordinating Team will announce the slate by April 1st. Candidates for chair-elect will have the opportunity to give a 5-minute speech at the Annual Conference. Nominations for secretary will be open and closed during Affiliate Assembly I at Annual Conference. Elections for both positions will be held during Affiliate Assembly II at Annual.

The Affiliate Assembly Regional Representatives are elected from among the official Affiliate Assembly delegates by the regional delegation for a one-year term.
AASL Affiliate Logos

*Any current affiliated organization may, and is encouraged, to use the “AASL Affiliate Organization” logo to post to their website, publish on material, etc. Several options are available for affiliates to download here http://www.ala.org/aasl/about/affils/promo

NOTE: this is a new logo with AASL’s new tagline so please update any use of the previous version.

AASL ESSA Website
- Materials to assist Affiliates with ESSA state plans.  
  http://essa.aasl.org/

Affiliate Conference Material and Book Sales
- Material Request Form  
  http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aboutaasl/affils/docs/Membership_Materials_Request_0.pdf
- Publication Consignment Order Form  
  http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aboutaasl/affils/docs/Membership_Materials_Request_0.pdf

Advocacy Material
- “Ask Me How” message cards and button art  
  http://www.ala.org/aasl/about/affils/promo  
  *AASL and the ALA Public Awareness Office worked with an external public relations firm to develop four concise points that have high impact with non-library audience.

- Infographics  
  http://www.ala.org/aasl/advocacy/resources#infographic  
  *Includes the “School Librarians Transform Learning” and “Strong School Libraries Build Strong Student”

  http://www.ala.org/aasl/advocacy/tools/transforming  
  *Note that packs of 25 can be ordered for shipping cost only  
  (http://www.alastore.ala.org/detail.aspx?ID=11482) but we will also include a free back in material request for affiliate conferences until in-house stock is gone.
ALA Resources

- ALA Office for Library Advocacy
  http://www.ala.org/offices/ola
  *AASL and ALA are ready to assist as advocacy issue arise at the state, district of school level.

- ALA Office for Intellectual Freedom
  http://www.ala.org/offices/oif
  *Available to any school librarian, the Office for Intellectual Freedom can assist with any technical or legal questions regarding intellectual freedom topics or concerns.

- ALA Washington Office
  http://www.ala.org/offices/wo
  *Sign up for the “District Dispatch” and “Legislative Action Center” to stay on top of national legislative concerns impacting libraries of all types.
To ensure that the most update to date information is available to delegates we do not print rosters in the handbook but rather ask that you refer to the AASL website for the most current information. AASL makes every effort to maintain up-to-date information but please contact aasl@ala.org if there are any corrections.

Affiliate Assembly Coordinating Team (AACT)
http://www.ala.org/aasl/about/affils/ec

Current Affiliated State and Regional Organizations (AASL’s Affiliate Assembly)
http://www.ala.org/aasl/about/affils/regions
*This page allows you to see what region you state is in and what other states are included. Select your Region and you will then be taken to a page that lists your Regional Directors, Regional Representative, as well as each state’s information.

AASL Board of Directors
http://www.ala.org/aasl/about/board

AASL Headquarters Staff
http://www.ala.org/aasl/about/staff

Affiliate Assembly Meeting Minutes and Notes
http://www.ala.org/aasl/about/affils/minutes

Affiliate Assembly ALA Connect Space
http://connect.ala.org/node/83045
*If you are a delegate and not currently listed on the “Member” roster please email aasl@ala.org. If you are not familiar with ALA Connect you can locate some tutorials on this page http://www.ala.org/aasl/about/committees/connect-tutorials.

Concerns Database
http://www.ala.org/aasl/about/committees/connect-tutorials
*Prior to formally developing a concern review the

Regional Conference Call Line

AASL has a conference call line that can be used to conduct regional meetings. It is very important that prior to finalizing a conference call the date and time be confirmed with AASL for availability. These conference lines are also used by committees, board, and webinar presenters and so there are dates/times that will not be available. Also, a staff member will need to initiate the call but will leave the line as soon as the call starts.

To confirm a date/time and to receive the information and instructions email aasl@ala.org.
State Leadership Travel Schedule and Information (need to post to website and create link)

AASL Mission Statement
http://www.ala.org/aasl/about/governing-docs#mission

AASL Strategic Plan
http://www.ala.org/aasl/about/governing-docs/strategic-plan

AASL Policies
http://www.ala.org/aasl/about/governing-docs/policies

AASL Bylaws
http://www.ala.org/aasl/about/governing-docs/bylaws

AASL Conferences and Meetings (includes AASL @ ALA)
http://www.ala.org/aasl/conferences

Requests for Proposals (links to online proposal submissions for conferences will be posted here)
http://www.ala.org/aasl/conferences/rfp

Get Involved Form
http://www.ala.org/aasl/getinvolved

Knowledge Quest
http://knowledgequest.aasl.org/

KQ Express (submit AASL members who receive an affiliate award/recognition for the member spotlight)
http://www.ala.org/aasl/pubs/KQexpress
AASL Affiliate Assembly

ALA Midwinter, 2017
Atlanta, GA
Affiliate Assembly I
Saturday, January 21<sup>st</sup>
1:00-3:00 pm
GWCC B203

Affiliate Assembly II
Sunday, January 22<sup>nd</sup>
9:00 am-1:00 pm*
GWCC B203
*Breakfast will be served during the Candidate Forum from 8:00-9:00 am

ALA Annual, 2017
Chicago, IL
Affiliate Leadership Conference (optional)
Friday, June 23<sup>rd</sup>
Noon-4:00 pm
TBD

Affiliate Assembly I
Friday, June 23<sup>rd</sup>
7:00-9:00 pm
TBD

Affiliate Assembly II
Sunday, June 25<sup>th</sup>
8:00 am- Noon
TBD

AASL National Conference
Phoenix, AZ
November 9-12, 2017
State affiliates will again be asked to participate in the opening ceremonies.