TO: ALA Council

DATE: June 15, 2021

RE: Policy Monitoring Committee; Council Orientation Committee; Creation of the Code of Conduct Committee; Committee on Membership Meetings; Membership Committee

ACTION REQUESTED/INFORMATION/REPORT:
Action requested from Councilors is to cast their vote to:

(1) Expand membership on the Policy Monitoring Committee
(2) Expand membership on the Council Orientation Committee
(3) Creation of the ALA Code of Conduct Committee
(4) Disband the Committee on Membership Meetings
(5) Add charge to the Membership Committee

ACTION REQUESTED BY: 2020-2021 Committee on Organization

CONTACT PERSON: Jim Neal, jneal0@columbia.edu, Chair of the Committee on Organization

The Committee on Organization recommends to Council:

*DRAFT OF MOTION 1 (see appendix 1)***:** To expand the Policy Monitoring Committee membership.

*DRAFT OF MOTION 2 (see appendix 2)***:** To expand the Council Orientation Committee membership.

*DRAFT OF MOTION 3 (see appendix 3)***:** To create the ALA Code of Conduct Committee

DRAFT OF MOTION 4 (see appendix 4): To disband the Committee on Membership Meetings

DRAFT OF MOTION 5 (see appendix 4): To disband the Committee on Membership Meetings

BACKGROUND: (see attached)

APPENDIX 1:

Committee On Organization

Action Request Form

Date: 2/24/2021

Re: Request to increase Policy Monitoring Committee membership

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:

Policy Monitoring Committee - PMC   Edward L. Sanchez, Chair   edward.sanchez@marquette.edu

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

Over the past 6 months the PMC has identified dozens of inconsistencies between the online and PDF versions of the ALA Policy Manual - ALAPM. Our ALA Staff Liaison, Marsha Burgess, also informs us that both sections of the Policy Manual and corresponding linkages between ALAPM and the Policy Reference File – PRF need review and correction.

The PMC has two members in addition to the Chair. Our ability to monitor and accurately document and codify ALA policy over the years has been hampered by the lack of a seamless electronic interface between the ALAPM and PRF, the manual nature of the work, and the small number of PMC members.

In addition to removing and editing the ALA Policy Manual for instances of Midwinter Meeting this Spring 2021, the PMC is embarking on a thorough review of Section A and B of the ALAPM and relevant PRF links. This will involve hundreds of pages of policy and PRF references. Moreover, if the scope of the PMC is to increase across the Association, having additional trained members is worthy of consideration.

Proposal: Provide detailed information on proposed action requested.

We propose increasing the membership of the Policy Monitoring Committee by eight (8). This will allow us to divide into teams of 5 for each section of the Policy Manual review.

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 Policy Manual and Policy Reference File are treasures of ALA history and insight into association values and priorities over the years. Participation on this committee by members from diverse and underrepresented points of view and differences will not only increase perspectives and enrich discussion, it will also give these new members a unique educational opportunity to view issues and topics of internal association governance and policy.

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: 4/12/2021

Re: Council Orientation Committee – Change of Charge & Committee Makeup

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:

Council Orientation Committee / ALA Governance Office / Rodney Lippard, Chair / RodneyL@usca.edu

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

The current charge of the Council Orientation Committee is as follows: **To develop and carry out a mentoring and orientation program for new and continuing councilors and to manage the council suite or lounge at the Midwinter Meeting and at the Annual Conference.**

This is no longer an accurate charge as ALA dispensed with the Council Suite/Lounge starting at the MidWinter Meeting in January 2020. At this same meeting, Council voted that the responsibilities for Council Forum would fall under the guise of the Council Orientation Committee. Therefore, the committee is asking for a change to the charge to reflect these changes.

Also, currently, the number of committee members is at the discretion of the Committee on Committees and traditionally has had 7 or 8 members. To better facilitate the increased responsibilities, the committee is requesting more members be added.

Proposal: Provide detailed information on proposed action requested.

Change the Council Orientation Committee charge to be as follows: **To develop and carry out a mentoring and orientation program for new and continuing councilors** ~~and to manage the council suite or lounge at the Midwinter Meeting and at the Annual Conference,~~ *schedule and organize Council Forums to be held in conjunction with Council Sessions, and to select and arrange training for Council Forum Facilitators*.

Also, direct the Committee on Committees to increase the number of committee members from 7 or 8 to 10 and to include Council Forum Facilitators**.**

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 Council Orientation Committee includes in the Council Orientation sessions on EDI, including, but not limited to, sessions on implicit bias, microagressions, and general diversity. The training for the Council Forum Facilitator will include these sessions along with sessions on unacceptable conduct, how to diffuse tense situations, recognizing and addressing issues such as microagressions when presented during forum, having difficult conversations, and conflict resolution among other topics.

By increasing the number of committee members, it increases the opportunity for members from minority and underrepresented populations to participate in the committee structure and governance of the association.

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:

Committee On Organization

Action Request Form

Date: Submitted 6/2/2021 for the COO meeting on 6/11/2021; Revised with COO Input 6/11/2021

Re: Establishment of a Code of Conduct Committee

Action Request:

☒ Establish

Committee/Units Affected/Contact Name/Email:

> **Working Group to Implement ALA's Online Code of Conduct**
>
> **Contacts:** Elisa Rodrigues and TJ Lamanna, Co-chairs
>
> David Sheffieck, Staff Liaison, dsheffieck@ala.org

Background: With hundreds of active groups and channels, each with thousands of active posts by staff, members, and non-members each month, ALA needs a consistent approach for dealing with incidents and establishing a culture of useful, inclusive communication.

Currently, ALA's different units and channels use a wide variety of conflicting practices and policies managed by ALA staff – and the way these policies are administered is equally inconsistent. This fragmented approach has created a landscape that is confusing and opaque to members and resource-intensive for staff to maintain. To resolve these issues, President Julius Jefferson, Jr. and the ALA Executive Board appointed a Working Group to Finalize and Implement ALA's Online Code of Conduct. The group has worked since January 2021 to develop a member-driven, comprehensive, and standardized Online Code of Conduct that builds on the many existing Codes across the association (such as the Spectrum Scholars Guidelines) as well as examples from other organizations (including Tor Project, Mozilla, and Geek Feminism).

After completing and refining a draft, the Working Group solicited input from ALA members, Division and Round Table Boards, ALA Council, Affiliates, Chapters, and others. It conducted this open feedback period from May 5th to May 21st, 2021, attracting over 300 comments. The group reviewed this feedback in depth and incorporated much of it into the new Online Code of Conduct.

This Online Code of Conduct will apply to ALA Connect, blogs and websites, social media, and other channels across ALA, including those managed by Divisions and Round Tables. It will replace all existing codes/guidelines for all online channels. In the near future, ALA expects to also use it as the first step toward standardizing policies for in-person events.

Adopting a standardized Code of Conduct addresses, but does not fully resolve, the above issues: ALA must consistently and transparently *apply* this new Code in a way that builds trust and promotes community safety. The proposed Code of Conduct Committee allows members to lead this process, in keeping with ALA's dedication to being a member-driven organization.

Working Group members:

Miranda Bennett

Nicanor Diaz

Catie Sahadath

Karen G. Schneider, Executive Board Liaison

Bianca Spurlock

Jessamyn West

TJ Lamanna, Co-Chair

Elisa Rodrigues, Co-Chair

David Sheffieck, Staff Liaison

Proposal: Provide detailed information on proposed action requested.

A) Committee Charge – it is proposed that a Code of Conduct Committee be formed with the following charge:
To administer and apply the ALA Online Code of Conduct. This committee will provide transparent, consistent, and context-sensitive accountability to ensure mutual respect and community safety. It will take timely action in addressing and resolving any incidents on those platforms and channels. It will ensure that the Code of Conduct is updated according to the schedule in the Code, with opportunity for community input. It will publish an annual transparency report and communicate that report, along with any updates to the Code, to users of all ALA-affiliated platforms and channels. Finally, it will partner with ALA leadership and legal counsel to develop and maintain a strong and transparent procedures for handling incidents.

B) Committee Membership
   a. It is proposed that there be seven (7) members of the committee.
   b. To maintain continuity, three (3) members of the Working Group will serve initial one-year terms and four (4) newly-appointed members will serve a two-year term. Once the Working Group members roll off all members will serve two-year terms.

C) Officer structure
   a. Co-chairs (appointed annually by the ALA President-Elect)
   b. It is proposed that the committee operate with co-chairs, to ensure that it is able to

quickly and successfully address time-sensitive incidents.

c. To maintain continuity, one co-chair from the Working Group will continue as co-chair in the committee's initial year. Similarly, future co-chairs' terms should be staggered so that both co-chairs do not roll off the committee simultaneously.

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 new Online Code of Conduct clarifies and codifies EDI values which have previously been implicit or inconsistent in Codes across the association. It prohibits harassment and establishes a strong framework for a successful, respectful, and safe community. The Code of Conduct Committee enacts this Code, and these values, consistently across ALA's channels and platforms. The committee will ensure that as online discourse continues to evolve, the Code does as well, maintaining the standard for ALA's EDI values across its online channels.

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

APPENDIX 4:

Committee on Organization

Action Request Form

Date: 6/2/2021

Re: Dissolution of the Committee on Membership Meetings; Change in charge of the Membership Committee

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:

Committee on Membership Meetings – Michael Golrick, (Chair, July 1, 2019, to June 30, 2021)
        michael.golrick@gmail.com

Membership Committee –   Ms. Christina Rodriques (Chair, July 1, 2020, to June 30, 2021)
        rodriquc@oclc.org
        Miranda Henry Bennett (Chair, July 1, 2021, to June 30, 2022)
        MHBENNET@mailbox.sc.edu

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

> The Membership Meetings Committee was created after the work on the Special Presidential Task Force on Membership Meetings recommended that there be a group separate from the Executive Board to help plan and promote the Meeting with the goal of attaining a quorum on a regular basis. Since the Membership Meetings Committee has begun the quorum for transacting business at a meeting has been reduced from 1 per cent of the membership to 75 members, and a quorum is regularly achieved. In addition, holding meetings virtually has changed the nature of the work of the committee.

The Membership Meetings Committee has discussed the issue and when it met on May 26, 2021, it was moved and unanimously voted to suggest that the duties of this committee may be better met by a subcommittee of the Membership Committee which already works in the area of member engagement.

Proposal: Provide detailed information on proposed action requested.

Suggested motion #1:

That the **Membership Meetings Committee** be disbanded and the work of that committee be assigned to the **Membership Committee**.

Suggested motion #2:

That the charge of the **Membership Committee** have added "and to plan the agenda for the membership meetings specified in ALA policy A.7.4.10 including identification of topics, promotion of the meeting, and advise staff responsible for the meeting."

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 Membership Committee has a year-round focus on issues of importance to the membership and to the association, including our commitment to EDI. The committee's continuous focus will help ensure that the selected topics for the membership meetings are in alignment with the needs of all members. The Membership Committee is committed to ensuring that the meeting meets accessibility standards and is promoted to all members. They are an appropriate group to encourage attendance and engagement.

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