

The following proposal is presented to the ALTA membership for review and discussion. There are five main sections of proposed changes and each section is interrelated to the other:

1. Board Structure
2. Committee Structure
3. Membership Development
4. Proposed New Bylaws

## **1. BOARD STRUCTURE**

The RSTF agreed that the Board structure should be revised to better meet the changing needs of the association. Below is the current Board structure followed by the proposed new structure.

### **Current**

The current ALTA Board is comprised of 22 members. The editor of *The Voice* and the Executive Director are non-voting members of the Board.

#### **Three (3) officers:**

- President
- President-elect
- 2<sup>nd</sup> Vice-President

#### **One (1) Past-President**

#### **One (1) ALTA Councilor**

#### **Four (4) Councilors**

#### **Twelve (12) Regional Vice-Presidents**

#### **One (1) PLA Representative**

#### **TOTAL: 22**

### **Proposed**

The proposed ALTA Board would be comprised of eleven (11) members as opposed to the 22 on the current Board. The position of Regional Vice-President is being eliminated. The editor of *The Voice* and the Executive Director remain as non-voting members of the Board.

#### **Three (3) officers:**

- President
- President-elect
- Past-President

#### **One (1) Vice-President**

**Four (4) Committee Coordinators:**

- Advocacy Committees Coordinator
- Business Committees Coordinator
- Education Committees Coordinator
- Publications Committees Coordinator

**One (1) ALTA Councilor**

**One (1) PLA Representative**

**One (1) COSLA Representative**

**TOTAL: 11**

**2. COMMITTEE STRUCTURE**

The RSTF agreed that the committee structure should be revised to better meet the changing needs of the association. Below is the current committee structure followed by the proposed new structure and the proposed new committee charges.

**2006 Committee List**

1. Action Development Committee
2. Advocacy Committee
3. Awards Committee
4. Conference Program and Evaluation Committee
5. Education Of Trustees Committee
6. Executive Committee
7. Intellectual Freedom Committee
8. Jury On Trustee Citations
9. Legislation Committee
10. Local Arrangements Committee
11. Membership Committee
12. Nominating Committee
13. President's Program Committee
14. Publications Committee
15. Specialized Outreach Services

**Proposed Committee List**

In addition to the Executive Committee, there will be four clusters of committees with each cluster grouped according to committee function. Each committee cluster will be managed by one of the four Committee Coordinators who sit on the Board. The total number of proposed committees is 14.

*Executive Committee* – To facilitate the actions of the board between board meetings; to consider such items that require interim decisions for the association; to oversee the fiscal management of the association; and to make recommendations to the board regarding items reviewed and under consideration.

### **Advocacy Committees Cluster**

1. *Advocacy Committee* – To identify and encourage library advocates; provide information to support library advocacy; to identify, explore, and publicize current and emerging advocacy issues; to provide ongoing education about advocacy issues; and to create strategic alliances with other organizations promoting library advocacy.

2. *Awards Committee* – To concentrate on the administration, promotion, and development of awards; to evaluate nominations and select worthy recipients for citations; to evaluate each award every three years; to serve as hosts during the Annual Conference to award recipients who are first-time attendees and/or who are not actively involved in ALTA activities; to approve and recommend to the ALTA Board of Directors all new awards.

3. *Intellectual Freedom Committee* – To foster the principles of intellectual freedom among public library trustees; to advise the ALTA Board on matters relating to IF; and to serve as liaison to the ALA Intellectual Freedom Round Table, and the ALA Intellectual Freedom Committee.

4. *Legislative Committee* – To monitor national legislation for its impact on public library service; to encourage trustee participation in ALA and state legislative activities; to represent the interests of the ALTA division with the ALA Legislation Committee and with other appropriated groups having similar goals.

### **Business Committees Cluster**

1. *Development* – To encourage and develop relationships between ALTA and the private sector for the support of ALTA activities and services; to develop a recognition program for those vendors or others who contribute to the ALTA development program; and to develop procedures for working with the ALTA office for coordination of these activities.

2. *Leadership Development* – To identify and develop ALTA member leadership; to prepare and present an annual orientation and leadership program for all ALTA volunteers that will provide an essential understanding of the division and its policies and procedures.

3. *Membership Committee* – To develop and pursue an aggressive and continuous campaign to recruit and retain members for ALTA from existing and potential member groups such as library trustees, librarians and friends of libraries.

4. *Nominations Committee* – To prepare an ALTA slate of candidate for inclusion in the ALA Election Ballot.

### **Education Committees Cluster**

1. *Annual Conference Programs* – To coordinate conference programs sponsored by ALTA at Annual Conferences; to ensure broad coverage; diversity, and limited duplication of programs; to receive conference program requests and review them for adherence to established procedures and budgets. To encourage the presentation of successful programs; to submit program requests along with the committee's recommendations to the ALTA Board for its action. This will be one of ALTA's largest

committees and will include sub-committees for the SOS Luncheon, the Education of Trustees, and other traditional ALTA Annual Conference programs.

*2. Regional Programming* – To develop or identify programs or speakers who can present programs around the country on behalf of ALTA; to identify successful local and state program agendas that can be shared with the state representatives and replicated in other areas of the country.

*3. President's Events* – To plan the ALTA President's events including the President's Reception at the Midwinter Meeting and the President's Program at the Annual Conference.

*4. PLA National Conference* – To work with PLA National Conference Committee to develop and identify programs of interest to trustees and advocates for the PLA National Conference. *Note: this function could be rolled into the duties of the ALTA Representative to the PLA board, however, it would be a significant commitment for a single member.*

#### **Publications Committees Cluster**

*1. Newsletter* – To solicit or write articles for the *VOICE* in conjunction with ALTA and ALA staff.

*2. Publication Development* - To initiate and coordinate the publication of books and pamphlets pertinent to the role of public library trustee service; evaluate the need for revision of published materials; to aid in originating new publication, and in defining the purpose, audience, and scope of each publication. To identify existing publications throughout the country that might be brought to ALTA for national exposure and sale.

*3. Website Development* – To advise office staff on the development of the ALTA website and to represent the interests of ALTA to the ALA Website Advisory Committee; to contribute to the development and management of Web 2.0 technologies including online communities, a blog, a wiki, a photo-sharing site, etc.

### **3. MEMBERSHIP DEVELOPMENT**

ALTA proposes a new membership category to make ALTA membership more attractive and more affordable. The new membership category would not replace ALA/ALTA personal memberships, but would augment that category. Libraries and boards will be able to choose the option that is most cost effective for them.

**Recommendation:** Creation of a new ALA/ALTA membership category for Board memberships. The new board membership would be based on size of the board. Boards of 6 or fewer trustees would pay one membership fee and boards of 7 or more would pay a higher membership fee. With a board membership, each member of the board is an ALA/ALTA member and is entitled to the same benefits as any other member (*American Libraries*, *The Voice*, discounts, volunteer service on committees, voting, etc). This would not replace an individual membership in ALTA. Please note that there will still be boards (or trustees on their own) that, for a variety of reasons, choose to purchase only an individual membership for one of their members.

**4. PROPOSED NEW BYLAWS**

**BYLAWS  
of the  
ASSOCIATION FOR LIBRARY TRUSTEES AND ADVOCATES**  
a Division of the American Library Association

**Article I. Name**

**Section 1.** The name of this organization shall be the Association for Library Trustees and Advocates, a division of the American Library Association.

**Article II. Purposes and Responsibilities**

**Section 1.** The Association for Library Trustees and Advocates is interested in the development of effective library service for all people in all types of communities and in all types of libraries. The purposes and responsibilities of the Association are to develop and promote effective library service for all people.

**Section 2.** The Association for Library Trustees and Advocates has specific responsibility for:

- a. A continuing and comprehensive educational program to enable library trustees to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
- b. Continuous study and review of the activities of library trustees.
- c. Cooperation with other units within ALA concerning their activities relating to trustees.
- d. Encouraging participation of trustees in other appropriate divisions of ALA.
- e. Representation and interpretation of the activities of library trustees in contacts outside the library profession, particularly with national organizations and governmental agencies.
- f. Promotion of strong state and regional trustee organizations.
- g. Efforts to secure and support funding for libraries.
- h. Assuring equal access of information to all segments of the population.
- i. Encouraging participation of trustees in trustee/library activities, at local, state, regional and national levels.

**Article III. Membership**

**Section 1.** The members of this Association shall be those members of the American Library Association who designate the Association for Library Trustees and Advocates as

specified in the ALA Bylaws and who are or have been library trustees, librarians, and any persons who subscribe to the purposes of this Association.

#### **Article IV. Officers and Executive Committee**

**Section 1. *Composition.*** The officers of this Association shall be a president, a president-elect, and the past president.

**Section 2. *Eligibility.*** All officers shall be personal members of ALA/ALTA.

**Section 3. *Duties.*** Except as otherwise provided in the bylaws, the duties of the officers are such as provided in the parliamentary authority adopted by the Association.

- a. **President.** The president shall preside at all meetings of the board of directors and the Association and shall perform all duties incident to the office of president and such other duties as may be prescribed by the board of directors.

The president shall appoint all standing and special committees except the Nominating Committee. The president shall serve as an ex-officio member of all committees except the nominating committee and the awards committee.

The president shall present an annual report of the activities of the Association at the annual membership meeting. The report shall be filed with the permanent records of the Association in the headquarters of the American Library Association.

- b. **President-Elect.** The president-elect shall serve as an aide to the president and shall perform such duties as assigned by the president and/or the board of directors. In the absence of the president, the president-elect shall perform the duties of the president.
- c. **Past President.** The past president shall serve as adviser to the president and the Board of Directors and as the liaison to the ALTA Assembly of State Representatives.

**Section 4. *Executive Committee*** The Executive Committee shall consist of the officers, the vice president, the ALTA councilor, and the executive director who serves ex-officio.

**Section 5. *Duties.*** The Executive Committee shall be constituted to facilitate the actions of the Board of Directors between Board meetings and to consider such items that require interim decisions for the Association. It shall review agendas for the meetings of the Board of Directors, and for the Annual Business Meeting of the Association, and may make recommendations to the Board regarding items reviewed and under consideration. It shall report upon its work at the regular meetings of the Board.

**Section 6. *Terms of Office.*** Executive committee members shall serve until the adjournment of the Annual Conference at which their successors are announced.

- a. The president shall serve a one year term.

- b. The president-elect will be elected for a three-year term and serves one year of that term as president-elect, one year as president, and one year as past president.
- c. The vice president shall serve a one year term.
- d. The ALTA Councilor shall serve a three year term.

## **Article V. Board of Directors**

**Section 1. *Composition.*** The board of directors shall consist of the officers, the vice president, the division councilor, the committee coordinators, a PLA representative, and a COSLA representative. The executive director of ALTA and the editor of the official membership publication shall be non-voting members. All members of the board shall be members of ALTA.

**Section 2. *Duties.*** The board of directors shall manage the affairs of the Association in accordance with the bylaws and policies and shall have authority to transact business between meetings. Business may be transacted by mail, phone, or via the Internet. A majority of voting members present or participating shall constitute a quorum.

### **Section 3. *Appointments.***

- a. **Committee Coordinators.** The president-elect shall appoint a committee coordinator for each committee cluster as may be constituted by the board and shall fill vacancies. The board shall designate which committees are within each committee cluster. The committee coordinator shall serve up to a two (2) year term and is eligible for one (1) reappointment. The duties of the committee coordinator are to coordinate and supervise the functions of committees in the cluster, maintain liaison with committee chairpersons, and other members of the board.
- b. **PLA Representative.** The Public Library Association shall be invited to name a representative to serve a one year term on the board of directors and this representative shall have voting privileges.
- c. **COSLA Representative.** The Chief Officers of State Library Agencies shall be invited to name a representative to serve a one year term on the board of directors and this representative shall have voting privileges.

**Section 4. *Minutes of the Board.*** The minutes of annual and midwinter board meetings and the membership meetings shall be the responsibility of the executive director of ALTA and shall be filed in the ALTA office. Copies of the minutes of the previous board meetings(s) shall be sent to board members within 30 days of the previous meeting.

**Section 5. *Vacancies.*** In the event of the inability of the president to serve, the president-elect shall become president and shall also serve his/her own term as president. In the event of vacancy in any other elected office, the board of directors will elect a person from among the ALTA membership to serve the un-expired term.

**Section 6. *Duties of Members.*** Each member of the Board of Directors shall perform the specific duties attached to membership on the Board. In the case of continued

failure of a director to participate in the deliberations of the Board, or if a director is unable to fulfill the responsibilities of his or her office as defined in the Association bylaws, that director's office may be declared vacant by a three-fourths vote of the Board of Directors.

**Section 7. *Executive Director.*** The executive director shall be appointed by the Executive Director of the American Library Association with the concurrence of the ALTA Board of Directors of this Division. The executive director shall be responsible for all management functions of the ALTA office; shall administer the policies of the association as prescribed by the board; shall submit reports as required by the board; shall serve as an ex-officio member without vote of the board; and shall perform such duties as may be assigned to this position by the board; and the American Library Association.

#### **Article VI. ALTA Assembly of State Representatives**

**Section 1. *Composition.*** The Assembly shall consist of the representatives of all 50 states, or portion thereof, as determined by the board of directors.

**Section 2. *Duties.*** To provide a nationwide network for the exchange of information on activities and issues related to library trusteeship and advocacy; to facilitate two-way communication between members and state library organizations at the state/regional level and the ALTA board at the national level; to promote leadership opportunities for ALTA members, in addition to the existing track of committee appointments and elected positions within the ALTA divisional structure.

**Section 3. *Appointments.*** The ALTA president-elect, in consultation with state library organizations and others, shall appoint state representatives.

**Section 4. *Term.*** State representatives shall be appointed for up to a two (2) year term with up to two re-appointments.

#### **Article VII. Nominations and Elections**

**Section 1. *Nominating Committee.*** The president-elect shall appoint a nominating committee of five (5) members, including the chair, at the time of the midwinter meeting the year before the election, said committee to include not more than two (2) members of the board of directors.

**Section 2. *Duties.*** The Nominating Committee shall meet at Midwinter and Annual Conference the year preceding the election. The Nominating Committee shall submit to the ALTA board, at the final meeting of the board at Annual Conference the year preceding the election, at least two candidates for the following offices in this Association: president-elect; vice president; and every three years, two candidates for ALTA Councilor. Nominees must be members of ALA/ALTA.

The written consent of all nominees and the report of the nominating committee shall be filed with the executive director of the Association in accordance with procedures used in the election of ALA officers, but no later than November 15 of the year prior to the election.

The executive director who will arrange for publication and distribution of the official ballot in cooperation with ALA. All ALTA members will have the opportunity to vote for all candidates running for office.

**Section 3. *Nominations by Petition.*** Additional nominations may be made by petition signed by no less than twenty-five (25) members of ALTA and filed with the executive director not less than four (4) months before the Annual conference. No person may be nominated by petition who is not a member of ALA/ALTA and whose written consent has not been filed with the Nominating Committee.

**Section 4. *Election.*** The election shall be by mail or electronic vote in accordance with ALA procedure. A plurality of all votes cast will be necessary to constitute an election. In case of a tie vote, the successful candidate will be determined by lot. All elections will be certified by the ALA Elections Committee.

### **Article VIII. Committees**

**Section 1. *Authorization.*** Standing and special committees may be authorized by the board of directors and may be discontinued in the same manner. Special committees may also be authorized by the president to meet emergency needs.

All standing committees shall be assigned to clusters and shall report to a cluster coordinator. Special committees may be assigned to a council and then shall report to a council administrator. The duties of each committee shall be determined by the board and shall be stated in the division manual.

**Section 2. *Appointments.*** Beginning February 1 of the year proceeding his or her presidency, the president-elect shall appoint members and chairs to fill vacancies or un-expired terms on all Division committees, who shall take office at the conclusion of the annual meeting when the president-elect becomes president, except as otherwise specified in the ALTA Bylaws or as otherwise provided in the authorization of the committee. The president-elect shall also have the authority, with the approval of the Executive Committee, to remove Division representatives or members of Division committees.

**Section 3. *Term.*** Members and Chairs of standing committees shall be appointed to staggered terms not to exceed two (2) years, and are eligible for up to two (2) reappointments. No person shall serve on more than three standing committees.

**Section 4. *Work of Committees.*** All committee reports, resolutions, and recommendations involving policy shall be referred to the board of directors for action.

### **Article [VIII.] IX. Meetings**

**Section 1. *Membership.*** There shall be an annual membership meeting in connection with the Annual Conference of ALA. One (1) percent of the ALTA membership shall constitute a quorum.

**Section 2. *Board of Directors.*** Meetings of the board of directors shall be held in connection with the Midwinter Meeting and Annual Conference of ALA, and at other times

at the call of the president. A majority of the members of the board shall constitute a quorum.

**Section 3. *Executive Committee.*** Meetings of Executive Committee shall be held in connection with the Midwinter Meeting and Annual Conference of ALA, and at other times at the call of the president. The Executive Committee also meets in the fall. Four-fifths (4/5) of the voting members of the Executive Committee shall constitute a quorum.

**Section 4. *Committees.*** Meetings of the committees shall be held in connection with ALA Midwinter Meetings, Annual Conferences, and at other times at the call of the committee chairperson.

#### **Article X. Amendments**

**Section 1.** These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the annual membership meeting of the Association. The vote may be taken by mail and shall be considered passed if two-thirds of those members responding vote for the amendment. The proposed amendment must have approval of the board of directors before being presented for vote, or must have originated by written petition of not fewer than fifty (50) members and, in either case, notice of the proposed change must be given to the membership no less than one month before such vote.

#### **Article XI. Parliamentary Authority**

**Section 1. *The Standard Code of Parliamentary Procedure*,** third edition, by Alice Sturgis, shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Association for Library Trustees and Advocates or the American Library Association.

Adopted June 1980  
Revised June 1984  
Revised July 1987  
Revised July 1992  
Revised June 1996  
Revised June 1999