Welcome to “Chapter Councilor Orientation Webinar”

Audio Set-up Wizard

Go to the “Menu” section in the top tool bar, click on Meeting, and select “Audio Set-up Wizard” to test your sound. This will take you through a series of prompts that you should follow to make sure your sound is working correctly.

Participants

Session participants are listed in the first pod on the right-hand side of your screen. You should see yourself as a participant.

Chat

The chat box is the second pod on the right of your screen; this can be used for communicating with webinar participants by typing into the bottom field and selecting the “send” button that looks like a cartoon dialogue box.

Connection Status

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Orientation Webinar for Chapter Councilors

January 19, 2018

Provided by
Chapter Relations Committee
Chapter Relations Office

Presenters:

Ben Hunter, Idaho Chapter Councilor
Amy Lappin, New Hampshire Chapter Councilor

Council, Board & Divisions

• The Council is the governing body of ALA and determines ALA policies.

• The Executive Board acts for Council in the administration of established policies and programs and manages, within this context, the affairs of the Association.

• Council delegates to the ALA divisions the authority to plan and carry out programs and activities within policies established by Council.
### ALA Council Duties

- Determine policies, approve the budgetary ceiling and provide overall direction for ALA.
- Receive, review and act on reports, action items and/or resolutions from committees, the ALA Officers, the ALA Executive Board, the membership, etc.
- Originate - and act on - all proposed amendments to the ALA Constitution and Bylaws before submission to the membership for vote.
- Authorize changes, additions, and deletions in the ALA Policy Manual upon the recommendation of the Policy Monitoring Committee.
- Elect fellow Councilors to be At-Large Members of the ALA Executive Board and members of the ALA Committee on Committees.
- Establish dues for chapter, organization and corporate ALA members upon the recommendation of the Executive Board. Refer personal dues increase proposals to membership for vote.

### Council Secretariat’s Welcome Letter

- Every new Councilor receives a welcome letter via e-mail from Lois Ann Gregory-Wood, the Council Secretariat. loisgregory@ala.org
- This letter provides information about:
  - Meeting registration and VIP housing
  - Council make-up, roles, duties, documents & meeting schedules
  - Parliamentary procedures, Council rules
  - Tips on effective participation
  - Council Forums
  - Use of the Council suite for meetings

- Lois Ann’s welcoming letter also is found online at http://www.ala.org/aboutala/welcome-letter-councilors
- Along with links to additional related resources:
  - Councilor e-list and archives,
  - Revised Councilor duties, and
  - Instructions about ALA Connect
  - The quickest way to find all information about Chapters and Chapter Councilors: going directly to CRO home page: http://www.ala.org/cro or your own home page: http://www.ala.org/aboutala/affiliates/chaptercouncilor; both sites are easily navigable!
Council Make-Up

• There are currently 186 Council members: 100 Councilors-at-Large, 53 Chapter Councilors, 11 Division Councilors, 12 Executive Board members and 10 Round Table Councilors. All Councilors must be ALA personal members.

• The officers of Council are the ALA president, the ALA president-elect and the ALA executive director.

• ALA Councilors also serve concurrently as members of the ALA-Allied Professional Association [ALA-APA] Council.

ALA-Allied Professional Association (ALA-APA)

• The ALA Allied Professional Association (ALA-APA) was created by the ALA Council to:
  1) Enable the certification of individuals in specializations other than the initial professional degree
  2) Provide direct support of comparable worth and pay equity initiatives and other activities designed to improve the salaries and status of librarians and library workers

• ALA and ALA-APA are separate, independent legal organizations but are tied together by interlocked governing bodies. ALA-APA is governed by the ALA-APA Council, whose members concurrently serve on the ALA Council. ALA-APA is managed by a Board of Directors, whose members concurrently serve on the ALA Executive Board. The ALA-APA has no members.
**Communication**

- Chapter Councilors are placed on four ALA e-lists:
  - ALA Councilors (ALACOUN)
  - ALA Chapter Councilors (CHAPCOUN)
  - Chapter Leaders (ALACRO-L)
  - ALA-Allied Professional Association Council (ALA-APA).
- Most communication from the Chapter Relations Office is via e-mail on ALACRO-L, CHAPCOUN or to your personal e-mail.
- Plan on forwarding some/most of this information to your chapter’s e-list (more on this later)
- Not subscribed? Contact Don Wood, Chapter Relations Office.

**Meetings for Chapter Councilors**

- Chapter Relations Committee
  - [http://www.ala.org/aboutala/committees/ala/ala-crc](http://www.ala.org/aboutala/committees/ala/ala-crc)
  - Meets twice during Midwinter and Annual meetings
  - Open meeting; can be a great place to find out more about chapter issues and meet other chapter councilors

- Chapter Councilors Forum
  - Forum for all chapter councilors to come and discuss issues that are coming up in their chapters
  - Everyone is welcome to submit discussion topics, and these are given equal time by a volunteer moderator
  - Examples of topics discussed include issues such as chapter membership, state and local advocacy, dues structures, ALA support for chapters, etc.

**ALA Connect**

- Another method of communication is ALA Connect, a virtual, collaborative, online workspace for ALA members
- Every ALA group is assigned a space in ALA Connect, including Chapter Councilors
- Please access and use ALA Connect to enhance your effectiveness as a Chapter Councilor
  - [http://connect.ala.org/](http://connect.ala.org/)
The Next Slide Begins the Councilors’ Schedule: But Which Events Should I Attend?

- **“A”**: Council members are expected to attend. If they cannot attend, they must notify Lois Ann Gregory-Wood.
- **“B”**: Council members will find this meeting informative and helpful, but attendance is not mandatory.
- **“C”**: As information. No official Council presence is needed.

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2018 Midwinter Schedule

**Saturday, February 10**

- 8:00-10:30 a.m. **Council Orientation Session**, CCC, Four Seasons, Ballroom 3 & 4 (A)
- 1:00-2:30 p.m. **Chapter Relations Committee I**, CCC, Mile High 1C (B)
- 3:00-4:30 p.m. **ALA Council/Exec Board/Membership Information Session**, CCC, Four Seasons, Ballroom 3 & 4 (A)
- 4:30-5:30 p.m. **ALA Presidential and Treasurer Candidates’ Forum**, CCC, Four Seasons, Ballroom 3 & 4 (C)
- 7:00-8:00 p.m. **Council Reception**, Hyatt Capitol Ballroom 1 (C)
- 8:30-10:00 p.m. **Council Forum I**, Hyatt Capitol Ballroom 4 (B)

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**Sunday, February 11**

- 8:30-10:30 a.m. **ALA Council I**, CCC, Four Seasons, Ballroom 3 & 4 (A)
- 10:30-11:00 a.m. **ALA-APA Council Session**, CCC, Four Seasons Ballroom 3 & 4 (A)
- 12:30-2:00 p.m. **Chapter Councilors Forum**, CCC, Room 302 (B)
- 3:30-5:30 p.m. **ALA President’s Program**, CCC, Mile High Ballroom 2 & 3 (C)
- 8:30-10:00 p.m. **Council Forum II**, HYATT, Capitol Ballroom 4 (B)
Monday, February 12

10:00 a.m.-12:00 p.m. ALA Council II, CCC, Four Seasons, Ballroom 3 & 4 (A)
12:15-1:15 p.m. Executive Board Candidates Forum, Four Seasons, Ballroom 3 & 4 (B)
1:00-2:30 p.m. Chapter Relations Committee II, CCC Room 117 (B)
8:30-10:00 p.m. Council Forum III, Hyatt, Capitol Ballroom 4 (B)

Tuesday, February 13

8:30-11:30 a.m. ALA Council III, CCC, Four Seasons Ballroom 3 & 4 (A)
You can bring your luggage to the Council III meeting and leave for the airport from this meeting.

VIP Housing for Councilors

- Register for the meeting or conference prior to booking your VIP housing.
- A block of rooms at ALA hotels is specially reserved for Councilors.
- Please contact ALA Conference Services if you have any questions about VIP housing, or contact Lois Ann Gregory-Wood at lgregory@ala.org.
Council Suite

- A suite is reserved for the exclusive use of Councilors in one of the Headquarters hotels to provide meeting space for Councilors.
- The suite is available from Friday afternoon until Monday evening of the Midwinter Meeting. To reserve the suite for a meeting, please contact Joseph Eagan, Chair, Council Orientation Committee, libraries.across.america@gmail.com
- An e-mail reminder will go out on ALACOUN before Conference and a sign-up sheet will be available at all ALA and ALA-APA Council Sessions.

What to Bring to Council Sessions?

- Laptop (WiFi available)
- Council documents downloaded/organized
- Parliamentary Procedures – Robert’s Rules of Order
- 3-hole notebook for Council documents
- Ink pens, highlighter pens
- Paper clips
- Writing paper
- “Post-It” pads
- Business cards
- Snacks
- Beverages

Council Meetings: The Council Room

- The Council hall is arranged in classroom fashion. The ALA president, president-elect, parliamentarian, executive director and one staff person are seated on a raised platform at the front of the room.
- Councilors are required to sit in reserved seating in the front of the room for voting purposes. There is no pre-assigned seating within this area; reserved seating is on a first-come, first-served basis. Seating for observers is located in the back of the room.
- The room is equipped with two overhead screens, eight floor microphones, a captionist for the hearing impaired two projectionists and recycling bins. WiFi available.
- The Council hall is very large. It can be warm or cold, depending on conditions and your tolerance of temperature swings; dress accordingly.
Council Room

- Laptops users may use the electrical plugs in the designated areas in front of the room. WiFi available.
- There are rest breaks for all Council meetings scheduled for two hours or more.
- Councilors may stand up to stretch or walk around during an ongoing debate, but you must vote within the area reserved for Councilors.
- If you have any further questions, please contact Joseph Eagan, Council Orientation Committee Chair, libraries.across.america@gmail.com or Lois Ann Gregory-Wood (lgregory@ala.org) or 1-312-280-3204.

Council Documents

- Paper copies of Council Documents or Resolutions (numbered with a CD#_ designation) under discussion are made available for all Councilors on the document pick-up table in the Council room.
- Each Councilor is provided with their own folder (secured in the Council room) in which to store documents and reports between or during Council sessions.
- With the advent of wireless access and ALAConnect, many Councilors have gone green and work with electronic versions of documents and handouts.

Parliamentary Procedure

- Eli Mina, the ALA parliamentarian, will explain basic parliamentary procedure at the Council Orientation Session, Saturday, February 10, 8:00-10:00 am at the Colorado Convention Center, Mile High Ball Room 2 & 3.
- The rules outlined in the welcome letter govern the conduct of all Council meeting. Any rule may be suspended by general consent if there is no objection or by a two-thirds vote of the Council. A copy of the rules will be provided at Council Orientation.
Parliamentary Procedure

- Robert’s Rules of Order Newly Revised
  In Brief, 2nd edition by Henry M. III Robert, Daniel H. Horne mann, and Thomas J. Balch
- Easily found for under $10
- Excellent quick reference and fast way to learn basics

Speaking/Commenting

- Councilors seeking permission to address the Council should go to a numbered microphone, wait for recognition by the presiding officer, and then give proper identification (e.g., “Ben Hunter, Idaho Chapter Councilor”).
- Any ALA member may speak at the Council/Executive Board/Membership Information Meeting.
- Non-Councilors seeking permission to speak to Council should go to a numbered microphone, wait for recognition by the presiding officer, then give their name and indicate why they would like to speak. The presiding officer will ask the Council if it would allow a non-Councilor to speak.
- As necessary, the presiding officer may call upon an ALA staff member or an ALA or Council committee chair/member to share information about a particular issue with Council.

How to Vote

- When voting on a motion or resolution, the presiding officer will call for a hand vote on the matter. Councilors will also be asked to mark their tally sheets, using the descriptor projected onto the screens in the front of the room.
- When the vote appears too close to call, Councilors may be asked to stand so that a count of yeas and nays may be taken.
Elections by Council

- Councilors vote for the members of three ALA bodies from among their members:
  - The At-Large Members of the ALA Executive Board
  - The four members of the ALA Committee on Committees
  - The Council representatives on the ALA Planning and Budget Assembly

- Voting is done by secret paper ballot.

- A month or so before MW and AC, there is usually a request for volunteers for the Tellers Committee. These volunteers count the votes from those private ballots. The Tellers Committee is a good way to get more involved and get to know others on Council.

Resolutions

- A copy of Guidelines for Preparation of Resolutions for Council will be available at the Resolutions Committee table (Hall C, Table 16) in the onsite ALA Office Area. The chair of the Council Committee on Resolutions is: Ed Sanchez, alaresolutions@ala.org.

- Council resolutions may be submitted in paper or electronic format to the Resolutions Committee chair.

Guidelines for Preparation of ALA Resolutions:

- No resolutions, except those from ALA committees, may be accepted for inclusion on the agenda until reviewed by the Council Resolutions Committee.

- All resolutions - except memorial resolutions, tributes, testimonials and resolutions from Membership Meetings - must be submitted by a voting member of Council 24 hours prior to presentation to Council to allow time for reproduction and distribution.
Mentoring

• If you need a mentor, contact Joseph Eagan, the Council Orientation Committee
  libraries.across.america@gmail.com or use Mentor Connect.

• Mentor Connect is an online tool that augments the formal programs that are sponsored by various ALA offices and divisions.

Council Secretariat

• Lois Ann Gregory-Wood, ALA Council Secretariat
  American Library Association
  50 E. Huron Street
  Chicago, IL 60611
  lgregory@ala.org
  1/800-545-2433, ext. 3204, or 1-312-280-3204

• For assistance, contact Lois Ann or Joseph Eagan, Council Orientation Committee chair,
  libraries.across.america@gmail.com

Communicating Information to Your Chapter
What Should Be Shared?

• Action items (motions, resolutions, etc.) and decisions made
• Initiatives benefiting libraries directly (training, advocacy, etc.)
• Legislative updates
• Information shared through ala-cro list that you feel would benefit your state community
• Anything that might be of interest to local libraries
Communication Ideas

- Summary reports delivered in electronic or paper formats or in person at Chapter meetings
- Blog updates
- Twitter updates
- Your Chapter’s Facebook page
- Newsletter articles
- E-mail updates to local mailing lists
- ALA MW on Twitter: http://twitter.com/#!/alamw
- Midwinter Hashtag for your own Twitter: #alamw18

Sources of Information

- ALA Executive Director Report
- “What’s Happening” e-mail from Mary Ghikas
- Council reports from officers and committees
- ALA Washington Office update
- ALA Council and Board information session
- ALA-APA update and information session

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Questions and Answers

Be sure to pick up your Chapter Councilor ribbon at the ribbon bar in the Colorado Convention Center Registration area!