

Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings

The following guidelines are addressed to individuals and units preparing resolutions to come before the ALA Virtual Membership Meeting.

Definition: A resolution is a main motion, phrased formally, with (a) whereas clauses, (stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) Resolved clauses in numbered order (stating the proposed policy, advocacy position, or action).

CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's Strategic Plan, its mission, and/or core values.
7. Any whereas clauses that relate to an ALA policy must include a parenthetical notation of the title of the policy and the section where it can be found in the ALA Policy Manual (<http://tinyurl.com/buxbhlx>).
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
9. Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The new suggested wording states the resolved phrase only once: "now, therefore, be it; Resolved by the [acting body, e.g. ALA, some committee etc.], that..." after which each separate resolved is stated directly in numbered order without repeating "...be it; Resolved....".
10. All "Resolved" clauses within a resolution should use the objective form of the verb (e.g., "Resolved, that the American Library Association (ALA), on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges....") rather than the subjunctive form of the verb (e.g., "Resolved, that the American Library Association (ALA), on behalf of its members: (1) support...; (2) provide..; and [last resolved]. urge....").
11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the 'resolved' and 'whereas' clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

PROCESS:

1. All resolutions submitted must be sent to the ALA Resolutions Committee for review and must be accompanied by a completed ALA Resolution eForm available at <http://tinyurl.com/maf95w>.

2. Any ALA personal member may submit resolutions to be considered at a virtual membership meeting. A resolution must be submitted for review by the Council Committee on Resolutions at least seven (7) calendar days prior to the convening of the virtual membership meeting.

In the interest of expedience and effectiveness, the mover of a resolution is encouraged to submit a statement in advance to be read aloud during the virtual membership meeting.

3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Email addresses must be given for movers and seconders.

4. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.

5. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the virtual membership meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the Membership Forum.

Adopted by the ALA Executive Board, April 28, 2012

SAMPLE OF STANDARD RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE

RESOLUTION ON IMPROVING THE FEDERAL DEPOSITORY LIBRARY PROGRAM AND PUBLIC ACCESS TO GOVERNMENT INFORMATION

Whereas the Federal Depository Library Program (FDLP) was designed to provide public access to government information through a network of geographically dispersed depository libraries;

Whereas the FDLP faces many economic and technological challenges, including the modernization of the delivery methods for government information;

Whereas a vast number of both print and born-digital publications are not included in FDLP, resulting in less public access and no guarantee of any future access;

Whereas the Government Printing Office (GPO) has taken leadership coordinating efforts to convert print and microform government information to electronic format;

Whereas regional depository libraries need financial and logistical support for maintaining retrospective hard copy collections of government publications;

Whereas there is no complete inventory or comprehensive catalogue of government publications necessary to facilitate efforts such as large-scale cooperative services, collection development, and housing of materials; and

Whereas a thorough understanding and documenting of all the current strengths, problems and challenges facing all of the libraries participating in the FDLP does not exist; now, therefore, be it

Resolved, That the American Library Association (ALA), on behalf of its members:

1. urges the Government Printing Office (GPO) to give priority to expanding the scope of the Federal Depository Library Program (FDLP) collection by capturing a greater percentage of digital and print fugitive government information products;
2. urges the GPO to develop a plan to expand partnerships for digital retrospective conversion and born digital capture with standards based curation;
3. urges the GPO and the National Archives and Records Administration (NARA) to accept and archive digital copies resulting from cooperative government information digitization efforts;
4. urges the GPO to explore within current law all options for cooperative collection development and maintenance, including shared housing agreements between regional depositories and selective depositories;
5. urges the GPO to create an inventory of all government publications held in depository libraries; and
6. urges Congress to allocate sufficient appropriations to GPO to undertake these initiatives.

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Secunder's Name and Email Address: Segundo Mover, segundo.mover@somewhere.edu

SAMPLE OF MEMORIAL RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE

MEMORIAL RESOLUTION HONORING HERBERT GOLDHOR

Whereas the library and information science profession lost an eminent leader, teacher, scholar, and researcher on Tuesday, March 29, 2011, with the death of Herbert Goldhor;

Whereas he earned a B.S. in library science from Columbia University in 1938 and a Ph.D. from the University of Chicago's Graduate Library School in 1943;

Whereas he served in Europe during World War II, and after that service he joined the School of Library Science at the University of Illinois in 1946 until 1951;

Whereas from 1962 until 1978, he held the position of director of the Graduate School of Library Science, now the Graduate School of Library and Information Science, University of Illinois Urbana-Champaign;

Whereas from 1975 until his retirement in 1987, he also served as the head of the school's Library Research Center, now the Center for Informatics Research in Science and Scholarship;

Whereas he published widely on research methods in librarianship, the administration of public libraries, library education, collection development, and many other topics;

Whereas in 1988, the American Library Association bestowed upon him the Melvil Dewey Medal, in recognition of "creative professional achievement of the highest order";

Whereas In 1989, an issue of *Library Trends* (38:2), "Problem Solving in Libraries: A Festschrift in Honor of Herbert Goldhor," edited by Ronald R. Powell, was devoted to his career; and

Whereas throughout his career, he was dedicated to maintaining rigor and excellence in library and information science research and believed strongly that public libraries, access to information and ideas, and lifelong learning were essential to a democratic society; now, therefore, be it

Resolved, That the American Library Association (ALA), on behalf of its members:

1. recognizes the significant contributions of Herbert Goldhor over the course of his distinguished career and mourns his death; and
2. expresses its sincere sympathy to the family of Herbert Goldhor, including Richard S. Goldhor of Belmont, Massachusetts, Alison Goldhor of Minneapolis, Minnesota, Jonathan D. Goldhor of Minneapolis, Minnesota, Barbara A. Goldhor-Wilcock, Ph.D., of Baltimore, Maryland, Debra Revere and Paul Schwartz of Seattle, Washington, Elizabeth Domig of Hallein, Austria, Cheryl and David Schwartz of Colorado Springs, Colorado, and Hilda Lutzke of Verona, New Jersey.

Mover's Name and Email Address: Mary Mover, ALA Lifetime member, mary.mover@somewhere.org

Secunder's Name and Email Address: Rex Libris, rex.libris@publiclib.org

SAMPLE OF TRIBUTE RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE

TRIBUTE RESOLUTION HONORING JOHN ISON ON HIS RETIREMENT FROM DEMCO, INC.

Whereas John Ison has for twenty-five years represented Demco, Inc., providing a genial presence at American Library Association (ALA) exhibits and meetings as well as at numerous other library gatherings;

Whereas John has been the representative of this ALA Library-Champion corporation in the provision of funding for numerous worthy projects and activities, awards to many individuals and programs, and other activities supportive of libraries and librarians;

Whereas John has shown his support for many ALA and other library activities in numerous ways, always with grace and humor;

Whereas his library career has included professional service as a librarian at the Colorado State Library and as library director of the public library in Durango, Colorado;

Whereas he completed a master's degree in the library school at the University of Denver;

Whereas he has incorporated into his library career the experience and knowledge he acquired earlier in the U. S. Air Force; and

Whereas he has announced his decision to retire from his current position with Demco effective January 31, 2011; now, therefore, be it

Resolved, That the American Library Association (ALA, on behalf of its members:

1. recognizes his achievements and his contributions to the world of librarianship and specifically to ALA and its members; and
2. expresses its appreciation and gratitude for them and wishes him well in all the years to come, with many members looking forward to his continued interest in and support of libraries.

Mover's Name and Email Address: Mary Mover, ALA Lifetime member, mary.mover@somewhere.org

Seconders Name and Email Address: Rex Libris, rex.libris@publiclib.org