

TO: ALA Council

DATE: January 23, 2023

RE: Information Technology Advisory Committee; Code of Conduct Committee; xxx

ACTION REQUESTED/INFORMATION REPORT

Action requested from Councilors to cast their vote to:

- 1) Modify the charge of the Information Technology Advisory Committee (see Appendix 1)
- 2) Modify the composition of the Code of Conduct Committee (see Appendix 2)

INFORMATION ITEMS TO REPORT:

- 3) TAG Recommendations (Appendix 3)
- 4) Constitution & Bylaws recommendations (Appendix 4)

ACTION REQUESTED BY: 2022-2023 Committee on Organization

CONTACT PERSON: Andrew K. Pace (andrewkpace@gmail.com), Chair

BACKGROUND: see attached

APPENDIX 1:

Committee On Organization

Action Request Form

Date: 12/7/2022

Re: Change to Information Technology Advisory Committee (ITAC) charge

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

Establish (e.g. *new MIG*) Discontinue (e.g. *end of MIG*) Renew (e.g. *renewal of MIG*)

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

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

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

Committee/Units Affected/Contact Name/Email:

Edward.Sanchez@marquette.edu

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

This charge update is requested to modernize the language to include focused areas of importance including cybersecurity, business intelligence, and data governance. The proposed changes also define new working parameters between ITAC and the new Chief Information Technology Officer position.

Proposal: Provide detailed information on proposed action requested.

Current ITAC Charge:

To develop, review and recommend to Council policies for the ALA application of information technology products and services. To provide advice to the ALA Executive Director responsible for implementing such policies and guidelines. To recommend editorial or structural guidelines for the ALA website. To recommend guidelines for best practices for software used by ALA. To provide an ongoing channel for member communication by working closely with other units, committees and offices of the association. To make recommendations concerning technical issues or changes to ALA's IT

infrastructure, including evaluating, testing and implementing technology products and services used by Association members or by the public.

To make recommendations on the reconciliation of differing strategic plans from ALA and its divisions. To advise the Association on priorities and strategies that promote utilization and continued development of ALA technology products and services, including the ALA website. To advise on priority setting for competing projects. To make recommendations on how the divisions can work together under a more cohesive umbrella and share technology solutions that are vital to each division. To perform testing and evaluations of technology implementations to provide input on the user interface, designs, and best practices.

Suggested Revisions for ITAC Charge:

To advise the Association and the ALA Chief Information Technology Officer on the priorities and strategies that promote utilization and continued development of ALA technology products and services.

To provide oversight for major technology transitions, monitor important industry or technical trends and advise on the development, implementation and monitoring of the ALA technology infrastructure, cybersecurity framework, data governance, disaster recovery and IT internal control practice.

To advocate for universal access and superior user experience with ALA online content and services.

To develop, review and recommend to Council policies for the application of information technology products and services, and to provide advice to the ALA Chief Information Technology Officer responsible for implementing such policies and guidelines.

To make recommendations on the reconciliation of differing strategic plans with a technology component or impact from ALA and its divisions.

To provide an ongoing channel for member communication by working closely with other units, committees, and offices of the association.

To participate in the evaluation and testing of technology products and services used by Association members or by the public.

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

Just taking one item from the new charge: *To advocate for universal access and superior user experience with ALA online content and services*, supports ALA's EDI values by assuring that steps are in place during website and application development and procurement to ensure that all ALA webpages and electronic information resources are perceivable, understandable, operational, and robust and in compliance with current accessibility standards.

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

APPENDIX 2:

Committee On Organization

Action Request Form

Date: 11/9/2022

Re: Adding Members to the Code of Conduct Meeting

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

- Establish (e.g. *new MIG or Roundtable*)
- Discontinue (e.g. *end of MIG or Roundtable*) Renew (e.g. *renewal of MIG*)
- Name Change (e.g. *changing name of Round Table*; Note: Informational Only)
- Define/Change/Clarify (e.g. *function, committee structure, etc.*)
- Request to Move (e.g. *moving from MIG to Round Table*)

Committee/Units Affected/Contact Name/Email:

Code of Conduct Committee/Co-Chair Sheri Edwards/sheri.edwards@ufl.edu – and – Co-Chair Daniella Smith/Daniella.Smith@unt.edu

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

The Code of Conduct Committee is its second committee year, with FY2022 being its inaugural year. The committee is still finding its “feet,” as expected. We began our second year (July 1) with 7 members. Since July, two members that were returning to serve for their second year on the committee resigned for personal reasons. In September, two additional members were added to replace our seasoned committee members, yet we believe that we need more members to ensure a full slate of input and ideas. We would like to request the size of our committee be expanded to 11 members to match the number of members sitting on most full-sized ALA Committees.

Proposal: Provide detailed information on proposed action requested.

We need a full slate of members on the Committee so that member absences don’t have the impact that is currently occurring. For example, only four members were present at our October meeting—the four members present were not enough for quorum if we needed to vote on important issues. In

addition, we may have urgent meetings to review cases. We utilize a combination of synchronous Zoom meetings and asynchronous communication through our discussion board. Our members are quite busy and adding additional seats might facilitate working quickly online. This year, the Code of Conduct Committee is charged with reviewing and revising the Online Code of Conduct for necessary updates, developing an Online Code of Conduct Policies and Procedures Manual, creating a Transparency report on the moderation of ALA Connect, and reviewing Code of Conduct incidents as they arrive. Currently, we have divided all the tasks except for Code of Conduct Incident reviews among the seven group members. We have observed that committee participation varies based on the demands of K-12 and higher education academic calendars and thus we request that our committee be expanded to 11 members. We have a dedicated group of committee members. All members participate at various points, and we appreciate their thoughtful input. We make this request to ensure that we have the capacity to fulfill our charge and this year's Committee goals, have members available for synchronous meetings, and ensure the committee's sustainability in the future as the committee's responsibilities expand.

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

The role of the Code of Conduct supports the EDI values of ALA. The committee facilitates the equitable implementation of the Code of Conduct which is designed to provide the ALA Connect community with an inclusive environment that supports the diverse needs and interests of its members.

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

APPENDIX 3:

This is a summary report prepared for the ALA Transforming ALA Governance Task Force (TAG), ALA Council, the ALA Executive Board, and the Constitution and Bylaws Committee in response to the direction to make recommendations considering changes to ALA Committee structure based on the proposed new structure of the Council and Executive Board.

In March 2022, Council directed that the Committee on Organization (COO) review the standing Committee structure and charges in light of the new ALA Governance function, culture, and structure.

And in June 2022, ALA Annual Conference 2022, CD#36, Approved as amended directed COO (excerpt):

4. Direct, the ALA Committee on Organization to evaluate the proposed new structure of the Council and Executive Board, providing recommendations for additions, revisions, or deletions to the current ALA committee structure by October 1, 2022, in preparation for Council’s approval of a new Constitution and Bylaws at LibLearnX in January 2023.
5. Direct, the ALA Committee on Organization to review whether the recommendations of the Transforming ALA Governance Task Force and the actions approved by Council in *ALA CD#35 b* including the creation of an Agenda Review Committee, a mechanism for regular membership input (Taking ALA’s Pulse), and an Oversight Review Board require the creation of new committees or might already fall in the charge of existing committees.

The Committee on Organization’s recommendations related to the charges above follow.

1. Proposed Executive Board Committees

The following committees were included in the recommendations related to “the new structure of Council and Executive Board”—Association Policy Committee, Finance & Audit, Leadership Development, Nominating, Professional Values, Public Policy and Advocacy

At the 2022 ALA Annual meeting, Council voted to change the *composition* of both ALA Executive Board and Council. Since ALA Council did not vote to change the structure and function related to ALA governance, COO is not changing the consensus reached in its earlier report ([2021-2022 ALA CD#27.1](#))

“If the proposed changes to the ALA committee structure are not adopted, the recommendation of this working group is to retain the current structure and operations until such time as another proposal is developed.”

In addition, ALA’s current Constitution and Bylaws, and the draft changes to the Bylaws currently being undertaken do not include any references to *Executive Board* committees. Only ALA, ALA Council, and Division Committees are included. After consultation with the Constitution and Bylaws committee and ALA’s Parliamentarian, it was suggested that the right of the Executive Board to constitute its own committees needn’t be documented in the Bylaws,

and that if it were, it should be added to the Executive Board article, not the article on ALA and ALA Council Committees.

However, COO strongly recommends that if the Executive Board *does* want to make changes to its Committee structure, it should consult with COO to determine if such changes would have an impact on existing ALA and ALA Council committees and committee structure.

Summary: COO recommends no changes unless (a) another proposal for changes to ALA governance structure is developed, or (b) the ALA Executive Board makes changes to its committee structure.

2. Committees recommended by TAG

While each recommendation from TAG has individual merit, there are elements of each TAG recommendation that included presumptions of changes to ALA's governance structure that were not approved by ALA Council. Nevertheless, COO can still address each recommendation.

a. Oversight Review Board ([TAG description](#))

Oversight is generally a good idea for any organization. However, in the current situation, COO has concluded that the need for this oversight presumes changes to Council function and Executive Board committee structure that were not made or approved. COO agrees in principle with the idea of oversight, but it is not clear how this is not currently a function of the Board Effectiveness Committee or the Executive Board itself. COO requests that for further consideration, TAG consult with the Executive Board, Council, Divisions and Affiliates to refine the purpose, composition, and desired outcomes for the creation of this committee. Whether or not TAG maintains responsibility for clarity of the ORB role is to be determined.

b. Taking the ALA Pulse ([TAG description](#))

Again, COO agrees in principle that taking the pulse of the membership is an important input to the success of the Association. After consultation with the chair of the Membership Committee and the Associate Executive Director of ALA Offices and Member Relations, COO concludes that the tactic for regular member feedback does not require forming a distinct group to oversee that initiative. The Membership Committee charge already includes serving the Association "as a sounding board on membership." Nevertheless, COO will continue to consult with the Membership Committee to determine appropriate edits to its charge and changes to its composition to support the Taking the ALA Pulse recommendation. Any changes approved by COO will be brought before ALA Council.

c. Agenda Planning Committee (no draft charge)

The Council agenda is currently handled by ALA Governance staff and the Executive Board Executive Committee and with consultation with all the bodies who might want to present reports or actions to the Council. In addition, the Resolutions Committee coordinates with governance staff for the inclusion of Council resolutions on the

agenda. Without a draft charge, it is unclear what problem the formation of new committee would solve. Nevertheless, COO will consult with the Council Orientation Committee and the Council Resolutions Committee to determine if there is a need to expand their charges to include additional Agenda Planning responsibilities. In the meantime, if TAG or Council want to clarify the purpose, charge, and composition of this committee, it will assist COO's and the existing Council committees' consideration.

Summary: COO asks TAG to reconsider and/or clarify the Oversight Review Board recommendation; COO will work with the Membership Committee to consider expansion of its charge and composition to support the Pulse recommendation; COO will consult with Council Resolution and Orientation committees regarding agenda planning and requests clarification of the need for a new Council committee.

APPENDIX 4:

Bylaws changes

COO reviewed the new draft (Draft 2 ALA Bylaws Revision) of the ALA Bylaws and submitted comments and recommendations to the chair of the committee and the ALA Governance Office.

General Feedback

Regarding the list of committees deserving or requiring specific mention in the Bylaws-- Committee on Organization, Committee on Appointments, Committee on Committees, Constitution & Bylaws Committee (which will need renaming), Nominating Committee, Elections Committee—COO respectfully requests that the committee give consideration to the committee on Accreditation as another special case.

General Feedback

COO discussed some of the recommendations of last year's workgroup looking at committees generally and addressing whether structural changes required committee changes. There was a general consideration and discussion of the organic growth of committees established as Council Committees versus Committees of the Association. There was also some consideration of merging or removing duplicative committees. COO will continue these deliberations and may make future recommendations to Council for changes in designation, further categorization, merger, deletion, or addition. However, since none of the committees being considered in this regard are among the 6 specifically named (or to be named) in the Bylaws, this discussion can continue without urgency and without C&B having to wait for those deliberations. That said, COO endorses and encourages the committee to not add to the list of committees specifically mentioned in the bylaws (other than the recommendation above) to ensure that additional COO recommendations can be considered by Council without requiring Bylaw changes.

COO made several general and specific editing recommendations that were incorporated into the 3rd draft of the Bylaws document.