

## **RULES FOR ALA VIRTUAL COUNCIL MEETINGS**

The following rules will be for adoption for all virtual Council Meetings.

### **MEETING FOCUS**

(1) With potentially more than 150 Council Members in virtual attendance, the logistical constraints will be substantial. With this in mind, the virtual meetings must focus on action-oriented items to move the Association and the library profession forward.

### **ATTENDANCE**

- (2) Current Council Members must pre-register and login at least fifteen (15) minutes prior to the start of each segment of the virtual Council meeting.
- (3) Non-councilors and non-Members who wish to observe and/or listen in to the meeting must register for it and are ineligible to speak or vote, unless explicitly invited or authorized to do so by the Presiding Officer or by Council.

### **VIRTUAL PARTICIPATION**

- (4) Councilors who wish to speak shall use the following methods:
  - i. raise hand function adjacent to their name in the participant list; or
  - ii. use the "Question & Answer" box
  - iii. identify themselves using the following introduction template:  
<First and Last Name>, <Insert type of Councilor>, <state the question or comment>

Once the meeting is called to order, please use the chat space only for technical assistance. Please note that the chat feature is read audibly via accessibility software during the meeting, and continual comments in the chat feature can conflict with the meeting audio for those using accessibility features.

All comments and questions concerning the business of the meeting, including Point of Order or Information, are to be placed in the Q&A space.

The Presiding Officer/Moderator will recognize speakers, usually on a first-come first-served basis, except that first time speakers will be recognized ahead of second time speakers. Councilors will be virtually muted at all times other than when recognized by the Presiding Officer/Moderator.

- (5) Given the time constraints on Council meetings, it would be unusual to invite or allow non-Councilors to speak. In exceptional circumstances, a non-Councilor may request to speak and the reason for the request by using the "Question & Answer" box, providing the following details: ALA Member [insert name] would like to ask for permission to speak to Council for this purpose\_\_\_\_. The individual must then wait for permission to be granted, as per rule #3.

## MOTIONS

- (6) With the exception of Resolutions and action items (which must undergo the formal submission process outlined in the Resolution section of this document, all secondary motions (such as amend, refer, etc.) must be submitted via this link: <http://www.ala.org/aboutala/governance/council/motionwebform>

## REPORTS & ACTION ITEMS

- (7) Committee reports, including action items, must be submitted at least fourteen (14) calendar days prior to convening of the virtual meeting.
- (8) A committee representative who wishes to report recommendations to Council may move any action item in the Report. No seconding is required.

## RESOLUTIONS

- (9) Draft resolutions must be provided to the Council Secretariat (Marsha Burgess [mburgess@ala.org](mailto:mburgess@ala.org)) at least 48-hours prior to the calling of the virtual meeting to order. All final resolutions must be submitted 24-hours prior to the calling of the virtual meeting to order. To ensure that the Resolutions Committee as well as Councilors have enough time to review the resolutions submitted it is strongly encouraged that resolutions be submitted well in advance of the 24-hour deadline.
  - i. No resolution shall be presented at the virtual meeting that has not been received through the Resolutions Process. Only the "Resolved" clauses of a resolution will be displayed and read.
  - ii. Resolutions that are not addressed at a segment of Virtual Council Meeting will be moved to the next segment of the Virtual Meeting or, if time runs out, to the next in-person Council Meeting.
- (10) With the exception of resolutions contained in committee reports, resolutions that have not been reviewed by the Resolutions Committee will not be placed on the Council agenda until they have been so reviewed.
- (11) A resolution which has fiscal implications must be submitted to the Executive Director (Tracie Hall [thall@ala.org](mailto:thall@ala.org)) and the Budget Analysis and Review Committee (BARC chair, Peter D. Hepburn [peter.hepburn@canyons.edu](mailto:peter.hepburn@canyons.edu)) from the Resolutions Committee at least (1) week before it is to be considered by Council. Committee resolutions with fiscal implications must also be submitted in advance to the Executive Director and to BARC. BARC will report to Council on the fiscal implications in accordance with ALA Policy A.4.2.2.

## DEBATE

- (12) Each "speaker" will be allowed up to two times, each time for no more than two minutes. No "speaker" shall have the floor a second time on the same question until all who wish to speak have spoken.
- (13) The Presiding Officer or Council may set time limits on debate and may end debate on a motion or resolution after a reasonable amount of time. Once debate is closed, a vote will be taken on the motion or resolution. The Presiding Officer will then announce the result of the vote.

## VOTES

- (14) All virtual Council votes will be done via the link provided by the Governance Office during the virtual council meetings.
  - i. Councilors present are encouraged to vote when invited by the Presiding Officer, who will set a time limit for voting. Voting selections made following the close of that period will not be recorded. Votes will be tabulated based on the number of valid votes received.
  - ii. As per Bylaw Article II, Section 5. Votes by Mail. "For votes by Council, fifty percent of the voting membership shall constitute a quorum and a simple majority of those voting shall be required to carry."

## AGENDA

- (15) After the adoption of the above meeting procedures, the Presiding Officer presents the agenda. This agenda may have been amended by the Presiding Officer from any agenda distributed earlier. Other changes to the agenda are usually made by general consent, and the agenda is then voted on by Council.
  - i. It is recommended that agendas be drafted based on committee reports and action items that need immediate attention.
  - ii. It is recommended that informational and noncontroversial reports be added under the "Consent Agenda," with Councilors being entitled to pull items that they consider contentious out for separate consideration.
- (16) Housekeeping items such as announcements, updates, or items for informal consideration shall be considered permissible additions to the end of the final meeting's Agenda.
- (17) A segment of the Virtual Meeting will be adjourned at its published time. Unless Council, by unanimous consent or a majority vote, decides to continue the Virtual Meeting or the specific segment.

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THESE RULES SHALL GOVERN. By general consent, if there be no objections, or by a two-thirds vote, any rule may be suspended.