**Committee On Organization**

**Action Request Form**

**Date:** Click or tap to enter a date.

**Re:**

**Action Request** (See types of requests in COO Guidelines; Note: Informational only requests does not need COO approval, however, action request form is needed for documentation)**:**

Establish (e.g. *new MIG or Roundtable*)

Discontinue (e.g. *end of MIG or Roundtable*)  Renew (e.g. *renewal of MIG*)

Name Change (e.g. *changing name of Round Table*; Note: Informational Only)

Define/Change/Clarify (e.g. *function, committee structure, etc.*)

Request to Move (e.g. *moving from MIG to Round Table*)

**Committee/Units Affected/Contact Name/Email:**

**Background:** Provide any background information on program/issue under consideration, including why is this action necessary.

**Proposal:** Provide detailed information on proposed action requested.

**Equity, Diversity, and Inclusion:** Provide brief information on how your group, including this proposed action supports ALA’s values on EDI (<http://www.ala.org/advocacy/diversity>).

Submit form and accompanying document(s) to: Marsha P. Burgess ([mburgess@ala.org](mailto:mburgess@ala.org)) and Sheryl Reyes ([sreyes@ala.org](mailto:sreyes@ala.org)), ALA COO Staff Liaison