ALA Policy Manual Section A: Organization and Operational Policies

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ALA Policy Manual
Section A: Organization and Operational Policies

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A.1 Mission, Priority Areas, Goals (Old Number 1)

A.1.1. Introduction (Old Number 1.1)

Any organization as large, diverse, and dynamic as ALA must periodically reassess priorities in order to make progress in selected areas determined to be of prime concern to its members. The diversity of the membership dictates a wide range of interests that frequently overlap or complement one another. Nonetheless, we can identify overriding priorities that ALA should pursue vigorously within the United States and coordinate with groups abroad. Only such focusing of efforts and the subsequent allocation of Association funds and evaluation of its activities can ensure needed progress within the profession.

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement.

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. (See also Library Personnel Practices **(B.9)**~~,~~ Intellectual Freedom **(B.2)**; Federal Legislative Policy **(B.5.6)**; and Services and Responsibilities of Libraries **(B.8)**; see also ''Policy Reference File'': Realities, a report from the ALA Task Force on Excellence in Education. - PDF, 14 pgs)

A.1.2 Mission (Old Number 1.2)

The mission of the American Library Association is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

A.1.3 Vision (Old Number 1.3)

ALA is the leading advocate for:

- The value of libraries and librarians in connecting people to recorded knowledge in all forms.
- The public's right to a free and open information society. (See "Policy Reference File": ALA Ahead to 2010: 2004–2005 ALA CD#31.2 - PDF, 2 pgs)
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A.1.4 Core Organizational Values (Old Number 1.3.1)

The Association is committed to:

- Extending and expanding library services in America and around the world
- All types of libraries – academic, public, school and special
- All librarians, library staff, trustees and other individuals and groups working to improve library services
- Member service
- An open, inclusive, and collaborative environment
- Ethics, professionalism and integrity
- Excellence and innovation

- Intellectual Freedom
- Social responsibility and the public good

(See "Policy Reference File": ALA Strategic Plan 2011-2015, ALA CD#36.2)

A.1.5 Key Action Areas (Old Number 1.4)
ALA is committed to seven Key Action Areas as guiding principles for investment of energies and resources:

Advocacy for Libraries and the Profession
The association actively works to increase public awareness of the crucial value of libraries and librarians, to promote state and national legislation beneficial to libraries and library users, and to supply the resources, training and support networks needed by local advocates seeking to increase support for libraries of all types.

Diversity
Diversity is a fundamental value of the association and its members, and is reflected in its commitment to recruiting people of color and people with disabilities to the profession and to the promotion and development of library collections and services for all people.

Education and Lifelong Learning
The association provides opportunities for the professional development and education of all library staff members and trustees; it promotes continuous, lifelong learning for all people through library and information services of every type.

Equitable Access to Information and Library Services
The Association advocates funding and policies that support libraries as great democratic institutions, serving people of every age, income level, location, ethnicity, or physical ability, and providing the full range of information resources needed to live, learn, govern, and work.

Intellectual Freedom
Intellectual freedom is a basic right in a democratic society and a core value of the library profession. The American Library Association actively defends the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.

Literacy
The ALA assists and promotes libraries in helping children and adults develop the skills they need-the ability to read and use computers-understanding that the ability to seek and effectively utilize information resources is essential in a global information society.

Organizational Excellence
The association is inclusive, effective and responsive to the needs of ALA members.

Transforming Libraries
ALA provides leadership in the transformation of libraries and library services in a dynamic and increasingly global digital information environment.

(Approved annually since 1997 by the ALA Council as the "programmatic priorities" of the Association. See "Policy Reference File": ALA Strategic Plan 2011-2015, ALA CD#36.2)

A.1.6 Goals and Objectives (Old Number 1.5)
The Goals and Objectives represent strategic areas of focus for the next three to five years. The goals articulate the outcomes ALA would like to achieve and answer the question, "What will constitute future success?" The achievement of each goal will move the organization toward realization of its envisioned future. The goals are not necessarily identified in priority order.

Objectives provide direction on how ALA will accomplish its articulated goals. Objectives are considered in the 3-5 year planning horizon.

Goal Area: Advocacy, Funding and Public Policy
Goal Statement: ALA equips and leads advocates for libraries, library issues and the library profession, and plays a key role in formulating legislation, policies and standards that affect library and information services.

Strategic Objectives:
1. Increase public awareness of the value and impact of all types of libraries and the important role of librarians and other library staff.
2. Increase research and evaluation documenting the value and impact of all libraries.
3. Increase resources and training for advocates seeking to secure increased funding and support for all libraries.
4. Lead advocacy for crucial library issues such as literacy, intellectual freedom, privacy, fair use, preservation of our cultural heritage, information literacy, equity of access, and permanent no fee public access to government information.
5. Increase ALA's role in the formulation of library-related local, state, national, and international legislation, policies and standards.
6. Increase collaboration and alliances with organizations at all levels to advance legislation and public policy issues affecting libraries, librarians and information services.
7. Use new technologies to build greater public understanding and support for libraries of all types.

Goal Area: Building the Profession
Goal Statement: ALA promotes excellence and diversity in the library field.

Strategic Objectives:
1. Ensure that library education and training reflect the core values of the profession and the needs of the communities served by libraries of all types.
2. Increase the availability of and access to continuing education, career development and certification opportunities for librarians, library staff, trustees and library advocates.
3. Provide increased leadership and career development opportunities for Library and Information Science students.
4. Increase the diversity of the library workforce to reflect an increasingly diverse national and global community.
5. Increase ALA activities to assist libraries in recruiting, developing and retaining a high-quality, diverse library workforce.

Goal Area: Transforming Libraries
Goal Statement: ALA provides leadership in the transformation of libraries and library services in a dynamic and increasingly global digital information environment.

Strategic Objectives:

1. Increase opportunities to share innovative practices and concepts across the profession, nationally and internationally, and among all libraries.
2. Increase recognition of and support for experimentation with innovative and transformational ideas.
3. Help libraries make use of new and emerging technologies by promoting and supporting technological experimentation and innovation.
4. Increase leadership development and training opportunities designed to support the ongoing transformation of libraries.

Goal Area: Member Engagement
Goal Statement: ALA provides an environment in which all members, regardless of location or position, have the opportunity to participate in, contribute to, and benefit from engagement in their association.

Strategic Objectives:

1. Increase member and staff innovation and experimentation in the creation of new opportunities for face to face and virtual engagement.
2. Increase member engagement by identifying and eliminating barriers to participation and through technological innovation.
3. Develop new models to recognize member contributions in a changing association.
4. Continue to enhance a web presence that engages members and the public.

Goal Area: Organizational Excellence
Goal Statement: ALA operates effectively, efficiently, creatively and in a socially responsible fashion to accomplish its mission.

Strategic Objectives:

1. Develop and sustain the resources required to ensure the vitality of the association, its programs and services.
2. Enhance the association's organizational structure to meet the changing needs of members, libraries and the users they serve.
3. Assess and continuously improve products and services to better serve current members and to attract new members.
4. Strengthen support for and collaboration with Chapters and Affiliates.

(See "Policy Reference File": ALA Strategic Plan 2011 - 2015, ALA CD#36.2)

A.2 Membership (Old Number 2)

Categories of membership are established in ALA Bylaws Article 1, Section 1. **(NEW LANGUAGE)**

A.2.1 Perquisites of Chapter and Organization Membership (Old Number 12)

Specific perquisites of Chapter and Organization membership include a subscription to *American Libraries*. For a full list of perquisites see the ALA Membership Office. http://ala.org/membership

All Organization member dues go to support the public awareness efforts of ALA through the Washington Office and the Public Information Office.

A.2.2 Honorary ALA Membership (Old Number 2.1)
Any ALA personal member (except current members of the ALA Executive Board) may nominate an individual for Honorary Membership. The nominee need not be a member of ALA. Nominations are submitted to the ALA Executive Board for consideration. The ALA Executive Board has sole authority to submit nominations for honorary memberships to Council. ALA Council elects Honorary Members. Divisions may confer honorary membership only upon those chosen as honorary members of ALA.

A.2.3 Membership Dues
Membership dues for all categories of membership are recommended by the ALA Executive Board for consideration by ALA Council. If ALA Council approves the proposed dues structure, it is placed on the next ALA ballot for approval by the membership.

A.2.4 Membership: Suspension of (Old Number 2.2)
The Executive Board shall suspend from membership in the American Library Association any member who or which shall have been found by competent government authority to have violated any federal, state, or local civil rights law, such suspension to continue until such time as the Executive Board has been satisfied that the member is in full compliance with the law.

A.3 Trustees (Old Number 3)

A.3.1 Trustees and the American Library Association (Old Number 3.1)
The American Library Association reaffirms its interest in building a strong lay membership component of the Association in order to provide more effective leadership and guidance for American libraries.

A.3.2 Fair Representation on Library Boards (Old Number 3.2)
The American Library Association supports fair demographic, age group, socio-economic, ethnic, and racial minority representation on the governing boards of public libraries.

A.3.3 Reimbursement of Conference Expenses of Trustees (Old Number 3.3)
The American Library Association supports reimbursement of conference and meeting expenses incurred by trustees in the course of participation in ALA as legitimate and desirable budget expenditures by the local public library.

A.4 Governing Structure (Old Number 13)

A.4.1 Executive Board Review (Old Number 13.1)
The Executive Board shall review administrative decisions made in the internal management of Headquarters by the Executive Director, and the Executive Director shall be authorized to carry out the provisions of the budget including hiring and firing of staff without submitting matters previously authorized or individual appointments to the Executive Board except in the form of reports of action. Any action by the Executive Director shall be subject to review by the Executive Board upon request of any member of the Executive Board.

A.4.2 Council (Old Number 5)

A.4.2.1 Relationships of Executive Board and Council (Old Number 5.1)

The Executive Board shall make available to members of Council copies of the full minutes of all its meetings when requested, together with any explanatory or other statements on matters coming before Council for action. Biennially, the Executive Board/Executive Director shall prepare and submit to Council a progress report on the health of the Association. This report shall bring together the data needed to assess the Association's progress in accomplishing its objectives.

A.4.2.2 Motions for Council Action (Old Number 5.2)

Any ALA Committee chair reporting recommendations to the Council may move any action items in the report with no second required.

A Council motion or resolution which has fiscal implications must be submitted to the Executive Director and the Budget Analysis and Review Committee (BARC) 24 hours before it is to be voted on.* BARC will provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable BARC to estimate the costs involved. If any solution would impose specific assignments on a division, it will be reviewed by BARC with the division board of directors to assess the financial needs in that assignment; BARC will report to Council recommended budgetary adjustments necessary to implement that assignment. BARC's report on all resolutions with fiscal implications will be given to Council prior to final Council action. BARC will consider all resolutions referred to it and report to Council no later than the last Council session of that meeting whether a determination has been made or when it will be made.

If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II.

A.4.2.3 Council Resolutions: Guidelines for Preparation (Old Number 5.3)

The following guidelines are addressed to individuals and units preparing resolutions to come before Council.

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 its core values.

7. All 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.

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 suggested wording states the resolved phrase *only once*: "now, therefore, be it; *Resolved*, that the American Library Association (ALA), on behalf of its members:..." or *Resolved*, by the American Library Association (ALA), on behalf of its members that… after which each separate resolved is stated directly in numbered order without repeating "…be it Resolved by....".

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...."). Do **NOT** use 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 by Council members must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution e-Form.

2. All resolutions, except memorial resolutions, tributes, and testimonials, must be submitted by either a voting member of Council or an ALA Committee chair; memorial resolutions, tributes, and testimonials are exempted.

3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Cell phone or local telephone numbers must be given for movers *and* seconders.

4. A supplement explanation consisting of one or more expository paragraphs should accompany every resolution clearly stating *how* the resolution supports ALA's Strategic Plan as well as its mission and/or its core values.

5. Resolutions must be submitted 24 hours prior to presentation to Council to allow time for

reproduction and distribution. If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II.

The Resolutions Committee must submit to the Executive Director and the Budget Analysis and Review Committee (BARC) all resolutions deemed to have fiscal implications at least 24 hours before they appear on the Council agendas so that BARC can provide fiscal information as required in by ALA policy. Standing committees of ALA and Council presenting resolutions to Council will follow the same process of submission to the Executive Director and BARC. Committee resolutions need no second.

6. Memorial resolutions, tributes, and testimonials are submitted to the Resolutions Committee but are not reviewed by the Committee. They will be presented to Council at the beginning of the last session of Council at each Midwinter Meeting and Annual Conference, and to the Membership at the beginning of the last Membership Meeting at each Annual Conference:

    a. If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.
    b. The Presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.
    c. *American Libraries* will carry an annual "memorial page" listing those members who have died since the preparation of the previous Conference Program.

7. All members are urged to submit a resolution or resolutions prior to the Annual Conference or Midwinter Council meetings by communicating the resolution to the chair of Resolutions Committee through electronic mail.

8. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not to exceed one month without explanation of the Executive Director to Council.

Revised: 1995 MW; 1999 AC; 2000 AC; 2003 AC; 2008 AC; 2011AC; 2013 MW

A.4.2.4 Reporting the Implementation of Council Actions and Resolutions (Old Number 5.4)
At the first Council meeting of each Annual Conference and Midwinter Meeting, the ALA Executive Board or its delegate shall report to Council on the status of implementation of motions and resolutions passed by Council during the preceding year. The report shall be entered in the Council minutes.

A.4.2.5 Policies on Council Procedures (Old Number 5.5)

A.4.2.5.1 Attendance (Old Number 5.5.1)
At each Council meeting, attendance shall be taken through appropriate means, such as checklist, voting cards, etc.

A.4.2.5.2 Council/Executive Board/Membership Information Session (Old Number 5.5.2)
At each Midwinter Meeting, there shall be at least one session of Council with the Executive Board for information only, to be held prior to other meetings of Council. Any member of the Association may participate in the information session.

A.4.2.5.3 Advance Distribution of Council Agenda and Other Documents (Old Number 5.5.3)
The Executive Director, as Secretary of the Council, shall distribute the agenda for Council meetings, as well as such documentation as has been provided by members and units, to reach Council members not later than two weeks before such meetings.

A.4.2.5.4 Reports (Old Number 5.5.4)
Matters and reports of a purely informational nature will be distributed to Council in writing. Oral reports will be confined to matters requiring Council action or which are requested by the Council or by the Executive Board.

A.4.2.5.5 Reports of Divisions (Old Number 5.5.5)
Annual reports from ALA division presidents shall be submitted to Council in writing for inclusion in the record of Council meetings.

A.4.2.5.6 Reporting of Council Votes (Old Number 5.5.6)
Results of recorded votes of Council shall be published in a widely available official outlet of the Association. Results of roll call votes shall be published promptly and in detail.

A.4.2.5.7 Revisions to Council Minutes (Old Number 5.5.7)
Minutes of Council meetings shall be approved for distribution by the Executive Director and distributed to Council promptly. Council members shall be requested to submit additions or corrections promptly after receipt. Cosmetic and editorial corrections will be made as they are received. Substantive corrections received are placed on the agenda of Council's next official meeting, at which formal approval of the minutes shall take place.

A.4.2.6 Policy Manual/Monitoring Committee (Old Number 5.6)
Policy adopted by ALA Council will be incorporated into a manual in simple, clear language, indexed for easy access, and made available in a format easily reproduced and updated. A Policy Monitoring Committee will have prepared additions or changes in the Manual following each Annual Conference or Midwinter Meeting as may be required by motions and resolutions adopted by the Council following the guidelines (A.4.2.3), and will review these additions and changes prior to publication. In instances of long reports and resolutions, it is the responsibility of the issuing committee to include an abstract statement or the exact language for the Policy Manual. The Policy Monitoring Committee will report to Council on the accomplishment of Council directives. The committee will be responsible also for bringing to the attention of Council outdated items to be retired from the Manual, and gaps in the presentation of policies upon which Council may wish to act. The committee will review and advise on all unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies.

A.4.3 Units, Committees, Etc. (Old Number 6 Heading)
A unit is any membership group within the American Library Association which has a distinct organizational entity. Committees and subcommittees which are appointive groups are excluded from this definition of unit.

The ALA is one association, legally responsible for the actions of all its subunits. Divisions, other membership units, and committees are bound by the Association's Constitution, Bylaws, and Policies. The governing authorities (parent bodies) of Divisions, other membership units, and committees that create subunits or subcommittees are responsible for orientation/training and guidance to ensure that such subunits/subcommittees work within the framework provided by the Constitution, Bylaws, and Policies of the Association.

If Divisions, Round Tables, other ALA membership units, or committees are thought to have violated the ALA Constitution, Bylaws, or Policies, the Council is empowered to take actions to ensure compliance with established ALA policy. The Council, ALA Executive Board, or other designated body may investigate the actions of the unit or committee and recommend a course of action. Actions that may be taken include, but are not limited to, internal sanction, limiting communication and/or spending by the unit or committee, or disestablishment of the unit or committee.

If violations are found to be the result of an individual member presuming to act in the name of the Association without the approval of the parent body, the ALA Executive Board may, under the authority of the Constitution (Article III, Section I), suspend that individual's membership in the American Library Association. **(Old Number 6.5 LANGUAGE)**

A.4.3.1 Chapters (Old Number 6.1)

A.4.3.1.1 ALA Responsibilities to Chapters (Old Number 6.1.1)
A statement of summary of conditions governing Chapter affiliations as stated in various ALA policies and the Constitution and Bylaws shall be sent to each Chapter for its acceptance as a certified statement of agreement between the Chapter and ALA.

A.4.3.1.2 Effect of Unpaid Dues on Chapter Status (Old Number 6.1.2)
A Chapter which has not paid its dues as of March 1 of each year, and which continues such delinquency for one month after notice has been sent, is no longer a member and no longer entitled to have a Councilor, until such time as the Chapter resumes payment of dues.

A.4.3.1.3 Library Issue Caucuses (Old Number 6.1.3)
Chapter Councilors and Councilors-at-Large should work together to establish library issue caucuses at state and regional library association and type of library association meetings with the goal of identifying, developing information, and communicating recommendations on library issues to ALA Council and/or other appropriate bodies.

A.4.3.2 New Units of ALA (Old Number 6.2)

A.4.3.2.1 Petitions for Establishment of New Units of ALA (Old Number 6.2.1)
Petitions requesting the establishment of new divisions, round tables, and other units of ALA may be filed in electronic or paper format. Minimum acceptable standards for petitions requesting the establishment of new divisions, round tables, and other units of ALA are:

For electronic petitions the process found on the ALA website shall be used in the petition process. For petitions using paper format,

1. The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages.

2. Each signature page shall contain this statement: "I favor this petition to..."

3. Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition.

4. Information about this format and a sample petition will be supplied from ALA headquarters to anyone inquiring.

5. Petitioners shall be personal members of ALA.

A.4.3.3 Round Tables of ALA: Role and Function (Old Number 6.3)
Round Tables are provided for in the ALA Bylaws, Article VII.

1. Role of Round Tables in ALA.
   Round Tables may:
   a. conduct continuing educational activities;
   b. study and discuss topics of concern to the Round Table;
   c. work with other ALA units on joint projects;
   d. issue publications with the advice, assistance, and approval of the ALA Publishing Committee;
   e. conduct projects and programs in the areas of the Round Table's purpose, and
   f. recommend activities and policies to units of the Association, including Council.

2. Policy Functions.
   As noted in the ALA Constitution, Article VI, and the Bylaws, Article VII, three bodies – Council, the divisions, and the membership – have authority to determine and act for ALA in matters of policy. Recommendations from Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action.

3. Finances.
   Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers. Any formal solicitation of funds by any ALA unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, and similar financial documents shall be signed by the ALA Executive Director for all ALA activities and units.

4. ALA Services to Round Tables.

   ALA will supply to Round Tables such support services as:

   a. staff liaison and related staff services;
   b. maintenance of Round Table membership and subscription records;
   c. accounting services to include preparation of monthly budget reports and bill payment;
   d. preparing, distributing, and counting ballots for annual election of Round Table officers;
   e. services of the conference Arrangements Office, to include scheduling and announcement of Midwinter and Annual Conference meetings and other special events;
   f. cartage of materials to ALA meetings;
   g. services of the Public Information Office, including preparation and distribution of press releases;
   h. specialized reference services of the ALA Library;
   i. use of the ALA mailroom for routine and special mailings;
   j. storage of supplies, documents, and equipment at the ALA warehouse organization and storage of Round Table documents at ALA Library and archives.

5. Round Table Services to ALA.

   The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's Goals and Priorities, and provide an added dimension to the ALA structure. All Round Tables are membership units which provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge which will cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round Table's total dues income. The assessment of each Round Table shall be based on the best estimate of services performed recently by Headquarters staff.

   Round Tables shall deposit at least two copies of all periodicals and other Round Table publications in the ALA Library. Charges for data processing services, reproduction of materials, mailings, and similar support services will be charged to the Round Table at the same rate as to other units.

   Staff liaison services are made available to Round Tables to aid the officers and members in coordinating projects and programs with other units, in handling financial obligations and records, in orienting new Round Table officers and groups, in determining procedures to expedite or conduct Round Table projects and programs, in administrative or secretarial phases of Round Table activities, and in planning activities.

A.4.3.4 Divisions (Old Number 6.4)

A.4.3.4.1 Policies of the American Library Association in Relation to its Membership Divisions (Old Number 6.4.1)

A.4.3.4.2 Preamble ~~[I]~~

The American Library Association (ALA) is unique among American associations in the manner in which it is structured. It is one association, with indivisible assets and a single set of uniform administrative, financial, and personnel policies and procedures. It is governed by one Council, from which its Executive Board is elected, and is managed by an Executive Director who serves at the pleasure of that Board. It is also the home for eleven Divisions, each of which has:

- a statement of responsibility developed by its members and approved by ALA Council;
- a set of goals and objectives established by its members, which drive its activities;
- an Executive Director and other personnel as necessary to carry out its programs;
- responsibility for generating revenue to support staff and carry out its programs; and,
- a separate Board of Directors, elected by its members, and responsible to ALA Council.

Divisions and all other units of ALA are inextricably interrelated in structure, personnel, resources, overall mission, and operations. All members of Divisions are first members of ALA. Their voluntary selection of Division membership is an indication of their special interests, in addition to their general concern for libraries and librarianship, and it demands the commitment of the Divisions to serve those special interests.

By this commitment, expressed in publications, conference programming, advisory services, and other educational activities germane to their mission statements, the Divisions serve the American Library Association as a whole. By supporting Division operations through the provision of space and services, ALA gives tangible evidence of its recognition of the importance of Divisions in meeting the needs of its members.

The nature of the relationships among the various ALA units is a dynamic one. Divisions and ALA are committed to maintaining a collaborative style of interaction and to remaining flexible enough to address the ever-changing issues facing libraries and librarians.

This collaborative model implies mutuality in all relationships, the ability of any aggregation of units to work together for the common good, and the coexistence of Division autonomy and ALA unity.

This policy document implies the need for a mutual understanding of the differences between Divisions and other ALA units, differences which are balanced by a similarity of interest and activity. It underscores the Divisions' willingness to support and contribute to ALA as a whole and their recognition of the interdependence of all ALA units.

These policies must be based on an appreciation by the total membership and by other ALA units of the Divisions' contributions to ALA as a whole. An activity carried out by a Division is an ALA activity. Division staff members are ALA staff members and represent ALA as well as their own Divisions in work with members and the general public. Division officers and members must recognize the value to the Division of the services provided by ALA, and ALA members and units must recognize the value to ALA as a whole of the services provided by Divisions.

Divisions are integrally involved in the decision-making process of the Association. They exercise their decision-making prerogatives through the following means:

- Full authority within those areas of responsibility designated by ALA Council (ALA Bylaws, Article VI, Section 2b)
- Representation on ALA Council to raise issues and to set policy (ALA Bylaws, Article IV. Section 2c; ALA Policy A.4.2.3)
- Representation on the Planning and Budget Assembly (ALA Bylaws, Article VIII, Section 2)
- Negotiation of performance objectives of Division Executive Directors with the Associate Executive Director, Member Programs and Services (ALA Bylaws, Article VI; ALA Policy A.4.3.4.8)
- Day-to-day involvement of Division staff in the operations and deliberations of the Association Representation on Association-wide bodies including the Legislative Assembly, the Library Education Assembly, and the Membership Promotion Task Force
- Participation in the planning process.

In sum, this document is designed to continue a cooperative framework in which the inevitable questions of organizational relationships can be addressed and resolved.

A.4.3.4.3 Current Organizational Values of ALA ~~[II]~~

This statement reflects the current organizational values of the American Library Association and was developed through reference to existing ALA documents.

A. *Unity*

ALA is one association. It has a single set of administrative, financial, and personnel policies and procedures, as well as indivisible assets. All members of Divisions are members of ALA. Divisions and all other ALA units are inextricably interrelated in structure, personnel, resources, overall mission, and operations.

B. *Diversity*

ALA has a stake in the work of each of its Divisions. Division activities and services are of value and importance to the Association. They provide for a rich and diverse program that gives opportunities to all segments of the profession for involvement, leadership, and participation in activities that carry out the mission, goals, and priorities of the Association.

C. *Authority*

Recognizing the significant contribution, resources, and expertise of its Divisions, ALA delegates the authority and responsibility to represent the Association in designated areas to each Division. Each Division provides unique programs and services to its members, to all members of the Association, to the profession of librarianship, to the broader educational community, and to the public at large.

D. *Autonomy*

ALA provides leadership for the development, promotion, and improvement of library service. ALA values the strength and effectiveness of its Divisions. Divisions are best able to carry out their missions when their members have the autonomy, independence, and freedom to pursue goals and objectives of particular concern to them, as well as to participate democratically in the Division's direction, governance, and financial decisions.

E. *Collaboration/Cooperation*

ALA and its Divisions have opportunities through the Association's unique governance and administrative structure to stimulate and build on one another's strengths and resources to advance shared, as well as diverse, goals.

A.4.3.4.4 Purpose, Scope, Implementation, Review Process, and Definitions ~~[III]~~

A. *Purpose and Scope*

Divisions have a substantial degree of autonomy and responsibility; however, the corporate and legal entity is the American Library Association. Any responsibilities not specifically delegated to Divisions remain within the authority of the Executive Board and ALA

Council. The principal intent of this document is to define the policies governing the relationship between ALA and its membership Divisions.

In addition to the ALA Constitution and Bylaws and other ALA Policies, this document provides a framework of guiding principles for that relationship. As a policy document, its adoption and approval of revisions are the responsibility of the ALA Council. ALA has other policies and procedures that govern the relationships with other organizational units.

B. *Implementation*

Implementation of these policies will be carried out under the direction of the ALA Executive Director, working with the department heads and Division executive directors. Major operational decisions made in that implementation will be codified in documents referred to as "Operational Practices."

C. *Review Process*

To make this Agreement responsive to the needs of the Association, it shall be reviewed on an annual basis by those responsible for the governance of ALA and its membership Divisions. Changes may be recommended by Division leadership, ALA staff and management, or other interested parties at any time; however, BARC shall initiate the review process annually according to the following schedule:

- Fall BARC Meeting-At this meeting, BARC develops agenda of major emerging issues and requests input from Divisions. The annual indirect cost study shall be available.
- Midwinter-Divisions discuss any operating agreement issues identified by BARC and raise other operating agreement issues to be discussed by BARC at its Spring meeting. The Planning and Budget Assembly (PBA) may be used as a forum for PBA participants to identify operating agreement issues of concern.
- Spring BARC Meeting-Mandated discussion of operating agreement issues raised by Divisions, ALA staff and management, and/or other interested parties. BARC recommends mechanism and time table for cooperative actions with Divisions to address proposed changes.
- Annual-Operating agreement is a mandated item on PBA agenda. Division Boards review any BARC recommendations and respond to BARC. BARC forwards any necessary recommendations to Executive Board for action by Council. Any changes undertaken in this Operating Agreement shall be implemented consistent with the budget cycle of ALA and its Divisions and shall be done in such a manner as to minimize negative impact on the program of ALA and of the Divisions.

Roles of Key Parties to operating agreement

- Division Boards: identify problem areas and issues; initiate actions necessary for revisions; work with Division staff and other Divisions as appropriate to explore problems and solutions; make recommendations to BARC to initiate revisions.

- BARC: identify problem areas and issues; communicate information concerning the operating agreement through PBA to Council and to ALA at large; work with Division leaders and ALA management to recommend solutions and consequent revisions to operating agreement.
- ALA Management: identify problem areas and issues and work with the Division Executive Directors to explore problems and solutions. Review policies and make recommendations as appropriate to BARC and Executive Board. Division
- Executive Directors: identify problem areas and issues and review as appropriate with management and Division Boards.

D. *Definitions*

The following definitions are guidelines for members and staff in the development, review, and implementation of these policies:

- *Policies:* Guiding principles that provide the framework for the relationship between ALA and its membership Divisions. Policies reflect the views and thinking of membership, and provide a guide to action to achieve the goals of the American Library Association. Policies are adopted by the Council of the American Library Association.
- *Operational Practices:* Definitions of the manner or method of implementing policies. Operational Practices (I) deal with terms under which services will be provided free of charge or at a cost; (2) define roles and responsibilities in policy implementation; and (3) reflect other issues contained in the "Policies" document that may require negotiation between departments and membership Divisions.

  Operational Practices are developed by the ALA Executive Director with the ALA Department Heads in consultation with the Division executive directors and appropriate personnel in the department responsible for the activity described. Department personnel will provide draft copies of those procedures for review and comment to appropriate ALA staff members whose work will be affected by those procedures. Copies of Operational Practices are supplied to appropriate membership units responsible for the governance of ALA and its membership Divisions.

  Detailed information about implementation of the policies outlined throughout this document is found in the Operational Practices for the Implementation of Policies of the American Library Association in Relation to Its Membership Divisions.

- *ALA Basic Services:* Those services made available to all ALA members at no additional charge beyond their ALA dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as approved by the Executive Board. Basic ALA services include: *American Libraries*, information/advisory services, support for governance/member groups, public/professional relations, administration of awards and scholarships,

  membership promotion/retention, executive/ administrative/financial services; offices: research, personnel resources, outreach services, government relations, intellectual freedom, accreditation; Library.

- *Division Basic Services:* Those services made available to all Division members at no additional charge beyond their Division dues. Dues provide the primary support for basic services. Basic services may be supported by dues or other options as determined by Division Boards. Basic Division services include: periodical publications designated as perquisites of membership, information/advisory services, support for governance/member groups, public/professional relations, administration

of awards and scholarships, membership promotion/retention, executive/administrative/financial services.

- *Overhead:*
  a. Internal: that overhead rate applied to units of ALA, e.g., the annual overhead rate paid by divisions for revenue-generating activities identified in this policy document.
  b. External: that overhead rate applied for the purposes of external reporting, e.g., grants and taxes.

- *Fund Balance:* Accumulated net revenue.

A.4.3.4.5 Use of ALA Services ~~[IV]~~

All ALA Divisions must use exclusively the following services provided by ALA: Human Resources, Membership Services, telephone, insurance, purchasing, Fiscal Services Department, Legal Counsel, and Archives. ALA Divisions must be housed in properties owned or leased by the Association.

A.4.3.4.6 Financial ~~[V]~~

Divisions are governed by prevailing ALA fiscal policies and procedures. Divisions shall participate in formulating and revising these policies and procedures.

A. *Dues*

Divisions have the right to establish their own personal and organizational dues structures and set membership perquisites.
(ALA Bylaws, Article I. Section2; Article VI. Section 6)

Discount and special promotion dues authorized by the ALA Executive Board apply only to that portion of dues applying to ALA membership. Divisions receive proportionate reimbursements for "free" Division choices of continuing and life members. (ALA Bylaws, Article I, Section 2.A.7)

B. *Council Actions with Fiscal Implications*

Council resolutions that would impose specific assignments on a Division shall be reviewed by BARC with the Division Board of Directors to assess any financial implications of that

assignment. BARC shall report back to Council with recommendations as to any budgetary adjustments necessary to implement such assignments prior to final Council action on that item. (ALA Policy A.4.2.2)

C. *Services and Charges*

The fiscal arrangements between ALA and its membership Divisions in regard to charges for services can be categorized in five ways. The five categories are defined below. Specific examples of the services in each category are given.

1. ALA provides to Divisions at no direct charge the following services of ALA Departments and Offices:

a. Staff Support Services Department

- Office space and related services
- Telephone services: switchboard, 800 number, and internal service, as defined in an Operational Practice
- Distribution services
- Basic furniture and equipment (as defined in an Operational Practice) for each regular Division staff member
- Equipment maintenance on equipment supplied by ALA
- Personnel services
- Purchasing
- Data processing (as defined in an Operational Practice)
- Storage and warehouse space

b. Member Programs and Services and Communications Departments

- Conference Arrangements, including:
  - Staff travel costs and per diem for Midwinter Meetings and Annual Conferences
  - Equipment (e.g., AV and computers including the cost of labor), supplies, services, and space for programs, meetings and offices at the Midwinter Meeting and Annual Conference (as defined in an Operational Practice)
  - Exhibit space at Annual Conference
- Membership services
- Public information services, including the preparation and distribution of news releases

c. Fiscal Services Department

- Accounting
- Financial systems
- Planning and budgeting
- Business expense (insurance, legal, audit)
- Credit and collections.

d. Publishing Department

- Copyright service
- Rights and permissions

e. Executive Office
f. Washington Office
g. Office for Intellectual Freedom
h. Office for Literacy and Outreach Services
I. Office for Library Personnel Resources
j. Office for Research
k. Library and Research Center

2. ALA charges Divisions for the actual costs of the following services of ALA departments:

a. Staff Support Services

- Specialized data processing, as defined in an Operational Practice
- Equipment maintenance for equipment purchased by the Division over which the Division exercises sole use and control
- Printing and duplication, as defined in an Operational Practice
- Telephone services not specific in ALA Policy A.4.3.4.6, Section C.1.A., as defined in an Operational Practice
- Postage for special mailings, as defined in an Operational Agreement

b. Fiscal Services

- Overhead on non-dues revenue-generating activities. The rate will be set annually according to an ALA Operational Practice and will be assessed as explained below on non-dues revenue at a composite rate.
- Overhead will be assessed at 100% of the ALA composite rate (at the end of a four-year phase-in period, beginning in 1991 and ending in 1994) on revenue from:
  - registration fees
  - exhibit space rental
  - meal functions, except for separately-ticketed events

  (The schedule for phase-in of the ALA composite overhead rate on revenues is:
  - 50% of the ALA composite rate in 1991 and 1992
  - 75% of the ALA composite rate in 1993
  - 100% of the ALA composite rate in 1994).
- Overhead will be assessed at 50% of the ALA composite rate (at the end of a five-year phase-in period, beginning in 1991 and ending in 1995, in equal annual increments) on revenues from:
  - net sales of materials
  - subscriptions

- advertising except in those publications which are provided to Division members as a perquisite of membership
- other miscellaneous fees.

• Overhead will not be assessed on revenues from:
- dues
- donations
- interest income
- ALA royalties to Divisions
- travel expense reimbursements from outside organizations
- separately-ticketed events at conferences (e.g., tours and meal functions)
- advertising in those publications which are provided to Division members as a perquisite of membership

c. Publishing

• Subscription and order billing services
• Central production services
marketing services

3. ALA and the Divisions share the costs of the following:

• Division Leadership Enhancement Program
• Awards promotion

4. Divisions assume total responsibility for the following costs:

• Division personnel compensation
• Projects and activities of the Divisions except as specified in this agreement
• Membership group support (governance- boards, committees, etc.)
• Furnishings and equipment purchased by Divisions and over which they have sole control and use. *See* also Section IX, Annual Conference and Midwinter Meeting.

5. Divisions may:

• Purchase services or products from other ALA units and outside agencies, consistent with ALA policy.

D. *Fund Balances*

1. ALA Divisions build and maintain fund balances appropriate to their needs. A fund balance is defined as accumulated net revenue.
2. Divisions will not receive interest on fund balances or deferred revenue.

E. *Endowments*

Divisions may establish endowments or add to existing Division endowments from any source including existing fund balances once the Division has reached a minimum fund

balance as determined by the Division and approved in accordance with the budget review process and approved financial plan. The establishment of Division endowments will follow the guidelines outlined in ALA policy. The use of the interest from these Division endowments will be subject to Division Board approval and applicable ALA policy.

F. *Furniture and Equipment*

ALA will provide basic furniture and equipment to each regular Division staff member.

Divisions will retain sole control and use of all furniture and equipment purchased with Division funds.

Divisions may acquire additional furniture and equipment in two ways:

1. Above the capitalization limit:

   a. Divisions have authority to purchase capital equipment outright by paying the full price to ALA, with ALA taking the depreciation.
   b. Divisions can purchase furniture and equipment through ALA budget request process by paying the scheduled depreciation, subject to ALA priorities and approvals.

2. Below the capitalization level, Divisions have the authority to purchase equipment outright.

G. *Division Budget Review*
Division Boards have responsibility for developing and approving budgets and multi-year program and financial plans, which are then reviewed by ALA management and BARC. Annual budgets are approved by the ALA Executive Board. Divisions also have the responsibility to alert the Association to any planned activities that could have a potential negative impact upon the fiscal stability of the Association.

H. *Divisions with Small Revenue Bases/Number of Members*
ALA Council has assigned specific responsibilities to Divisions. To carry out these responsibilities, each Division requires a base of operating revenue. ALA recognizes that each Division must have staff and must provide basic services to its members as defined in Section III. When a Division's current revenue from dues and other sources excluded from overhead is not sufficient, ALA recognizes its obligation to provide supplemental financial support up to a maximum of 500/o of the funding required. This

support would be provided only as a result of a well-planned process that is an integral part of the annual budget process that includes review by BARC and approval by the Executive Board. This type of support would not be available to a Division, which, at the end of a fiscal year happened to find itself in a deficit position. Annually BARC and the Executive Board will determine and approve the specific amount of funding required to provide a minimum level of staff and basic services, compare this amount to the Division's estimated revenue, and allocate an appropriate General Fund supplement.

Divisions must generate from dues and other revenue excluded from overhead at least 50% of the funding required to provide basic services. If a Division is unable to meet this 50% level for two consecutive years, its status as a Division must be referred to Council by the Executive Board, with an appropriate recommendation. Money from the General Fund will not be used to offset expenses for non-dues revenue-generating products and services. Divisions may retain the net revenue from these activities to initiate and support other similar activities in the future.

I. *Association Finances*

The Divisions will be kept informed about the Association's financial health and will be involved in meaningful consultation when there is potential impact on Divisions, collectively or individually.

J. *Other*

1. Credit and Collections
   Management will provide effective credit and collection policies and services to the Divisions. Divisions will be charged for their bad debts in accordance with ALA policy.

2. Unrelated Business Income Taxes (UBIT)
   To the extent that Divisions incur unrelated business income, they will assume responsibility for paying the resulting taxes.

A.4.3.4.7 Publishing Activities ~~[VI]~~

The ALA Publishing Committee has the responsibility for control of the ALA imprint.

A Division may publish materials in three ways: through ALA Publishing Services, on its own, or through an outside publisher. Materials prepared by a Division for other than its own publication must be offered to ALA Publishing Services for first consideration. A Division has the right to accept or reject ALA's offer and pursue other publishing opportunities.

Divisions exercise editorial and managerial control over their periodicals.

The ALA Publishing Committee shall be informed of plans for any new Division periodicals prior to publication.

A Division may purchase production and distribution services from ALA's central production unit. A Division may also purchase marketing services from the Publishing Services Department.

ALA Publishing Services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing Services on royalties and other variables of publishing. An

"Intra-mural Agreement of Publishing Responsibility" is signed by the Division Executive Director and the Director of Publishing Services for each publishing project.

ALA has the sole right to record and market tapes of programs at ALA conferences with the advance consent of the units and speakers. Divisions receive royalties from the sale of tapes of a Division's conference programs. Divisions have the right to record and market tapes of Division pre-conferences, programs at ALA Annual Conferences that ALA chooses not to record, Division national conferences and regional institutes.

A.4.3.4.8 Personnel ~~[VII]~~

All ALA personnel are responsible to the ALA Executive Director and through the Executive Director to the entire membership. Unlike other ALA personnel, Division Executive Directors are also responsible to Division Boards and through those Boards to the memberships of their respective Divisions.

All ALA employees are subject to ALA's personnel policies. Each Division shall be responsible for generating the income required for the salaries, wages, and benefits of Division employees.

Each Division Executive Director serves as an ALA Program Director, a senior professional position, and is responsible for advising on ALA plans and preparing recommendations on priorities and alternatives, especially as they relate to the Division's priorities, goals, and objectives. The Division Executive Director meets regularly with other ALA staff members and communicates, cooperates, and coordinates Division activities with those of other ALA units.

The assignment of the appropriate grade for Division staff is made according to ALA personnel policies. The determination of the appropriate staffing pattern (number and position descriptions) shall be made by the Division Executive Director and the Division Board in consultation with the ALA Executive Director.

The recruitment, appointment, and termination of Division Executive Directors shall be a process involving consultation by the ALA Executive Director with the Division Board of Directors or its designates.

Each Division's Board of Directors shall annually review the performance of the Division's Executive Director based upon a single set of goals and objectives as agreed upon by the Division

Board, Associate Executive Director, Member Programs and Services, and Division Executive Director. The Division Board shall convey its recommendation to the Associate Executive Director, Member Programs and Services, to whom the ALA Executive Director has delegated the responsibility for evaluating the performance of Division Executive Directors. The Associate Executive Director, Member Programs and Services, shall discuss the confidential report of the performance review with the Division's President upon request.

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees, consistent with ALA personnel policies and procedures. Assignments of Division staff to ALA internal committees are arrived at in the context of Division priorities and are kept at a reasonable level.

A.4.3.4.9 Division National Conferences, Pre-conferences, and Related Activities ~~[VIII]~~

Divisions may conduct pre-conferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by
Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities. (ALA Policy A.7.2.2)

Division National Conferences shall be defined as "non-business conferences removed in time and place from the American Library Association's Annual Conference" and Midwinter Meeting in order "to view and explore areas of divisional concerns in depth."

Proposals for Division National Conferences should be made to the ALA Executive Board at least two years in advance of the anticipated meeting date following a prescribed proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The Division shall contact the host Chapter prior to determining date availability with the host city. The Division shall contact the chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed divisional conference, the ALA Executive Board shall make the decision in consultation with the chapters.

A.4.3.4.10 Annual Conference and Midwinter Meeting ~~[IX]~~

ALA provides the support necessary for Divisions to conduct business and plan and present Conference programs. Some Conference program costs may be borne by the Division except financial support for staffing and equipment as described in ALA Policy A.4.3.4.6, Section C.1.b. Recognizing that conference programming benefits all attendees, financial support in the form of General and Special Allocations from ALA to Divisions and other units for Annual Conference programming shall be provided; this support will be arrived at as the result of an explicit and equitable process in which the Divisions participate. Meal functions and special events must be self-supporting.

A.4.3.4.11 Special Projects of Divisions ~~[X]~~

Divisions may seek external (non-ALA) funding to pursue projects to enhance Division program priorities. Division Boards of Directors have the responsibility for assessing programmatic impact and must approve all requests for funding external projects. Additionally, all proposals and contracts for such funds are signed by the Executive Director of ALA in the name of the Association. All special projects are reviewed, approved, and conducted in accordance with established ALA policies and procedures and the conditions of the grant or contract. All costs for projects funded through grants or contracts from outside agencies or organizations should be covered by project funding.

A.4.3.4.12 Planning ~~[XI]~~

Each Division has autonomy in its own planning processes within its area of responsibility as designated by ALA Council, subject to present and future ALA policies. They have the responsibility to develop and implement a planning process to guide their program and allocate their resources within the areas of responsibility assigned to them by the ALA Council. Since

Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multi-year financial plan consistent with ALA's existing financial policies and resting on multi-year program plans reflecting the priorities of the Division's members. Divisions have a responsibility to assist and inform the ALA Executive Board of their strategic plans on a regular basis, and to inform the ALA Executive Board of their work through timely and comprehensive reporting.

A.4.3.5 Units (Old Number 6.5)

A.4.3.5.1 Adoption of Standards of ALA Divisions (Old Number 55.1)

The authority of divisions to develop standards is described in the Bylaws, Article VI, Section 3(d).

A.4.3.5.2 Adoption of Standards of ALA Units (Old Number 55.2)

Standards adopted by ALA units other than divisions and the Committee on Accreditation become ALA Policy only when adopted by Council.

A.4.3.5.3 Adoption of Guidelines (Old Number 55.3)

All ALA units may develop and adopt guidelines in their area of responsibility or interest.

A.4.3.6 Committees (Old Number 6.6)

Round Tables are provided for in the ALA Bylaws, Article VIII.

A.4.3.6.1 Types of Committees (Old Number 6.6.1)

1. *Standing*. A standing committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the Association or its subdivisions that it should have a continuing life.

2. *Special*. A special committee is a committee established to study various aspects of policy, planning, and administration. It should have a specific assignment and make recommendations based on that assignment. Its life should depend on the need for continued study in its area of assignment, but in accordance with the Bylaws it is normally limited to a two-year existence.

3. *Ad Hoc*. An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

A.4.3.6.2 Kinds of Committees (Old Number 6.6.2)
The following kinds of committees will be one of the three types defined above: standing, special, or ad hoc, depending on the life and objectives of the committee established

1. *Advisory*. An advisory committee evaluates programs, policies, or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization.

2. *Coordinating*. A coordinating committee receives information from two or more sub-units and supervises the integration of the work of those units.

3. *Interdivisional*. An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is over lapping interest.

4. *Joint*. A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

A.4.3.6.3 Leadership Development Program for ALA Committees (Old Number 6.6.3)
The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA President-Elect. All ALA committees may have interns.

A.4.3.7 Subcommittees (Old Number 6.7)
Subcommittees in the ALA structure may be formed by a parent group to carry out specific duties related to the charge of the parent group. Such subcommittees are appointed by the chair of the parent committee, but are not limited to members of the parent committee; they do not have a separate life and must report to the parent committee for action. They can be abolished by decision of the parent committee.

A.4.3.8 Commissions (Old Number 6.8)
A commission is a body of persons from ALA members and recognized authorities in other fields who are appointed by the ALA president or president-elect and approved by the Executive Board for the purpose of considering, investigating, or recommending action on certain matters or subjects as assigned. A commission may be created only after existing ALA structures such as special or joint committees are considered, and only when the subject requires such a broad based body. A commission has a limited term of existence, reports

regularly to the president and to the Executive Board, and is advisory to the Association. Commission report(s) may be published by ALA but will not be considered ALA policy until officially adopted by Council.

A.4.3.9 Task Forces (Old Number 6.9)
A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following: (1) gathering information and making recommendations; (2) studying an issue and preparing a report; (3) carrying out a specific project or activity; (4) conducting programs at conferences; (5) establishing committees or other subunits. A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response. Any parent body may establish a task force, determine its duration, monitor its progress, and terminate its function.

A.4.3.10 Discussion Groups (Old Number 6.10)
A discussion group is an informal group that allows discussion of topics of common interest during the Annual Conference and Midwinter Meeting. Results of discussion may be prepared by the group for distribution to the relevant parent body. A leader may be chosen by the group to coordinate discussion.

A.4.3.11 Assemblies (Old Number 6.11)
An assembly is a body of individuals or representatives from ALA units and committees that shares information or acts as a resource to an ALA Committee. There are different types of assemblies: Assemblies to Council Committees, that act in an advisory capacity, reviewing documents and issues, representing unit and committee interests and reporting back to units and committees; and Assemblies to Standing Committees, that provide a forum for sharing information, coordinate activities and promote awareness.

A.4.3.12 Membership Initiative Groups (MIG) (Old Number 6.12)
A Membership Initiative Groups (MIG) is formed when a group of ALA members identifies a common concern or interest about librarianship which falls outside the delegated responsibility of a single division, roundtable, or unit, and wishes to establish a short-term mechanism to address this concern or interest. To establish a MIG, which must be approved by COO and reported to Council, a group must submit to the Committee on Organization a statement of purpose, at least one hundred signatures of ALA members in good standing, and the names and addresses of designated organizers.

A.4.3.13 Interest Groups (Old Number 6.13)
An interest group is a sub-body established to facilitate the exchange of ideas and experiences that may sponsor formal conference programs, institutes, and seminars, or prepare publications.

A.4.3.14 Sections (Old Number 6.14)
A section is a formal membership unit within a division that focuses on areas of specific concern. Sections may provide education, advise the parent body regarding service guidelines and enhancements, promote awareness, and prepare publications.

A.4.3.15 Forums (Old Number 6.15)
A forum is a formal sub-body of a section that allows for discussion, promotion, and improvement of library services for special population groups.

A.4.3.16 Open Activities (Old Number 6.17)
All activities of the committees, boards, etc. of the American Library Association and its units should be conducted as openly as is feasible. Therefore, it shall be the policy of the American Library Association that all governance related activities, sponsored by the ALA or one of its units, taking place outside of official meetings should be accessible to the membership of the sponsoring body.

A.4.3.17 Offices (Old Number 6.20)
An ALA office addresses broad interests and issues of concern to the profession and the Association. Offices are diverse in their purposes but generally focus on issues that span most or all types of libraries, types of interests and constituencies within the Association and the profession. Offices may act in an advisory or consultative capacity to ALA members, by providing information, support, and advice. Offices do not have members, collect dues or elect officers. Offices may have an associated advisory or standing committee and subcommittees through which members may participate and through which publications, programs, and other activities may be offered.

A.5 Elections and Appointments and Attendant Responsibilities (Old Number 4)

A.5.1 Vote Tallies: Publication (Old Number 4.1)
A complete report of the votes cast for the candidates for Councilor-at-Large and officers of ALA shall be listed in *American Libraries.*

A.5.2 Candidates: Statements of Concern (Old Number 4.2)
The ALA ballots for the positions of ALA Officers and Councilors shall be accompanied by short statements of each candidate's professional concerns.

A.5.3 Executive Board Vacancies (Old Number 4.3)
When a vacancy exists on the Executive Board for which an election is to be held, the two candidates receiving the highest and second highest number of votes are elected to regular three-year terms and the candidate receiving the third highest number of votes is elected to fill the vacancy. The same procedure applies should there be more than one vacancy.

A.5.4 Member Service Policy (Old Number 4.4)
No person shall concurrently serve in more than three separate positions. Governing board, committee, liaison, subcommittee, and other responsibilities which require service in another position (e.g., service on a committee which entails assembly representation) are not in conflict with this policy. Appointment procedures and forms used at all stages of the appointment process shall remind members of their responsibility to adhere to this policy.

A.5.5 Requirements for Committee Service (Old Number 4.5)

A.5.5.1 Membership (Old Number 4.5.1)
Except as specifically authorized (see Constitution and Bylaws VIII, Sec. 4) members of all ALA and unit committees, task forces, and similar bodies must be members in good standing of the group's parent organization.

A.5.5.2 Participation (Old Number 4.5.2)
Members of all ALA and unit committees, task forces, and similar bodies are expected to participate in the work of the group. Participation includes both attendance at synchronous meetings scheduled in conjunction with the Midwinter Meeting or Annual Conference or at other times during the year, as well as contributions through asynchronous communication methods that may be utilized by the group outside of formal meetings. Attendance at meetings may be in person, or through other means that enable synchronous communication.

A.5.5.3 Provision of Explanation of Absences (Old Number 4.5.3)
Members of all ALA and unit committees, task forces, and similar bodies are expected to provide explanation of their absences and/or inability to participate to the committee chair or unit secretary. Failure to provide adequate explanation of absences from two consecutive synchronous meetings or to participate otherwise in the work of the committee constitutes grounds for removal, upon request of the chair and approval of the appropriate appointing official or governing board.

A.5.6 Conflict of Interest: Executive Board (Old Number 4.6)
Members of the Executive Board shall not use their Board or Association relationships for their personal gain. To ensure recognition of this responsibility, any Board member aware of a conflict of interest with a matter

coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings. *See* "Policy Reference File" for full statement adopted by Council, June 30, 1980, which is read at every first meeting of the new Board. - PDF, 8 pgs)

A.5.7 Members Serving as Independent Contractors (Old Number 4.7)
ALA may secure the services of members on a fee for service basis as independent contractors. Members who serve as independent contractors will enter into contractual arrangements to provide services to ALA or any of its units or components. In the Association-contractor relationship, the contract will include mutually agreed-upon parameters for the work of the member contractor. The member as contractor reports to and is accountable to the Association's project director. The contractual arrangement may also provide for reimbursement of expenses.

A.5.8 Amendments to Constitution and/or Bylaws (Old Number 4.8)
Amendments to the Constitution and/or Bylaws, when placed on the ballot, will be accompanied by pro and con statements of not more than 250 words each, such statements to be prepared by two Council members (who voted on opposite sides of the issue as indicated by their voting record) appointed by the president. Since two affirmative votes of Council at consecutive meetings are required to pass an amendment to the ALA Constitution, the voting records for both required votes should be consulted to ensure that councilors are identified to prepare the pro and con statements for the ballot.

A.6 Finances (Old Number 8)

A.6.1 Management of ALA Funds (Old Number 8.1)

A.6.1.1 Purchasing Policy/Conflict of Interest (Old Number 8.1.1)

No purchase of goods and securities nor procurement of services, insurance, or other intangibles shall be made through firms, companies, or agencies with which officers, members of the Executive Board, or fund trustees are associated as partners, directors, or in a managerial capacity, except as such purchases relate to procurement of professional materials such as publications.

A.6.1.2 Short-Term Investments (Old Number 8.1.2)

The Executive Director and the Controller of the American Library Association are authorized to make short-term investments of such funds as are available for this purpose.

A.6.1.3 Property Transactions: Authorization to Sell Real Estate (Old Number 8.1.3)

The ALA Executive Board is authorized from time to time to sell, mortgage, or otherwise dispose of any and all real estate now or hereafter owned by the American Library Association or any part thereof or any interest therein. The officers of the Association, at the direction of the Executive Board, are authorized to make, execute, acknowledge, and deliver all appropriate instruments of conveyance, mortgages or otherwise so authorized concerning such real estate.

A.6.1.4 Authorization to Overspend Budgeted Funds (Old Number 8.1.4)

The Executive Director is authorized to overspend line amounts in the General Funds Budget but not in excess of the total General Funds budgeted figure. The Executive Director may not incur any salary commitment in excess of the current year's commitments.

A.6.1.5 Authority to Borrow Money (Old Number 8.1.5)

The President and the Executive Director are authorized and directed, from time to time as in their judgment the needs of ALA require, to borrow from any bank or other lender chosen by them, for the use and benefit of ALA, a sum or sums not exceeding $1,000,000 in the aggregate remaining unpaid. The indebtedness shall be evidenced by a promissory note or notes which shall be corporate obligations only and shall mature and be payable not more than one (1) year after date. The Executive Board shall be informed of each transaction.

A.6.1.6 Limitations on ALA Funding of Divisions (Old Number 8.1.6)

Divisions which impose additional fees under the ALA Bylaws, Article VI, Section 6(b) and (d) or otherwise raise additional funds for divisional programs and activities shall not obligate the Association to the continuation of the programs for which continuous funding is not or cannot be provided.

A.6.1.7 Unrestricted Bequests (Old Number 8.1.7)

Unrestricted gifts and bequests that exceed $20,000 will be routinely added to the ALA Future Fund. The Executive Director may recommend for Executive Board approval an alternate disposition of unrestricted gifts and bequests in excess of $20,000.

A.6.2 Support for Officers and Executive Board (Old Number 8.2)

A.6.2.1 Expenses of the ALA President (Old Number 8.2.1)
The annual ALA budget shall include an item sufficient to cover all travel and other expenses incidental to the discharge of the official duties of the President, including attendance at regular meetings of the Association.

A.6.2.2 Expenses of Members of the Executive Board (Old Number 8.2.2)
The American Library Association will pay expenses of members of the Executive Board to attend Midwinter Meetings, Annual Conferences, and interim meetings of the Executive Board when such expenses are not paid by the member's institution.

A.6.2.3 Released Time for the ALA President (Old Number 8.2.3)
ALA approves in principle the provision by the ALA President's institution of up to one-quarter released time including the cost of fringe benefits for the President of ALA.

A.6.3 Disaster Aid (Old Number 8.3)
When a disaster occurs that affects one or more libraries, the staff or friends of those libraries are encouraged to contact the ALA for assistance. Such assistance shall include, at a minimum: (1) the provision of information to the public about the disaster, its effect on the library, and where contributions can be made and (2) information to the library on dealing with disasters.

A.6.4 Council Receipt of ALA Budgets (Old Number 8.4)
Councilors will be provided with summary sheets of the ALA annual budget, with the understanding that any Councilor will receive the full budget upon request.

A.6.5 Long-Term Endowment Funds (Old Number 8.5)
Long-Term Investment Funds, colloquially known as endowments, may be restricted, temporarily restricted, or unrestricted. Such funds have been properly donated to the Association and set aside for future use of special purposes. The ALA Future Fund is the ALA Unrestricted Long-Term Investment Fund and is made up of gifts, bequests, life memberships and other sources received over the years; this Fund was formerly called the Board-Designated Endowment.

A.6.5.1 Long-Term Investment Funds: Association's Use/Withdrawal and Repayment (Old Number 8.5.1)
In the preparation of the ALA annual budget, the ALA Executive Director is authorized to include a payout rate of 3% - 5% of the five-year trailing calendar quarterly (20) rolling average of the net asset balance of the ATA Future Fund. Additionally, the Executive Directors of the Divisions and the liaisons for the Round Tables and others responsible for endowment funds are authorized to include in the preparation of their annual budgets, the anticipated payout value as provided by the Finance department. The payouts will be subject to any donor restrictions related to a particular fund and will be made from allowable temporarily restricted and unrestricted net assets. Additionally, the annual payout rate (3% - 5%) will be reviewed, determined and recommended by the ALA Endowment Trustees and the Finance and Audit committee of the ALA Executive Board, with final approval by the ALA Executive Board.

Use of Fund

Listed below are the primary instances whereby additional funds may be withdrawn from the Long-Term Investment Fund can be made.

A. Program Support
The General Fund, Divisions and Round Tables can request funds from their respective long- term investment funds to support one-time programs.

B. Emergencies
Emergencies will include financial disaster due to a major revenue shortfall, act of God, building catastrophe, major lawsuit, etc.

C. New Initiatives
New Initiatives will include projects or programs that are multi-year in nature and deemed important to the future of the Association, Divisions, Round Tables or units.

Amounts requested to be withdrawn in excess of the determined payout rate will require repayment with interest.

D. Scholarships & Awards
Allowable withdrawals from temporarily restricted and unrestricted Long-Term Investment funds designated for named scholarships and awards will be made to the extent necessary to support the award or scholarship according to its stipulations and requirements. If the funds available from the annually determined payout rate of 3%-5% of a named scholarship or award are not adequate, the amount in the temporary restricted and unrestricted investments designated for named scholarships may be used up to the limits of any permanent or donor restrictions.

E. Life Membership Funds
Allowable withdrawals from temporarily restricted and unrestricted Long-Term Investment funds designated for Life Membership will be made from the Life Membership Fund to the extent necessary to support the annual membership fee for the participants.

F. Transfer of Existing Funds
It is allowable to make a transfer from existing unrestricted funds for the establishment of a new and or in support of an existing scholarship fund, program or initiative fund within the Long-Term Investment Fund.

Withdrawal-Transfer-Repayment
Each withdrawal for any of the purposes referenced in A, B, C and the annually determined payout rate of 3%-5% of the five-year trailing calendar quarterly (20) rolling average net asset balance must be approved by the Executive Board.

Withdrawals from the Long-Term Investment Fund above and beyond the annually determined payout rate of 3% - 5% of the five-year trailing calendar quarterly (20) rolling average net asset
balance, for any of the following events:

a. Program Support
b. Emergencies
c. New Initiatives

will require repayment at the prevailing ALA borrowing rate with the term to be recommended by management and approved by the Executive Board.

The annual withdrawal of interest and or dividends from the Long-Term Investment Fund will not require repayment.

A.6.5.2 Endowment Funds: Combining (Old Number 8.5.2)
The Executive Director of ALA is empowered to combine endowment funds subject to advice from the Association's legal counsel, and upon approval by the Executive Board.

A.7. Conferences and Meetings (Old Number 7)

A.7.1 Facilities (Old Number 7.1)

A.7.1.1 Non-Discrimination in Conference Contracts (Old Number 7.1.1)
There shall be no discrimination, including that based on race, origin, color, sex, sexual orientation, creed or disability, in the use of any facilities used by the American Library Association. This policy shall become a part of ALA contracts for the use of space. The ALA will avoid entering, whenever possible, into convention center contracts with organizations and legal bodies in cities, counties, or states that by law discriminate against gay, lesbian, bisexual or transgender people. ALA will provide materials for promoting sensitivity to sexual orientation, gender identity, and gender expression for all employees on the floor of each convention center, including employees of companies to which the convention center has contracted for services on the floor of the convention.

A.7.1.2 Equal Employment Practices in Facilities (Old Number 7.1.2)
The American Library Association will meet only in facilities complying with equal employment and nondiscrimination laws. A statement confirming an investigation by staff of such compliance shall be a part of pre-registration materials.

A.7.1.3 Conference Arrangements for Participants with Disabilities (Old Number 7.1.3)
Local arrangements committees, headquarters staff, exhibitors, and others involved in the planning and execution of conferences and meetings of the Association shall be aware of and sensitive to the problems of conference participants with disabilities, in the selection, planning, and layout of all conference facilities, especially meeting rooms and exhibit areas.

The Association of Specialized and Cooperative Library Agencies Library Service to the Deaf Forum is responsible for coordinating interpretive services to the deaf. This includes determining meetings to be interpreted with assistance from all units, in identifying programs of particular interest to the deaf, engaging interpreters, and publicizing the schedule of interpretive meetings. The Conference Services Office will work with a liaison from the ASCLA Library Service to the Deaf Forum to assure that a minimum of 35 hours of interpretive service shall be provided for from the general fund at both Midwinter Meeting and Annual

Conference. ALA also encourages all units to provide interpreters for unit programs that can be shown to be of particular interest to deaf conferees.

Assistive devices for attendees with physical mobility impairments shall be made available by reservation. Devices not reserved in advance shall be made available on a first-come, first-served basis. Using whatever means necessary, these devices shall be located adjacent to the conference center's main entrance or to the primary registration area for pick-up and delivery.

Accessible workstations shall be identified by raised identifier flags extending from the monitors of those workstations, and that in clusters of computer workstations made available to event attendees, accessible workstations shall always be placed at the first seat(s) of the first row(s) of the cluster.

A.7.1.4 Services and Rooms for Non-ALA Groups (Old Number 7.1.4)
The Executive Board in consultation with the Conference Services Office shall develop and adopt a schedule of fees to be charged for space and service at conferences and meetings to small ad-hoc groups, nonprofit, and commercial organizations. Chapters shall not be charged a fee. Payment at the time space is reserved is required.

A.7.1.5 Non-Smoking in Meetings (Old Number 7.1.5)
Smoking is prohibited at Midwinter Meetings, Annual Conferences, regional/national conferences, continuing education programs, exhibits, and other gatherings sponsored by the ALA.

A.7.1.6 Placement Service at Conference and Midwinter Meetings (Old Number 7.1.6)
The American Library Association shall provide a staffed placement service at Annual Conferences and Midwinter meetings, such placement services to be in, or immediately adjacent to, the official conference sites.
(See ''Policy Reference File'': Placement Service Guidelines. - PDF, 4 pgs)

A.7.1.7 Annual Conference and Midwinter Meeting: Impact on Chapter Conferences (Old Number 7.1.7)
When ALA proposes sites for Annual Conferences and Midwinter Meetings, the Executive Board shall ensure open and prompt communication with state and regional chapters in the geographic area of a proposed conference, involving members in each step of the conference planning process, allowing them input in site selection or termination. These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the Chapters with respect to scheduling and programming to the extent feasible. ALA shall contact the host Chapter prior to determining date availability with the host city. ALA shall contact the Chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the Chapters.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space; an

invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

ALA will not provide direct financial remuneration to Chapters.

A.7.1.8 Annual Conference: Location (Old Number 7.1.8)
Selection of the sites for the ALA Annual Conference shall be made by the Executive Board in consultation with the Conference Services Office.

A.7.1.9 Midwinter Meeting Sites (Old Number 7.1.9)
Sites for Midwinter Meetings of the Association shall be selected by the Executive Board in consultation with the Conference Services Office.

A.7.1.10 Fire Protection in Conference Hotels (Old Number 7.1.10)
The Conference Services Office shall obtain information from conference hotels concerning their compliance with National Fire Protection Association standards. A statement concerning their compliance shall be a part of preregistration materials.

A.7.2 Finances: Workshops, Institutes, etc. (Old Number 7.2)

A.7.2.1 Fees for Institutes, Workshops, etc. (Old Number 7.2.1)
There shall be preferential registration fees for ALA members at institutes, workshops, etc., sponsored by ALA and/or its units. However, an additional preferential rate may be extended to members of the sponsoring unit(s).

A.7.2.2 Financing of Institutes, Workshops, etc. (Old Number 7.2.2)
All institutes, workshops, etc., sponsored by ALA and/or its units shall be self-supporting and shall include provision for ALA administrative costs.

A.7.3 Exhibits/Exhibitors (Old Number 7.3)

A.7.3.1 Rules and Regulations for Exhibits/Exhibitors (Old Number 7.3.1)
Rules and regulations for exhibitors at Midwinter Meetings and Annual Conferences shall be developed by the Conference Services Office and reviewed and adopted by the Executive Board. Rules and regulations so adopted shall be a part of the contracts for space.

A.7.3.2 Admissions to Exhibits (Old Number 7.3.2)
Admission to exhibits at the Annual Conference or Midwinter Meeting is by registration badge. Exhibit passes may be issued to those not attending the conference or meeting, under rules developed by the Conference Services Office.

Exhibitors are entitled to visitor badges for issuance to their customers.

A.7.3.3 Exhibit Space for Professional Groups (Old Number 7.3.3)
The American Library Association Conference management shall, at each annual conference, provide a reasonable amount of exhibit space for the use of ALA groups. The amount of such space set aside in anyone year shall be determined by the conference management, which shall also determine locations and space allocations.

No rental fee shall be charged to the ALA groups assigned space, and the Association will bear the expense of setting up the regulation back wall for one booth or equivalent for each group. ALA groups having their own funds are to pay fees for rental of such booth furnishings selected if furnishings have to be rented and to pay the cost of back walls in excess of one unit.

No rental fee for space may be accepted from any group within the Association for the purpose of granting preference in the allocation of space.

Exhibits of other professional and non-library organizations and government agencies may be accommodated as liberally as possible but not at the expense of groups within the Association.

A.7.4 Regulations and Guidelines: Conferences and Meetings (Old Number 7.4)

A.7.4.1 Meeting (Old Number 7.4.1)
A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, taskforce, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meeting subject to the open meetings policy (ALA Policy 7.4.4). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time.)

A.7.4.2 Meetings Outside of Annual Conference and the Midwinter Meeting (Old Number 7.4.2)
Notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced ten days prior to the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference and Midwinter Meeting should convey a summary of the discussion of each item considered by the assembly and the decision made.

A.7.4.3 Emergency Meetings (Old Number 7.4.3)
When an emergency necessitates a meeting outside of Annual Conference or Midwinter Meeting, the ten day notice requirement is waived. The reporting requirement applies to emergency meetings; furthermore, the report of an emergency meeting must explain the nature of the emergency that made a meeting necessary.

A.7.4.4 Open Meetings (Old Number 7.4.4)
All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters

affecting the privacy of individuals or institutions.
(See also ''Policy Reference File'': Interpretive Statement on Open Meetings Policy. - PDF, 5 pgs)

A.7.4.5 Registration at Conferences and Midwinter Meetings (Old Number 7.4.5)
ALA members may attend general membership and council meetings, whenever and wherever held, by showing either a conference badge for the day of the meeting or a current membership card. Registration badges shall be shown for admission to all other meetings.

Registration at Annual Conferences and Midwinter Meetings is required of all those attending all other meetings of the Association, its units, committees, etc., except as specifically waived by action of the Executive Board.

A.7.4.6 Preferential Registration Fees (Old Number 7.4.6)
At Annual Conferences and Midwinter Meetings, there shall be a preferential registration fee for ALA members.

A.7.4.7 Distribution of Materials at ALA Council and Membership Meetings (Old Number 7.4.7)
Permission for the distribution of materials within the ALA Council and Membership Meeting areas, if the material is not official documentation, must be granted by the Executive Director or the ALA President.

A.7.4.8 Media Access to Information (Old Number 7.4.8)
National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

A.7.4.9 Annual Conferences (Old Number 7.4.9)
Annual Conferences of the Association are an Association-wide activity pertinent to all members regardless of divisional affiliation.

The ALA Annual Conferences shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association.

A.7.4.10 Membership Meetings (Old Number 7.4.10)
A membership meeting shall be held during the Annual Conference, excluding days when pre-conferences are held, prior to the meetings of Council.

The membership meeting shall consist of:

- A session during which the Executive Board, Council, and members may provide information to one another. Any member of the Association may participate in this information session.
- A session during which the voting members of the Association may exercise their authority to act as set out in Article VI, Sections 9(s) and 4 (c) of the Constitution.

- Memorials, tributes, and testimonials may be mentioned by the presiding officer.

Membership meetings may also be held at such times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws.

Guidelines for Preparation of Resolutions for Membership Meetings: The following guidelines are addressed to individuals and units preparing resolutions to come before Membership Meetings.

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. All 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*.

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 suggested wording states the resolved phrase *only once*: "now, therefore, be it; *Resolved*, that the American Library Association (ALA) on behalf of its member:…" or *Resolved*, by the American Library Association (ALA) on behalf of its members 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 e-Form. A supplemental explanation consisting of one or more expository paragraphs should accompany every resolution clearly stating how the resolution supports ALA's Strategic Plan as well as its mission and/or its core values.

2. Any member of the American Library Association may prepare and submit for consideration resolutions at a membership meeting.

3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Cell phone or local telephone numbers must be given for movers and seconders.

4. Resolutions must be submitted for review by the Council Committee on Resolutions at least six hours prior to the convening of the membership meeting to allow time for reproduction and distribution. Members assembled at any membership meeting may waive the submission time requirements by a majority vote.

5. 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.

6. 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 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 last Membership Forum. Adopted by Council 1994 MW. Revised 1995 MW; 2003 AC; 2009, 2012AC, 2013 MW.

A.7.4.11 Purpose of Midwinter Meetings (Old Number 7.4.11)
The ALA Midwinter Meeting is convened for the primary purpose of expediting the business of the Association through sessions of its governing and administrative delegates serving on boards, committees, and Council. Programs designed for the continuing education and development of the fields of library service shall be reserved for Annual Conference except by specific authorization of the Executive Board acting under the provisions of the ALA Constitution. Hearings seeking membership reactions and provisions for observers and petitioners at meetings of Council, committees, and boards are to be publicized; programs of orientation or leadership development to Association business are encouraged; assemblies of groups of individuals for information sharing vital to the development of Association business shall be accepted as appropriate to the

purposes of the Midwinter Meeting.
(See ‘‘Policy Reference File’’: 1989-90 CD #30. - PDF, 6 pgs)

7.4.12 Meetings of the Executive Board (Old Number 7.4.12)
In addition to its meetings at Annual Conference and Midwinter Meeting, the ALA Executive Board shall meet during the weeks beginning with the last Mondays in April and October, subject to availability of its members. Dates shall be selected and published well in advance.

A.7.4.13 Conference Planning Calendar (Old Number 7.4.13)
The American Library Association will establish and maintain a ten-year advance planning calendar of religious observances considered to be most obligatory to practitioners of major groups and will circulate the document annually to all units and affiliates as well as to other agencies that indicate an interest in its receipt. ALA shall advise all units that the scheduling of events of interest to libraries and their staffs should avoid these dates and allow for travel time free of conflict with them.
(See ‘‘Policy Reference File’’: 1986-87 CD #14. - PDF, 1 pg)

A.7.4.14 Conference Program Planning (Old Number 7.4.14)
Planning for major conference programs shall follow the constraints imposed upon divisional conference planning. Communication among membership divisions, committees, and staff engaged in such planning shall be maintained throughout the process.

A.7.4.15 Parliamentarian (Old Number 7.4.15)
The American Library Association shall employ a parliamentarian who is not a member of ALA for the Council and Membership meetings of the Association.

A.8. ALA Publications (Old Number 10)

A.8.1 Responsibility for Content of ALA Publications (Old Number 10.1)
As a publisher, the American Library Association and its member units establish goals and set policies for publication programs. The purpose and scope for each major publication will be clearly specified.

It is the responsibility of each member unit to communicate to its membership and its editors the purpose of the publication, its specific format, and to identify the audience for which it is intended.

Consistent with ALA’s traditional dedication to the freedom of expression, free flow of ideas, and policies on intellectual freedom and ethics, all member units shall endorse and apply the principles of freedom of the press to their publication program.

It is the responsibility of each member unit to appoint editors with experience or training in editorial theory and practice. Such editors, whether headquarters staff, contractors, or volunteers, shall be responsible for determining the content and style of the publication consistent with the goals and policies of the sponsoring unit. The decision as to appropriate material for inclusion in the publication shall rest with the editor guided by the ALA Constitution, its Bylaws, and relevant policies as adopted by the ALA Council and the unit which

sponsors the publication.
(See Policy Reference File: 1989-90 CD#47.1. - PDF, 6 pgs)

A.8.1.1 Definition of an ALA Publication (Old Number 10.1.1)
The term ‘‘ALA publication’’ means an information product or other discrete set of information, regardless of medium:

That is created or compiled by ALA staff in the course of their duties on behalf of ALA or one of its units; or through a contractual relationship between the creator and ALA or one of its units; or by ALA members in the course of fulfilling their volunteer duties as members of an ALA committee, division, or round table; and that presents in an organized form information about a discrete topic: that can be and is intended to be distributed to multiple users; that has an element of originality in its intellectual content and organization of that content; that is not of an ephemeral nature; that is organized through purposeful design rather than by circumstance (e.g., a list); and that is distributed through a channel operated by the American Library Association (e.g., through the ALA Publishing Services Department, through a division’s publications committee, through an ALA-operated server.)

A.8.1.2 Archiving of Electronic Publications (Old Number 10.1.2)
The ALA will regularly archive all ALA electronic publications; and, that the ALA archiving program for electronic publications will adhere to best practice as the science of archiving electronic publications matures and evolves.

A.8.2 *American Libraries*: Editorial Policy (Old Number 10.2)
The American Library Association is the publisher of the magazine, American Libraries. Because American Libraries is the official organ of the ALA, the editor has a particular responsibility to convey to the membership and other readers full and accurate information about the activities, purposes, and goals of the Association. In order to carry out this responsibility, the editor may have access to privileged information. The editor must assume an obligation to represent the best interests of the Association and its units fairly and as fully as possible within the scope of the journal and with due regard to the editor’s prerogatives in producing a balanced and readable publication.

ALA encourages publication in the news columns of American Libraries of news about all matters of import to libraries and librarians. The editor is guaranteed independence in gathering, reporting, and publishing news according to the principles of the Association’s policies on intellectual freedom.

Statements of official ALA positions on any matters shall be clearly identified as such when published in American Libraries. The editor must be free to analyze and interpret such matters as his or her judgment dictates, and such analysis and interpretation should appear over the editor’s signature.

News and views have their place in American Libraries, and every opportunity shall be assured for expression of diverse views when members believe such views run counter to their own, or when news is considered to be inaccurately or not fully reported. Signed interpretative comment shall be encouraged. Columns of American

Libraries shall be kept scrupulously and faithfully open to expression of all viewpoints of interest and concern to the library profession.

A.8.3 Sex-Stereotyping Terminology (Old Number 10.3)
Publications and official documents of the American Library Association shall avoid terminology which perpetuates sex stereotypes. Existing publications and official documents, as they are revised, shall be changed to avoid such terminology.

ALA will establish guidelines for editing all future publications and official documents and for review of all future advertising copy to insure that discriminatory remarks and sex-stereotyping terminology of any kind are eliminated.

A.8.4 Reproduction of Articles (Old Number 10.4)
The American Library Association may enter into agreements with various organizations engaged in the business of providing copies of copyrighted articles to persons requesting them. The copies are sometimes available in magnetic tape, in microform, and in hard copy.

ALA has developed criteria by which the agreements may be evaluated so as to assure uniform and nondiscriminatory treatment by ALA and the protection of the interests of ALA in its journals and publications and their contents. Any agreements made in accordance with these criteria do not imply any restriction on the use of copyrighted materials in ALA journals and publications for the noncommercial purpose of scientific or educational advancement. ALA Publishing Services has the responsibility for administering this policy and for securing approval of appropriate ALA units.
(See ‘‘Policy Reference File’’ for full text and statement of criteria. - PDF, 3 pgs)

A.9. Awards (Old Number 11)

A.9.1 Presentation of Awards (Old Number 11.1)
Any award in a field covered by an ALA division shall be presented at a session of that division. No recognition of these awards will be made at ALA general sessions.

General awards shall be presented at general sessions. The chair of the ALA Awards Committee shall read a citation of no more than 300 words; the award will be presented by ALA’s presiding officer; there are no speeches of acceptance.

Donors of awards are not invited to present awards in person. Potential donors shall be notified of these policies before ALA accepts the award from the donor.

A.9.2 Awards and Minimum Amounts (Old Number 11.2)
ALA awards are of four types: Grants, Recognition, Scholarships, and Conference Sponsorships. Effective 1995, the minimum amounts for all ALA Awards are:

- Grants: $10,000
- Recognition: $5,000

- Scholarships: $3,000
- Conference Sponsorships: $1,000

A.9.3 Administrative Costs of Awards (Old Number 11.3)
Effective 1995, the administrative fee for all ALA Awards, including new awards, is 20 percent of the award amount, not to exceed $1,000. The administrative fee would not apply to the Endowment Scholarships. For awards from an outside source, the standard overhead should be requested. For awards by a unit of ALA, administrative costs estimated by the unit shall be included in the proposal and in budget requests as needed. The purpose of the administrative fee shall be to pay for: a) costs of preparation, printing, and distribution of award criteria and nomination forms; b) publicity and promotion of the awards; c) costs for preparing citations and/or plaques; and d) expenses for the award presentation ceremonies.

A.10. Relationships to Other Organizations (Old Number 9)

A.10.1 The Use of ALA's Name and Formal Relationships (Old Number 9.1)
The American Library Association is a non-profit organization operated in the interest of libraries and to promote library service and membership.

All ALA units are responsible to Council which determines policies. Council's actions, however, may be overset by the membership. Therefore, primarily and ultimately the responsibility for the use of the American Library Association name rests with the aggregate membership.

The Association is governed by Council and administered by the Executive Board, which in its role as central management board, appoints the executive director, who is in charge of headquarters and its personnel.

The executive director delegates authority within ALA headquarters to ALA's department heads, who, in carrying out their assigned duties, are called upon to use ALA's name and, in that name, to commit the Association to programs, activities, and binding agreements.

The American Library Association's Executive Board, divisions, executive director, and department heads (consisting of the associate executive directors for the Washington Office, Communications, Finance, Member Programs and Services, Publishing, and Staff Support Services) who must use ALA's name in executing their responsibilities or in entering into formal relationships with other organizations abide by stated ALA policies and principles. A formal relationship is an arrangement with another non-profit organization if (a) the other organization is an affiliate of ALA (as defined in 10.3 below); (b) ALA has appointed an official representative to the other organization (as defined in 10.4); and/or (c) the other organization is permitted to use the name of ALA or an ALA unit other than as identification of the provider of information services.

1. ALA's primary objective for entering into formal relationships with other organizations and business enterprises should be:
    a. To help the Association achieve its mission to promote and improve library and information services and librarianship, or to assist libraries in achieving their mission.

   b. To fulfill a specific need related to current ALA goals and objectives or to contribute in a significant way to the cooperating organization while using ALA's name and its resources effectively.
   c. To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.
2. Formal relationships should be entered into with other organizations and business enterprises whose strength and reputation have been evaluated.
3. Formal relationships should be based on the following criteria:
   a. The relationship is, as much as possible, reciprocal in that there are mutual needs and a sharing of purposes.
   b. The structure and level of the relationship represents the best method of accomplishing the purpose or meeting the need.
   c. The appropriate personnel are available and the time and talent are being or will be used effectively.
   d. Costs in time and money are justified by the results.
   e. Useful reporting devices are designed and used.
   f. The need for the relationship is evaluated periodically.
4. Formal relationships which permit the other organization to use the name ALA or ALA Unit, other than to identify the provider of information or services, must be based on a written agreement pursuant to which ALA retains control of the use of its name or the unit's name.
5. Formal relationships with other organizations or business enterprises do not necessarily imply ALA endorsement of their policies, products, or services.
6. None of the American Library Association's published reports, findings, etc., shall be circulated under the imprint of the cooperating agency without the permission of the Association. The ALA Publishing Committee shall control the use of the ALA imprint.

While endorsements, or boycotts, by the American Library Association are not explicitly authorized in the Constitution and Bylaws, implicit authorization can be derived from the Constitution, Article VI (a) and (b).

Commendations honoring outstanding efforts of an individual, institution, or organization may be issued in the name of the Association by Council or units designated by Council through a formal resolution. (See Policy Manual A.4.2.3(6): Memorial resolutions, tributes, and testimonials.)

A.10.2 Affiliation with other Organizations (Old Number 9.2)

Criteria have been established to guide the Council in considering applications for affiliation with ALA of national and international organizations which must: be not for profit; have interests consistent with those of ALA; have sufficiently large membership and length of existence to ensure continued support under constitutions and bylaws not in conflict with ALA and its policies; and do not discriminate in membership on the basis of race, creed, color, sex, sexual orientation, gender identity or expression, age, disabilities, or national origin.

(See "Policy Reference File" for full text of ALA Guidelines for Affiliate Membership - PDF, 5 pgs)

A.10.3 Definition of Affiliate (Old Number 9.3)
An affiliate is a group having purpose or interests similar to those of the Association or its Divisions/Round Table which has made successful formal application for affiliate status to Council (national and international group) or Division/Round Table (local, state or regional groups.) No subdivision of the Association may separately affiliate itself with an organization with which ALA as a whole is affiliated.
(See "Policy Reference File" for full text- ALA CD# 19.1 Revised - PDF, 2pgs).

A.10.4 Representatives (Old Number 9.4)

A.10.4.1 Formal Relationships (Old Number 9.4.1)
Official representatives to outside organizations serve either at the request of Council or at the direct request of an ALA unit whose approved budget includes membership dues and whose representative plays an active role in the governance or affairs of the outside organization. Official representatives participate in meetings or in the establishment of Councils, joint committees and other groups, which work together in activities of mutual interest.

Should an outside organization request an official representative from the Association, or should an outside organization submit a request to send an official representative to the Association, the request goes to the Executive Board and Council. If approved by Council, the Committee on Organization identifies the appropriate ALA unit and makes a unit recommendation to the Executive Board.

An official representative to an outside organization is an ALA member who is appointed to an outside organization at the request of Council or an ALA unit. An official representative from an outside organization must be a personal member of the ALA.

A representative to another ALA unit is an appointed member of an ALA unit whose duties include attending meetings of other ALA units for such purposes as communication or information dissemination.

A.10.4.2 Informal Relationships (Old Number 9.4.2)
Members of ALA or one of its units may be appointed to provide service, information, or to network with organizations outside the association for the purpose of accomplishing mutual goals. Such representatives have no formal role in the governing structure of the other unit or organization and the appointment of such representatives does not, in and of itself, constitute a “formal relationship” or an “affiliation” as defined in A.10.1-A.10.3.

A.10.5 Relationships with Organizations Violating Human Rights (Old Number 9.5)
The American Library Association shall have no affiliation with, memberships in, or formal relationships with organizations which violate ALA principles and commitments to human rights and social justice as set forth in ALA’s policies, procedures, and position statements and the Universal Declaration of Human Rights.