

Chapter 1: Conferences and Meetings

This chapter articulates overall regulations and guidelines concerning conferences and meetings, and details needed tasks before, during, and after the ALA Midwinter Meeting and Annual Conference.

I. Regulations and Guidelines

All GODORT meetings, whether at conferences, or between conferences, must conform to the regulations and guidelines for conferences and meetings provided in Section A.7.4 of the. These include what constitutes a meeting (as opposed to one of the varieties of “asynchronous communications”) [A.7.4.1], requirements which govern all meetings which take place outside of the Annual Conference and Midwinter Meeting, including the need for prior notification and a timely report of the meeting’s results [A.7.4.2], requirements which govern any emergency meeting [A.7.4.3], and the requirement for all meetings to adhere to ALA’s “open meetings policy” [A.7.4.4].

II. Preparation for Conferences

A. Scheduling

1. Meeting Rooms

The Immediate Past-Chair schedules conference meeting rooms, with input from the Steering Committee. Detailed information about this process is in *PPM Chapter 3: Steering Committee* and *Chapter 6: Past Chair*.

2. GODORT Program

Program arrangements for the Annual Conference, including the room arrangements, are handled by the GODORT Assistant-Chair/Chair-Elect, who is also the Chair of the Program Committee. Detailed information on planning and scheduling the Program is available in *PPM Chapter 5: Assistant Chair/Chair-Elect*.

The Past Chair will communicate and coordinate responsibilities with the Program Committee Chair to assure all deadlines are met and forms properly filled out.

B. GODORT Awards Reception

Information about the GODORT Awards Reception is contained in the Conference Committee Chapter (*15, Article V, Section A*)

C. Items to download or bring to Conference

It may be helpful to have access to the following pieces of information during meetings:

- Minutes of two previous Midwinter Meetings and Annual Conferences;
- *Bylaws*;
- *Policies and Procedures Manual* chapters (at a minimum, bring Chapter 1, and the Chapter that pertains to your Office/Committee/Task force);

- GODORT Schedule;
- Attendance sheets (available for download from the wiki or provided by the GODORT Secretary for Steering and General Membership meetings);
- Copies of agendas and handouts for your meetings.

D. Review of the *PPM*

Each officer, committee chair, and task force coordinator shall have reviewed the *PPM* prior to the Midwinter Meeting and Annual Conference.

- If changes are proposed, notify the Bylaws Coordinator via email or hard copy with marked changes.
- Changes will be reviewed for consistency with the *Bylaws* and existing *PPM*.
- If requested changes affect other groups, those groups will be contacted for discussion.
- Proposed changes will be brought by the Bylaws Coordinator to Steering Meeting, Old Business.

III. At Conference

A. ALA Conference Services

1. GODORT Files

At both the Annual Conference and Midwinter Meeting, GODORT's ALA Staff Liaison has a file for GODORT, located on the Washington Office table in the ALA Offices (there is a big sign that says "to ALA Offices"). The files are for use by members of GODORT (e.g., for dropping things off to be copied for the GODORT Membership meeting.)

2. Copy Services are also located in the ALA Offices at Conference. The GODORT Chair announces the copy number (it remains the same for each conference) at the first Steering Committee meeting.

B. Parliamentary procedure

The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with the *Bylaws* or any special rules or order the Round Table may adopt, or with the Constitution and *Bylaws* of the American Library Association. Currently, the parliamentary authority designated by the American Library Association is *Robert's Rules of Order* (latest edition). The Official Robert's Rules of Order web site provides answers to [frequently asked questions](#) and [official interpretations](#).

When differences occur, GODORT always follows the meeting rules rather than the convention rules (per ALA Parliamentarian ruling).

Quorum numbers are determined by the GODORT *Bylaws* Article V, Section 4. Until there is a quorum there can be no official meeting and no voting can occur (informal

discussion among colleagues is perfectly okay). If not otherwise specified in the *Bylaws*, a committee's quorum equals the majority (51%) of members who are eligible to vote. For task forces, work groups, and other bodies with unspecified membership, a quorum is the number of people attending the meeting.

When a fixed time to adjourn arrives, the presiding officer may ask for a motion to suspend the rule regarding adjournment or to set another time to adjourn (even if the clock has run down to zero minutes, if done promptly). A member should then move to adjourn, to suspend the rule requiring adjournment, or to set another time for adjournment.

C. **List of attendees** (GODORT Secretary/Nominating Committee Chair)

1. All committee chairs and interest group leaders should bring copies of the GODORT Attendance sheets. Printable form is available in Appendix G. The GODORT Secretary brings attendance sheets for the GODORT Steering and General Membership meetings.
2. At the end of each conference, attendance sheets should be turned in to the Nominating Committee Chair. One copy of the attendance sheets should be made and given to the Membership Committee Chair. An additional copy of the attendance sheets from the Midwinter Meeting should be given to GODORT chair-elect, while the second copy from Annual Conference attendance sheets should be given to incoming GODORT chair.

D. **Meeting Minutes** (All Secretaries)

1. Content of Minutes

Minutes are to be a summary of the meeting including the major points of discussion, decisions, action items, and resolutions to be presented for adoption. Specifically:

- Minutes are not a verbatim record of discussion but should capture the sense of the debate and the decision of the group.
- The minutes record every motion and resolution, the name of the proposer, whether it passes, and the way in which each motion was disposed of. When a vote count is taken, the number voting on each side is recorded.
- Though they may be included on the meeting agenda, reports from external liaisons **should not** be included in the minutes **unless** there is discussion and recommendations stemming from a reported item.

The designated secretary of each task force, committee, or work group will prepare the meeting summary for the GODORT Membership meeting and send via email to the GODORT Secretary by the deadline announced at the first Steering meeting.

Reports of committees and meetings will be printed exactly as submitted to the Secretary. Please double check the minutes to avoid such errors as misspelled names. A summary of the Midwinter Meeting and Annual Conference shall be provided by the Past-Chair for publication in *DttP*. (See Chapter 6: Past Chair)

3. Format of Minutes

The following should be included in minutes posted to the GODORT website:

- Name of meeting
- Location of meeting
- Date of meeting
- Convener
- Recorder

For example:

GODORT Steering Committee
George V Hotel, Versailles Room
January 7, 2011, 1:30-3:30 p.m.
Sandy Smith, Chair
Joe Jones, Secretary

For those submitting formatted minutes, the following are the font sizes etc.:

- headers should be Times/Roman 12 BOLD,
- text should be Times/Roman 11.
- if the file is submitted in RTF (rich text format) any word processing software can read it so the document formatting should remain intact.

4. Text of resolutions passed by GODORT at the conference/meetings

The text of all resolutions, in the form that they were passed at the GODORT Membership meeting, are included in the minutes of the GODORT Membership meeting and sent by the GODORT Secretary to the Technology Committee for publication.

The Chair of the Legislation Committee is responsible for sending a list of the titles of resolutions to be published in the Winter issue of *DttP*.

E. GODORT Membership Meeting

Committee Chairs, Task Force Coordinators, Group leaders, and GODORT Officers are to be in attendance at the GODORT Membership meeting with a written report of Committee and Task Force proceedings (these need not be the final version submitted as minutes). All motions, resolutions, and action items of the Committee or Task Force should be included in this report.

If a committee, task force, or other reporting body has materials to distribute at the GODORT Membership meeting they should provide an electronic copy to the GODORT Secretary prior to the meeting, or the following number of paper copies at the meeting:

Midwinter Meeting: 20 copies
Annual Conference: 50 copies

F. Approval of Items at Midwinter Meeting and Annual Conference

1. Midwinter Meeting items needing approval

The following items are approved at the Midwinter Meeting:

- Nominating Committee presents the slate of Nominees - Steering Committee meeting, Old Business
- Program topic for Annual Conference (the topic approved is for the Annual Conference approximately 18 months away) - Steering Committee meeting
- Budget (see *Bylaws* Article X, Section 3) - GODORT Membership meeting immediately prior to the ALA budget submission deadline.
- Revisions for the *Policy and Procedures Manual* – Steering Committee meeting, Old Business
- *Bylaws* changes (Steering votes on whether or not to send proposed *Bylaws* changes to the GODORT Membership for a vote) – Steering Committee meeting, Old Business
- Establishment or dissolution of Task Forces, committees, or discussion groups –Steering Committee meeting, New Business

2. Annual Conference items needing approval

The following items are approved at the Annual Conference:

- Approval of New Committees and Chairs - Steering Committee meeting, Old Business
- Budget (see *Bylaws* Article X, Section 3) - GODORT Membership meeting immediately prior to the ALA budget submission deadline.
- Revisions for the *Policies and Procedures Manual* – Steering Committee meeting, Old Business
- *Bylaws* changes (Steering votes on whether or not to send proposed changes to the GODORT Membership for a vote) – Steering Committee meeting, Old Business
- Establishment or dissolution of Task Forces, committees, or discussion groups –Steering Committee meeting, New Business

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