Policy Statement:
Each AASL standing committee or task force will submit a summary report for review at the ALA Annual Conference and interim report as needed.

Focus:
AASL Committee/Task Force Chairs, AASL Headquarters Staff

Purpose:
To describe the format and requirements for committee/task force reports to the AASL Board of Directors

Procedure:
1. Report will be written as Action, Consent, and Information reports.
   a. Action and Consent reports are those items that require board action.
   b. Information reports update the board on an activity and do not require board action.
2. The committee chair will be responsible, but will work collaboratively with their board liaison and staff liaison to submit an accurate and informative report to the board.
3. Reports to the board are to be submitted no later than 15 days prior to the board meeting.
4. To maintain the efficiency of the board meeting a consent agenda is maintained for non-controversial reports. Board members have the prerogative of extracting any report on the consent agenda for discussion; unless this occurs, consent reports are considered and passed as a package.
5. If the board determines that an informational report merits discussion, it is raised as part of the agenda once all action reports have been discussed.
6. Action taken by the board will be electronically published to the membership.